Graduate Business Programs
Important Information for Applicants

1 GMAT – All applicants (except those only seeking the Graduate Certificate in Business) must take the Graduate Management Admission Test (GMAT) and have an official score report sent to Indiana University South Bend – Graduate Business Programs. GMAT scores are valid for five years. For test locations and to register to take the exam, go to [www.mba.com](http://www.mba.com). This website also provides excellent information about each section of the test, what to expect, how to prepare, answers to frequently asked questions, and how to download free test preparation software.

2 Transcripts – Request official transcripts from all undergraduate and graduate institutions attended (excluding Indiana University) and have them sent directly to the Graduate Business Programs Office. Unofficial copies issued to the applicant will not be accepted.

3 Application – Applications should be completed online by going to [www.iusb.edu/apply](http://www.iusb.edu/apply) and selecting the “Graduate Students” link. After creating a new account, applicants need to provide contact information for at least two individuals who can provide a recommendation to support their application. Recommenders need to be individuals who know the applicant from an academic or professional setting.

4 Personal Statement and Resume – In a separate document, compose a personal statement (approximately 750 words) identifying your academic goals, career objectives, reasons for applying to this program, and the qualifications that make you a strong candidate for this program. Upload the personal statement, along with a current resume, into the online application.

5 Application Fee – There is a $40.00 non-refundable application fee due at the time of application submission using the online system. Applicants may pay using a credit card or debit card.

Evaluative interviews are not part of the formal admission procedure. However, prospective students are encouraged to visit the campus and meet with a member of our staff for informational purposes. Applicants are also encouraged to contact our office to get clarification on admission requirements or to follow up on the status of their application.

Applicants who are not United States Citizens or who do not hold Immigrant Permanent Resident Status or who have received their secondary education outside of the United States must work with the Office of International Student Services to ensure all mandatory paperwork is submitted according to federal regulations. International applicants should go to [www.iusb.edu/~oiss/howtograd.shtml](http://www.iusb.edu/~oiss/howtograd.shtml) for complete instructions for applying as an international student.
Application Deadline – Candidates may enter the program at the beginning of the fall, spring or summer semester. The Office of Graduate Business Programs must receive completed applications and all supporting materials by the dates listed below to ensure timely admission decisions. Each applicant is responsible for submitting a complete application. While parts of an application may be sent at any time, no application will be evaluated and given to the Admission Committee for consideration until it is complete. Notification of the Admission Committee’s decision may take up to three weeks.

- Fall Semester – July 1
- Spring Semester – November 1
- Summer Semester – April 1

Applicant Selection – As an AACSB accredited institution, only those candidates who can successfully complete a rigorous and competitive academic program will be selected. A baccalaureate degree from a regionally accredited institution is required. Admission decisions are based on a composite evaluation of each applicant’s GMAT scores, undergraduate and graduate academic performance as measured by the cumulative grade-point average (GPA), letters of recommendation, personal essay (statement of purpose), and application information.

Course Scheduling and Fees – Most of our graduate business courses are offered on Monday through Thursday evenings. During the fall and spring semesters, classes typically meet one evening per week (usually 7:00 p.m. to 9:40 p.m.) for 15 weeks. During the two summer sessions, classes meet two evenings per week (either Monday and Wednesday or Tuesday and Thursday from 6:00 p.m. to 9:15 p.m.) for 6 weeks.

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<tr>
<th>2011-2012 Tuition* (effective Fall 2011)</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
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<tbody>
<tr>
<td>Graduate</td>
<td>$288.27 per credit hour</td>
<td>$670.30 per credit hour</td>
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Indiana University is an equal opportunity/affirmative action institution. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. Please contact Disabled Student Services at (574) 520-4832.

At Indiana University South Bend the safety and well being of all members of our campus community is a primary concern. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University publishes an annual security report that includes information about its services, crime prevention strategies, crime reporting policy, procedures & responses, access to campus facilities, enforcement & arrest authority of campus police officers, and campus crime statistics for the most recent three year period. The campus police department also maintains a log of crimes that are reported to the department. This crime log may be found on the web at [http://www.iusb.edu/~iupdsb/crime_log.shtml](http://www.iusb.edu/~iupdsb/crime_log.shtml).

The security report also contains information on the University’s policy on alcohol and other drugs, and on other security related University policies. The information and service report is available on the web at [http://www.iusb.edu/~iupdsb/jeanneclerysecurityreport.shtml](http://www.iusb.edu/~iupdsb/jeanneclerysecurityreport.shtml).

In addition to these resources an annual fire safety report is available for campus student housing. This report provides information about fire safety and fires that have occurred in on-campus housing facilities. This report includes fire statistics, the cause of each fire, damages caused by the fire and other details. This report may be accessed on the web at [https://rmweb.indiana.edu/ORM/Secure/FireReportingInfo.cfm](https://rmweb.indiana.edu/ORM/Secure/FireReportingInfo.cfm).

A hard copy of these reports is available by writing to Indiana University South Bend, Police Department, 1700 Mishawaka Ave, South Bend, IN 46615. The printed report may also be obtained by calling the department at 574-520-4499, or by stopping by the office.