



KELLEY SCHOOL OF BUSINESS

INDIANA UNIVERSITY

Graduate Accounting Programs

Master of Science in Accounting (MSA) Application Instructions

Before submitting your application, please read these instructions carefully.

- Deadlines for admission are posted to the GAP website. Separate deadlines are specified for domestic and International applications. <http://kelley.iu.edu/MSA/index.html>
- Please note that all required materials including test scores must be received by the specified deadline.
- If your application remains incomplete at the deadline, you will receive a Deny decision.
- There is no spring semester admission for the MSA program.
- We do not use World Education Services (WES) reports or reports from other outside educational evaluation companies in the admissions process.
- If you are required to submit transcripts or any other materials, please mail them to: GAP Admissions Committee, Indiana University, Kelley School of Business 1275 East 10th Street, Suite 2000 Bloomington, IN, USA, 47405-1703.
- If any mailed documents need to go to International Admissions or the University Graduate School, we will forward them to the correct office.
- Please do not send materials that were not requested such as writing samples, certificates or secondary school transcripts. These documents will not be considered for admission.
- Please take the standardized tests (GRE, GMAT, and TOEFL) early enough so that results are available by the application deadline. Once we begin processing applications, we cannot wait for test scores if they are not available.
- We do not accept IELTS scores.
- Many questions can be answered by visiting our website: <http://kelley.iu.edu/MSA/index.html>
- If you have a problem with your application and need to communicate with us, please send an email to acctgrad@indiana.edu. Please do not call or email other faculty or staff in the office, it only complicates and delays matters further.

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Please have the following documents ready before starting your online application. Detailed instructions for each of these items and steps in the application are on the next page:

- Scanned copies of the GRE/GMAT and TOEFL scores (student copy).
 - Scanned copy of original transcripts or mark sheets.
 - Personal statement in PDF format
 - Resume in PDF format
 - Names and email addresses of two references (Kelley students please see below for further instructions)
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Evaluation Criteria:

Admission to the Graduate Accounting Programs is very competitive. Your admission to the program will be based on the following criteria. Please note that these criteria supersede any other published admission criteria for these programs. No one item will either include or exclude you—the Admissions Committee is looking for well-rounded individuals.

- **GRADE POINT AVERAGE:** 3.2/4.0 and above from US undergraduate school. International students, please leave your GPA/ percentage as it is.
- **TEST SCORES --GMAT:** Recommended total score of: 620 total. --**GRE:** minimum 157 on Verbal, minimum 157 on Quantitative, and 4.0 or above on Analytical Writing. --**TOEFL:** 105 on new iBT; 260 or better on machine-scored test. Any applicant who is a non-citizen will require a TOEFL, even if you have a US degree. We do not accept IELTS scores.
- **RESUME:** Involvement in extracurricular activities, which highlight personal achievements. Involvement in social, professional, civic organizations and leadership experience therein. Summer, part-time or full-time work experience; volunteer experience; or military experience that shows motivation, leadership and perseverance.
- **PERSONAL STATEMENT:** (essay—as described above) that describes your career plans and how you feel this program will assist in realizing your personal and professional goals. This essay will also be used to evaluate your written communication skills.
- **RECOMMENDATIONS:** two required. (Kelley students please see below for further instructions)
- **INTERVIEWS:** group interview and one-on-one interview.

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The following statement applies to students who meet all requisite criteria regarding prior academic preparation at the time of application and are the recipient of a scholarship and/or assistantship award:

In accordance with the national agreement developed through the Council of Graduate Schools, which states that "an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer," I agree that if I accept a fellowship, scholarship, or assistantship from Indiana University, the acceptance becomes binding after April 15 and will preclude the later acceptance of a stipend offer for the following academic year from any other institution unless I first obtain a written release from the graduate advisor of the relevant degree program of Indiana University.

The resolution of the Council of Graduate Schools, for which 373 universities have indicated support, including Indiana University, also states: "Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this resolution."

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1) PERSONAL STATEMENT (Essay). Submit electronically through the online application

Prepare a personal statement that discusses your educational experiences, activities, and goals. The essay may include influences in your life and the reasons you decided to apply to the Master's Program. Why do you want to pursue a graduate program in Accounting? In what way do you believe the Kelley School of Business MSA program will allow you to achieve your career plans, or assist you in realizing your personal and professional goals? Please give these questions extensive thought in order to formulate a thoughtful and well-prepared response. The essay should be from one to two pages in length, but **no longer than two pages** (approximately 700 words). Conciseness, clarity, grammar, style, and format will be considered.

2) Electronic recommendation letters. We do not accept paper recommendations.

Provide contact information for *two* recommenders.

At least one recommender should be a college faculty member. Other recommenders may be someone who has had a chance to observe your work in professional organizations, student groups, volunteer positions, or employment. Once you submit your application, recommenders will be contacted, via email, and asked to complete an online recommender form that is submitted online. All recommendations must be submitted online.

Applicants are responsible for follow up with their recommenders regarding timely completion of a recommendation. Submit your recommenders in the recommendation section of the online application.

Current Kelley students: If you are using Kelley faculty members as referees, only enter the name of those who have agreed to serve as your references. Since we will contact faculty directly if we need their recommendation, you do not need to provide their contact information, such as email and mailing address. To avoid the faculty member receiving a request for a recommendation, we instead ask that you enter your own email & mailing address in the required fields. You will be sent an auto-email with an access code and instructions on how to proceed to submit the recommendation which you may disregard.

3) Test Scores: Send official scores to IU and upload scanned copies.

If you have not taken these tests, you will need to do so before the application deadline.

Official scores reports are sent to a centralized location and uploaded into the IU computer system. They *should not* be sent to the department. The IU Bloomington program code is for the GMAT is 8ZG-41-04; GRE is 001324; TOEFL is 001324.

4) Transcripts: Send official transcripts to IU and upload scanned copies.

Please request official transcripts from all institutions you have attended for undergraduate and graduate level work. Have the Registrar of each institution mail them directly to our office (address at bottom of this document). Official transcripts should be sent in a sealed envelope and bear the official university seal. If you have not yet graduated, send a transcript of your current progress. Upon graduation, you will be required to supply us with a final, official transcript showing the degree that you have earned before you formally matriculate into our program.

Note: Under the heading "Additional Upload" upload a copy of your official transcripts, GMAT/GRE and TOEFL scores that our office can review (as one document). You will still need to mail your original transcripts by the application deadline for full consideration of your application.

5) Resume: Submit electronically in the online application.

Provide a current resume. It should include a minimum of the following 3 sections:

1. GPA: Please mention your GPA from your US undergraduate school. International students, please leave your GPA/ percentage as it is. Also mention relevant subjects done during your course.
2. WORK EXPERIENCE: This work should include any professional, full-time, part-time, summer, volunteer, or military experience.
2. EXTRACURRICULAR ACTIVITIES: List any extracurricular activities while attending college/university (i.e. campus, social, professional, volunteer, civic organizations), including leadership positions held and dates of participation.
3. HONORS AND AWARDS: List any honors and awards you have received.

Upload your resume in the "Department Information" tab of the online application.

Once you have made sure the above documents are ready, go ahead and begin your application.

Step by step instructions for filling out the application are below:

The application should take approximately 30 minutes to complete using these directions. However, you may save your progress and return to the application at a later time, if interrupted.

1. Go to the application at: <http://tinyurl.com/3xb78fl>
2. You will now be in the "Online Graduate And Professional Admissions Application" for Indiana University.

Online Graduate And Professional Admissions Application

Create new guest account

Don't have a guest logon? Click the button below to create a new guest account and begin an application for admission.

Please Note: this guest account will work for all IU campus applications.

Create new guest account

Logon

Or, click the button below if you already have a guest-id or IU network-id. You can change an application that you've started, review an application that you've already submitted, or begin a new application.

Logon with guest/network-id

- In the heading titled "Online Graduate and Professional Admissions Application"
 - If you are a current Indiana University student, you should select "Logon". This will directly import the information the University already has on file for you.
 - If you are not an Indiana University student, select "Create Guest Account" and follow the instructions to create your account at Indiana University. (passphrase refers to your password)
 - Please capitalize the initials of your name and use correct punctuation as the information you enter here becomes your permanent record at Indiana University.
3. The application is most easily navigated using the tabs located at the top of the page.
 4. You will now be in the "Desired Degree" tab.

Desired Degree

An * marks a required field.
 You may save your responses by clicking the save button at the bottom of the screen. If you log out and intend to return to the application at a later time, please click save prior to logging out to ensure your work up to that point has saved.
 When a date is requested, you may use 01 as the day if you are unsure of an exact date.

Intended Program and Plan

* Academic Program: Business Graduate Accounting Programs

A response to this question is required.

* Academic Plan: Select...

Term

* When do you wish to enroll in classes? Fall

- In the section titled “Intended Program and Plan” complete all asterisked (*) questions.
 - In the line titled “Academic Program” SELECT “Business Graduate Accounting Programs” in the drop down list.
 - In the line titled “Academic Plan” SELECT Master of Science in Accounting”. (Applicants should plan to complete their bachelor’s degree before entering the program) <http://kelley.iu.edu/MSA/index.html>
- In the section titled “Term” fill out all the asterisked (*) questions.
 - In the section titled “When do you wish to enroll in classes?” SELECT the FALL semester that you are applying for.
- At the bottom of the page, CLICK “Save”. Then CLICK “Next Page”.

NOTE: Scroll to the top of the page. If all required questions were completed, the “Application Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

5. You will now be in the “Personal Information” tab.

IU Bloomington Graduate Admissions Application

Personal Information Additional Information Application Information Department Information Submit

Personal Information not visited complete error

An * marks a required field.
 You may save your responses by clicking the save button at the bottom of the screen. If you log out and intend to return to the application at a later time, please click save prior to logging out to ensure your work up to that point has saved.

Personal Information

* Current name (as it appears on your passport)

* First (Given): Gretchen Middle: * Last (Family/Surname): Handlos Suffix: Select...

Please list any other name under which credentials may arrive.

* First (Given): Middle: * Last (Family/Surname): Suffix: Select... Delete

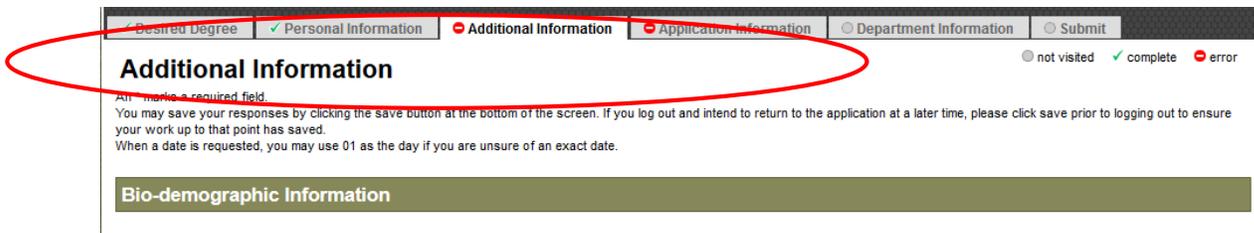
Add

- In the heading titled “Personal Information” complete all asterisked (*) questions.
- In the heading titled “General Questions” complete all asterisked (*) questions.
- OPTIONAL: In the heading titled “Ethnic Information” complete questions.
- At the bottom of the page, CLICK “Save”.

NOTE: Scroll to the top of the page. If all required questions were completed, the “Personal Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

- At the bottom of the page, CLICK “Next Page”.

6. You will now be in the “Additional Information” tab.

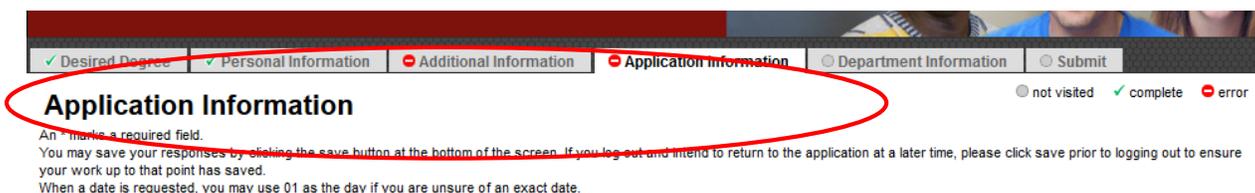


- In the heading titled “Bio-demographic Information” complete all asterisked (*) questions.
- In the heading titled “Current Mailing Address” complete all asterisked (*) questions.
- OPTIONAL: In the heading titled “Current Phone,” complete questions.
- In the heading titled “Electronic Address” complete the asterisked (*) question.
- In the heading titled “Third Party Contact Information” complete the asterisked (*) question.
- In the heading titled “Residency” complete all asterisked (*) questions.
- In the heading titled “Behavior” complete the asterisked (*) question.
- At the bottom of the page, CLICK “Save”.

NOTE: Scroll to the top of the page. If all required questions were completed, the “Additional Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

- At the bottom of the page, CLICK “Next Page.”

7. You will now be in the “Application Information” tab.



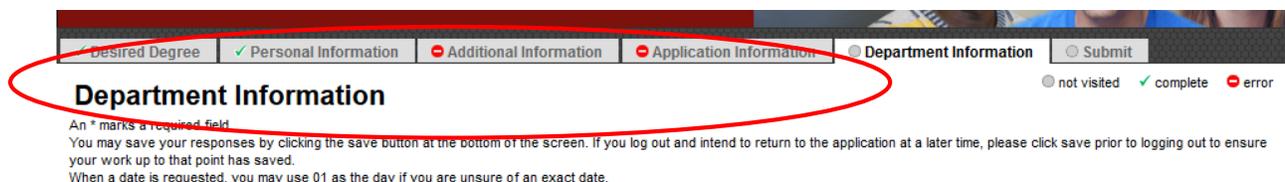
- OPTIONAL: In the heading titled “Other Universities” complete the questions.
- In the heading titled “College/University Attended” complete the asterisked (*) questions.
 - Please list all institutions of Higher Education that you have attended, past and present, including Indiana University. If you are currently a student at IU, please list Indiana University— Bloomington first, and work backwards for successive institutions by clicking on “Add” on the lower left. Please list your major and your GPA for each institution. **Do not** list your High School or secondary institution. Indiana University transcripts can be accessed electronically by our office; *you need not request them*. We can also access a transfer credit report.
 - Please request official transcripts from all institutions you have attended for undergraduate and graduate level work. Have the Registrar of each institution mail them directly to our office (address

at bottom of this document). Official transcripts should be sent in a sealed envelope and bear the official university seal. If you have not yet graduated, send a transcript of your current progress now and supply us later with a final, official transcript showing the degree that you have earned before you formally matriculate into our program.

- OPTIONAL: The two headings of “Employment History” and “Publications” complete questions. Please *do not* send materials that were not requested, such as copies of articles, projects, etc. They are not evaluated or used during our process.
- In the heading titled “Test Information” report your scores for the GMAT/GRE and TOEFL.
 - If you have not taken these tests, you will need to do so before the application deadline.
 - Official scores reports are sent to a centralized location and uploaded into the IU computer system. They should not be sent to the department. The IU Bloomington program code is for the GMAT is 8ZG-41-04; GRE is 001324; TOEFL is 001324.
- In the heading titled “Fee Waiver” IF you meet the criteria listed, then you can request a fee waiver. If not, answer the asterisked (*) question.
- At the bottom of the page, CLICK “Save”.

NOTE: Scroll to the top of the page. If all required questions were completed, the “Application Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

8. You will now be in the “Department Information” tab.



**Please do not use the link and PDF version provided. We *do not* accept paper recommendations.

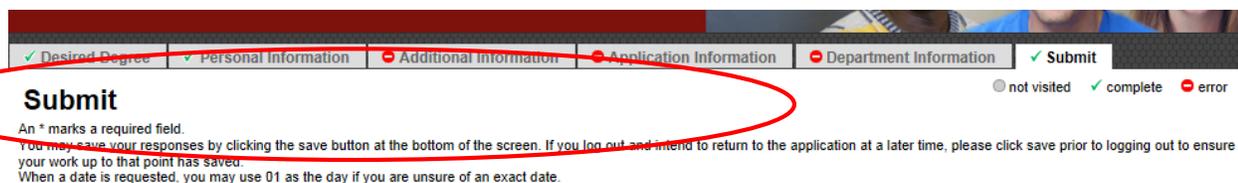
- We request the names of two people who can serve as your references. Recommendations should be from two faculty members, or a faculty member and an employer, and they should be from people who can comment thoughtfully on your academic or professional performance.
 - Please enter the names and email addresses of the two persons who have agreed to serve as your references. Your recommender will be sent an auto-email with an access code and Instructions on how to proceed.
 - Kelley students: provide two names of Kelley faculty. Provide your email address in the address section.
- Under the heading “Personal Statement” upload your personal statement as a PDF document.
 - Please use the information and guidelines *below* to prepare your personal statement, and *not the paragraph listed in the application*.
 - Prepare a personal statement that discusses your educational experiences, activities, and goals. The essay may include influences in your life and the reasons you decided to apply to the Master’s Program. In what way do you believe this program will allow you to achieve your career plans, or assist you in realizing your personal and professional goals? Please give these questions extensive thought in order to formulate a thoughtful and well-prepared response.

The essay should be from one to two pages in length, but **no longer than two pages** (approximately 700 words). Conciseness, clarity, grammar, style, and format will be considered.

- Under the heading “Departmental Questions” if you click on the link, it will take you to the Graduate Accounting Programs page with more information on the personal statement, letters of recommendation, evaluation criteria, and contact information.
- Under the heading “Resume, Writing Sample or Other Document” upload your current resume **ONLY**. Your resume should include the following:
 - Summer, part-time or full-time work experience, volunteer experience, or military experience that demonstrates motivation, leadership, and perseverance.
 - Involvement in extracurricular activities, personal achievements, awards.
 - Involvement in social, professional, civic organizations, and leadership experience.
- Under the heading “Additional Upload” upload a copy of your official transcripts, GMAT and TOEFL scores that our office can review (as one document). You will still need to mail in your original transcripts by the application deadline for full consideration of your application.
- At the bottom of the page, CLICK “Save”.

NOTE: Scroll to the top of the page. If all required questions were completed, the “Department Information” tab at the top of the page will display a green checkmark (✓). If not, the tab will display a red circle with a minus (⊖) and then detail the errors within the page.

9. You will now be in the “Submit” tab.



- In the heading titled “Check My Application” if any required fields are not completed, a list of errors to be fixed will display. Return to the necessary tab(s) in the application to correct the error(s). Once done, return to the “Submit” tab and proceed to submit the application.
- In the heading titled “Application Fee” it should state “Your fee for this application is: \$XX”.

NOTE: If an application fee should be waived because of a prior graduate application, in the heading titled “Application fee” it should read “Your fee for this application is: FEE WAIVED, pending official documentation”.
- In the heading titled “Submit”, CLICK “Submit Application”. You will need to pay the \$75 fee with a credit card.

Additional Information: Interviews

All competitive applicants to the MSA program will be invited for interviews. Applicants who are in or around Bloomington will be invited to an on-campus group interview. A second individual interview may be required. Applicants who are outside of the area will be interviewed via Skype or over the phone.

Confirmations:

Please do not phone our office for confirmation of your completed application & supporting documents. It uses time that we need for processing. If something is missing we will email you for it. The electronic system works remarkably

well. Completed international applications will be processed on a rolling basis. Interviews are by invitation only for candidates who have submitted a complete application by the application deadline, and meet all basic criteria. Admission decisions will be communicated directly with the candidate once a decision is made by the Admission Committee.

Thank you for submitting your application to the Master of Science in Accounting program at Kelley School of Business at Indiana University!

We will be in touch with you soon.

Graduate Accounting Programs
Kelley School of Business, Indiana University
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Phone: 812-855-7200 | Fax:812-856-4123
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