

# Online Graduate Application Instructions

## Getting Started

### 1. Create a New Guest Account

Go to <https://iugraduate2025.liasoncas.com> and follow the instructions for setting up your account. Be sure to remember your username and password to log back in and continue, or to check the status of your completed application.

INDIANA UNIVERSITY

## Welcome to Indiana University Graduate CAS

Thank you for your interest in pursuing graduate or professional studies at Indiana University, or affiliated Purdue University studies offered at IUPUI. We look forward to working with you to make your academic and professional aspirations possible. With these login credentials, you can apply to any graduate or professional program within our system.

As you prepare to apply, we encourage you to visit the website of your program of interest and review the requirements and deadlines. If you have previously applied to one of our campuses using this application system, use the same login and email address to avoid duplicate records. Creating multiple profiles can lead to delays in processing your application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

Forgot your username or password?

Select Create an Account

### 2. Choose the semester you plan to begin the program

Hello

\* Indicates required field.

Thank you for your interest!

Please let us know when you plan to begin your program to help us serve you better. ⓘ

\* I plan to start a program: Fall, 20XX

Continue


### 3. Add the Kelley Business Of Medicine Physician MBA to your list of selected programs

- Type "Physician MBA" in the text box to filter the results.
- Locate the "Kelley Business Of Medicine Physician MBA (Physician Only)" from the filtered results.
- Click the **+** to add it to the list, then click **Continue**.

Add at least one program before continuing with your application. You can always change this later in the application process.

**Add Program** | Selected Programs

Showing results for:  Available Programs

Add	Program Name	Degree	Start Term	Start Year	School	Delivery	Deadline Display
IUPUI							
 +	Business of Medicine MBA (Physician Only)	Master's	Fall	2020	Kelley School of Business at IUPUI	On Campus	07/01/2020

### 4. Continue to the application



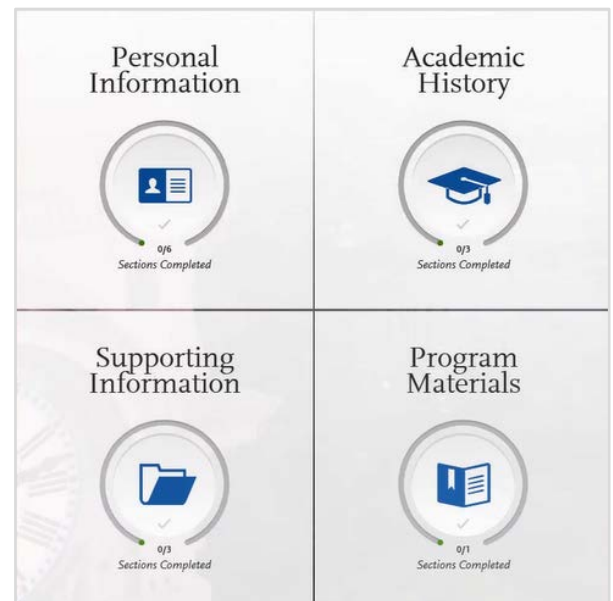
## Completing the Application Sections

The application consists of four sections:

- **Personal Information**
- **Academic History**
- **Supporting Information**
- **Program Materials**

Some sections may require specific values to be entered. Use the following information in this guide to help you complete the information on the form and avoid delays in processing your applications.

The icons will change to green once you have completed each section.



#### For Assistance Completing Application

If you need assistance completing the application, please contact Felicia Morris at [kbizmed@iu.edu](mailto:kbizmed@iu.edu) or 317-274-3855.

# Personal Information

## Release Statement

- Click each item to confirm you have read and understand each statement.

## Contact Information

- Enter all required information.
- Enter your Preferred Name if you have a First or Middle name you commonly use that is different than your legal name.
- In the Birth Information section, your Date of Birth must be entered in the two-digit month and day format (e.g., "01/01/1960")



## Citizenship & Residency Information

- Enter all required information

## Race & Ethnicity

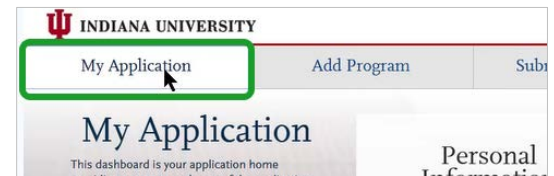
- Enter all required information

## Other Information

- Enter all required information.
- *Please note:* your SSN is **not** required for completing your Business of Medicine MBA application.



*Clicking My Application in the upper-left corner at any time while completing your application will return you to the main menu.*

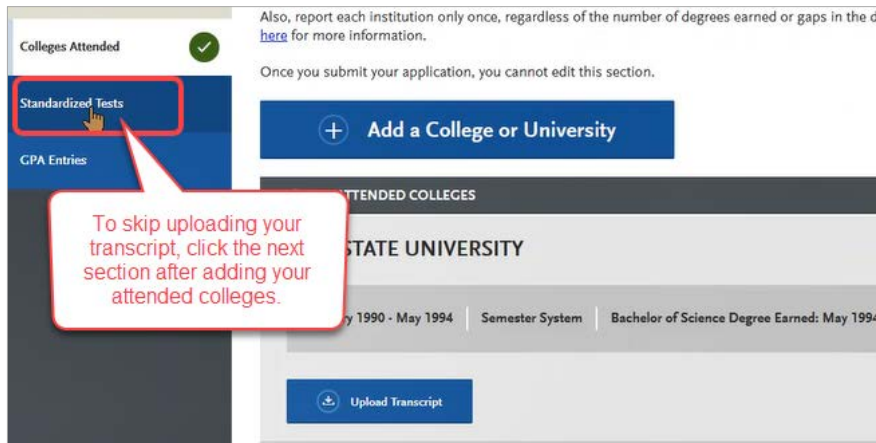


# Academic History



## Colleges Attended

- To add a college, type the name of the college you attended in the search box. If your college is not listed, type the full name, then click the "(?) Can't find your school" link to add it manually.
- Transcript - You may upload your College transcript here, or you can send a copy of your transcript via e-mail to kbizmed@iu.edu. If you would like to skip this step for now, click the Standardized Tests item in the left navigation to continue.



## Standard Tests

- The Business of Medicine MBA application does not require a submission of standardized tests. Please click the "I Am Not Adding Any Standardized Tests", then select GPA Entries to continue to the next section.

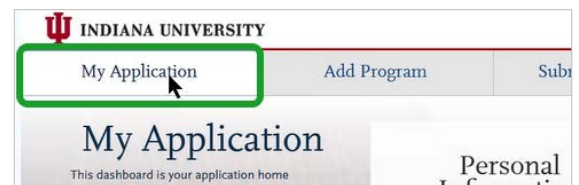


## GPA Entries

- The Business of Medicine MBA application does not require adding a GPA.  
**To skip this step:**
  - 1) Click Add GPA
  - 2) Click "I don't have a GPA to add".



Click My Application in the upper-left to continue to **Supporting Information** after completing your Academic History.



# Supporting Information

## Achievements

- **DO NOT INCLUDE Personal Achievements.** Click "I Am Not Adding Any Achievements" to continue to the Behavior Disclosure section.

I Am Not Adding Any Achievements



## Behavior Disclosure

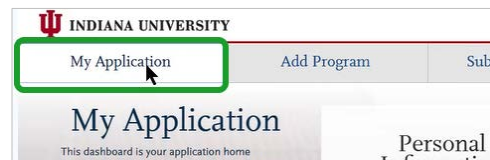
- Answer each Behavior question before continuing.

## Documents

- If you answered "No" to all Behavior questions, please click "I Am Not Adding Any Documents" to continue.
- If you answered "Yes" to one or more of the Behavior questions, you must upload the required document(s).

*After completing the Supporting Information section:*

- 1) Click My Application in the upper-left corner,



- 2) Click the **Program Materials** button,



- 3) Then Click the "Business of Medicine MBA (Physician Only)" button to continue.



# Program Materials



## Home

- The Home section also contains contact information for the Business of Medicine MBA Program (also listed below), should you choose to mail your transcripts, or if you have any questions about your application.

Felicia Morris, Program Coordinator  
[kbizmed@iu.edu](mailto:kbizmed@iu.edu)  
(3174) 274-3855

Kelley School of Business  
Physician MBA Program  
801 West Michigan Street, BS 3024  
Indianapolis, IN 46202-5151

## Questions

- Transcripts: Please click to acknowledge that if you did not upload a copy of your unofficial transcript in the Academic History section of your application that you will submit a copy to [kbizmed@iu.edu](mailto:kbizmed@iu.edu).
- Provide details of your current or most recent employer:
  - Employer Name
  - Title
  - City
  - State
  - Start Date
  - End/Current Date

## Documents

- CV/Resume: Please click "+ Add Document" to upload your CV/Resume.
- Personal Statement: Please click "+ Add Document" to upload your Personal Statement.

*Your CV/Resume and Personal Statement should be in PDF or Microsoft Word document format.*

## Recommendations

- Click "Request Professional Recommendation with an Optional Letter Recommendation" to enter recommender information for each recommender.
- Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

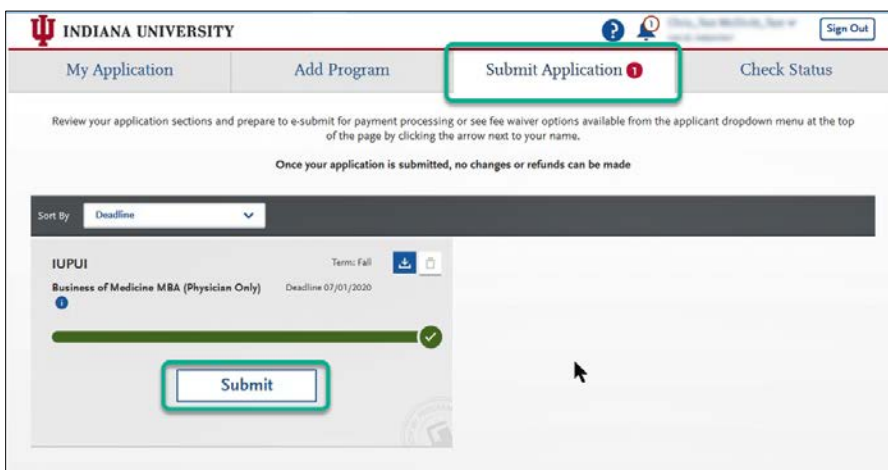
## Final Steps

Your application is ready to submit when all four sections are indicated as being complete.

### Submit Your Completed Application

When your application is complete, click the Submit Application tab, then click the Submit button for your application to proceed with the process of submitting and paying the application fee.

You will be able to pay the application fee using a credit card or your PayPal account.



Please Note: Upon submitting your application, you will not be able to edit most of your information.

### Verify Payment

To verify your payment click on your name at the top right of the application web site, then select **Payment History** from the drop-down menu.

You can also download a copy of your application record by clicking on the **View Order Details** button on your Payment History page.

