# KELLEY SCHOOL OF BUSINESS
INDIANA UNIVERSITY
Information Systems Graduate Programs

# MSIS Application Instructions

**Before submitting your application, please read these instructions carefully.**

**IMPORTANT INFORMATION**

- Deadlines for admission are posted to the ISGP website listed above. Separate deadlines are specified for domestic and International applications.
- 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.
- 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: Admissions Committee ISGP, Indiana University, Kelley School of Business 1275 East 10th Street, Suite 2000 Bloomington, IN, USA, 47405-1703.
- 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. (Kelley major, minor and certificate students are not required to take the GRE or GMAT)
- We do not accept IELTS scores.
- Many questions can be answered by visiting our website: http://www.kelley.iu.edu/isgp/ .
- If you have a problem with your application and need to communicate with us, please send an email to MSIS@indiana.edu. **Please do not call or email other faculty or staff in the office, it only complicates and delays matters further.**

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

- Scanned copies of GRE/GMAT and TOEFL test scores (student copy).
- Scanned copy of original transcripts or mark sheets.
- Personal statement and resume in **PDF format**.
- Name and email address of two references (Current Kelley students - please see below for further instructions)

*Evaluation Criteria*:

Admission to the Information Systems Graduate Programs is very competitive. We use a holistic review process that includes all aspects of your submitted application, any additional information relevant to your application as well as multiple rounds of interviews in making the admission decision. Please be assured that your application is under active consideration until a final decision is communicated to you.

Your admission to the program will be based on the following criteria. Please note that these criteria supersede any other published admission criteria for the MSIS program.

**GRADE POINT AVERAGE:** Requirement of a 3.2/4.0 and above from a US undergraduate program or an equivalent four-year degree from an international institution. International students, please leave your GPA/percentage/Grade as it is and do not convert it.

**TEST SCORES:** Test scores are required for applicants, except current Kelley School of Business undergraduate students, School of Informatics undergraduate students, and +Kelley students. The test scores specified here are representative of applicants typically invited to interview and are provided as a guideline for prospective students. They are not cut-off scores, rather recommended scores.

> **GMAT:** Recommended total score of: 640 total (recommended minimum scores: 5.0 Analytical Writing, 5.5 Integrated Reasoning, 34 Verbal, and 48 Quant.)
> **GRE:** Recommended scores of: 157 Verbal, 157 Quantitative, and 4.0 or above on Analytical Writing (6 possible).
> **TOEFL**: 105 on new iBT; 620 or above; 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.**

**RESUME:** Detailed information to include in resume can be found below.

**PERSONAL STATEMENT:** This essay will be used to evaluate your written communication skills. *Kelley students (majors/minors) and Informatics students are exempt from this portion of the application.* More detailed information below.

**RECOMMENDATIONS**: Two recommenders required (Kelley students - please see below for further instructions).

**INTERVIEWS:** After the initial review of the application, selected candidates will be invited to an interview. Interview formats include group as well as one-on-one interviews. Interviews may be case interviews and/or behavioral interviews. Interviews are used to judge critical thinking and problem solving skills, ability to work with others in teams, ability to work under stress, communication skills and professional skills.

**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 Information Systems? In what way do you believe the Kelley School of Business MSIS 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 between **500-700 words** (no to exceed 700). Conciseness, clarity, grammar, style, and format will be considered.

**Please include your full name at the top of personal statement. Please save and upload document in PDF Format.**

Personal Statements that do not include a name and are not saved in PDF format are not guaranteed to be reviewed.

**2) Electronic recommendation letters. _We do not accept paper recommendations._**

Provide contact information for _two_ recommenders and submit to the recommendation section of the online application.

At least one recommender should be a college faculty member. Other recommenders may be someone who 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. All recommendations must be submitted online by the nominated recommender. Applicants are responsible for follow up with their recommenders regarding timely completion of the recommendations.

**Current Kelley students**: If you are using Kelley faculty members as references, only enter the name of those who have agreed to serve as your references. You **do not** need to provide their contact information, such as email and mailing address we will contact the faculty directly if recommendation is needed. To avoid the faculty member receiving a request for a recommendation, please 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 submit the recommendation which you may disregard.

**3) Test Scores: Upload scanned copies to the online application AND send official scores to IU by mail**

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 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.

3. 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.

4. HONORS AND AWARDS. List any honors and awards you have received.

Upload your resume in the "Department Information" tab of the online application in PDF Format. Resume's that are uploaded in a format other than PDF are not guaranteed to be reviewed.

**Once you have made sure the above documents are ready, please begin your application.**

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."

## Online Application Instructions

**Please Note**: *In case of conflicting instructions between this document and the IU application, please follow instructions in this document since they are specific to the MSIS program.*

**The instruction for filling up the application is given 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

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 a current Indiana University student, select "Create Guest Account" and follow the   instructions to create your account at Indiana University.
  - Please capitalize the initials of your name and use correct punctuation as the information you enter here becomes your permanent record at Indiana University.

2. You will now be in the "Desired Degree" tab.

   ■ In the section titled "Intended Program and Plan" complete all asterisked (*) questions.

     o In the line titled "Academic Program" SELECT "Business Information Systems Graduate Programs" in the drop down list.

     o In the line titled "Academic Plan" SELECT "MS In Information Systems".   (Applicants should plan to graduate with bachelor's degree before entering the program)

   ■ In the section titled "Term" fill out all the asterisked (*) questions.
     o 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.*

3. You will now be in the "Personal Information" tab.

   ■ 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."

4. 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".


5. 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 <u>all </u>institutions of Higher Education that you have attended, past and present,
    including <u>*Indiana University*</u>*. 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
    l i s t** 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.
    Degree date is required, but not marked in asterisk in the application.

- 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 or TOEFL.

  - 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._

6.   You will now be in the "Department Information" tab.

\*\*Please do not use the link and PDF version provided.

- ■  We request the names of two people who can serve as your references. (Kelley students,  insert recommender name, and your email address as detailed in instructions on page)
- ■  Under the heading "Personal Statement"  upload your personal statement as a **PDF document. Personal Statements not uploaded as PDF are not guaranteed to be reviewed.**

- ■   Under the heading "Departmental Questions", if you click on the link, it will take you to the Information Systems 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 in PDF Format. **Resumes not uploaded as a PDF are not guaranteed to be reviewed.**

- ■   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.

- ■   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._

7.   You will now be in the "Submit" tab.
   - ■   It is self-explanatory, but the Affirmation Statement is not highlighted in the document.
   - ■   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, or you meet the criteria for the fee to be waived, 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.

Please note that your application is not considered complete until the fee is paid.

## Additional Information

**Confirmations:**

**Please do not** call 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.

**Domestic applicants: Competitive applicants will be invited to a group interview on a rolling basis. Successful candidates will be invited for a second individual interview. Applicants who are outside of the area will be interviewed via Skype if an in-person interview is not possible.**

International applicants currently outside the US: completed applications received at the ISGP office by the deadline will be considered for interviews which will take place in December and January. Interviews are by invitation only.

International applicants, currently in the US who have completed a degree at a US institution (not Indiana University): completed applications received by the deadline will be considered for interviews on a rolling basis. Interviews are by invitation only.

International students who are current Indiana University students: follow the instructions and deadlines that apply to current Kelley School of Business applicants. Interviews are by invitation only on a rolling basis.

## Admissions Checklist

**The following checklist contains information/documents that should reach us by the specified deadline. The deadline for all international applicants who do not possess a US undergraduate degree is November 1.**

**To be sent by testing agency:**

➔ Official GRE/GMAT and TOEFL Scores sent to Indiana University, Bloomington

**To be submitted using the online application:**

➔ Scanned copy of transcripts and all test scores uploaded in the Additional Upload tab
➔ Two electronic recommendations (Except for Kelley students)
➔ Personal Statement
➔ Resume

**To be sent by mail/courier:**

➔ Mail original attested copy of transcripts to the address below

Thank you for submitting your application for the Master of Science in Information Systems program at the Kelley School of Business at Indiana University! We will be in touch with you after reviewing your application.

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Please send all paper documents to:

Information Systems Graduate Programs
Kelley School of Business,
Indiana University
1275 East 10th Street, Suite CG2000
Bloomington, IN 47405-1703
USA

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