



Application Instructions

Certificate Programs

Introduction

Completion of Applications Part I & II are required of anyone pursuing one of Executive Degree Programs' Certificate Programs. The application requirements are:

- I. EDP Application Part I
- II. Indiana University application (**all documents will be uploaded in the Part II application**)
 - a. Current Resume
 - b. Letter of Recommendation
 - c. Personal Statement
 - d. Undergraduate transcript*

*Original, physical documentation from your university is not required. International students must provide scanned transcripts and scanned degree documentation. Domestic students need to provide scanned transcripts only.

Part I: EDP Application

1. Go to <https://apps.kelley.iu.edu/salesforce/EDP/App/Part1>
2. Select **Yes** if you are affiliated with a corporate partner/sponsored.
3. Select **No** if you are a public applicant.
4. Select the certificate program to which you are applying.
5. Select the **Term** that you are applying to, then click **NEXT** at the bottom of the page.
6. Fill out the Personal and Employment Information sections then click **Submit My Application** at the bottom of the page.
7. You will receive an email confirming your Part I submission that includes a link to the Part II application.

Part II: University Online Application*

***You must complete Part I of the application process before proceeding to Part II.**

You will begin Part II of your Application by following the link at the bottom of your Part I confirmation email. The application should take approximately 60 minutes to complete using these directions.

Application Fee: There are no application fees charged for the certificate programs.

Application Set-Up

1. Create an Account:

The Part II Application requires setting up a new account. If you've already created an account through the IU Application system, you can sign-in with those credentials. If you are new to the system, even if you already have an IU Username and Passphrase, you'll need to "Create an Account."

Fill in the required items, read through the Terms and Conditions. If you agree, click on "Create my account."

2. Citizenship Status:

Select the correct option from the drop down and click "Continue"

3. Add Program:

Search for the certificate program that you are applying to, i.e, **Business Management Certificate**. To select, click on the **X** on the left hand side of the certificate program with the term that you are applying to. It will turn into a green check-mark. Click "Continue."

When selecting a program please confirm that you are reviewing programs at the Bloomington Campus. On the right hand side of the search bar, you can select the "Filters." A right-hand menu will appear, and you can select only the Bloomington campus results to appear. If you select the wrong program, you will have the opportunity to change this later.

My Application

In "My Application" there are four quadrants that you will need to complete (Personal Information, Academic History, Supporting Information, Program Materials). Within each quadrant, there is a series of sections to be completed.

When you complete a section, you'll see a green check-mark next to the section title. Be aware that the section cannot be saved unless it is fully completed.

When you "Save and Continue," you have the option to "Continue to Next Section" within that quadrant, or "Go To Dashboard." The dashboard is the area with the four quadrants listed.

When you've completed all of the sections in a quadrant, you can continue to another quadrant. The quadrants do not have to be completed in any particular order.

Personal Information Quadrant

Fill in all of the requested information. Required fields are indicated with an *. The "Citizenship & Residency Information" requests Indiana Residency data. This program does not have an in-state tuition rate for Indiana residents.

Academic History Quadrant

You will need information from your transcripts to fill out the dates, terms, and degrees earned from previous institutions. You can add multiple degrees from one institution.

If you do not want to add standardized test scores at this time, you can select “I Am Not Adding Any Standardized Tests.”

Once you have completed the “Colleges Attended” section, you will be able to add your “GPA Entries.”

Supporting Information Quadrant

You may opt out of adding achievements and additional documents. You will need to upload the required documents in the Program Materials Quadrant.

Every applicant is required to submit the behaviour disclosure.

Program Materials Quadrant

When you are reviewing the “Program Materials Quadrant,” please confirm that you are applying to the correct program. If you’ve applied to the incorrect program, please refer to the “Add Program” section below.

Documents

Please use this section to upload:

1. Resume
2. Other – You can upload scanned copies of your transcripts here
3. Personal Statement

All three documents must be uploaded to complete this section. The green check-mark will appear when it is completed.

You may add any “Test Score Reports” if they are applicable.

Recommendations

You must add one recommender to your IU Graduate Application. Please use the “+ Add Recommendation” button to add a recommender to create the request. You’ll need to submit the following:

1. First & Last Name
2. Email Address
3. Due Date for the recommendation (In general, you can use the due date for the application.)
4. A note to your recommender about this request.

After you review and submit responses to the required waivers, you’ll be able to Save the Recommendation Request. The green check-mark will appear when you’ve completed the section.

Add Program

If you plan on applying to another program within Indiana University, you can search for it in this section. You can add the program by selecting the “+” beside the program name.

If you have selected an incorrect program or term, you can make the change in this section as well.

On the top left corner, you can click on the “Selected Programs” button to see the programs you’ve selected. To remove a program from your application, please select the “X.” You’ll be asked to confirm.

If you do not plan on applying to another program or you don’t need to make a program or term change, please proceed to “Submit Application.”

Submit Application

If your application is completed, you’ll see a “1” next to the “Submit Application” tab. Enter that tab, and select “Submit” to initiate the submission process.

For the certificate programs, you are not assessed an application fee. Your “Fee Total” will be \$0.

Select “Continue.”

To finish submitting the application, you’ll acknowledge that you are not able to edit the application once it is submitted. After you’ve agreed, selecting “Continue” will finalize the payment process and submit your application.

You’ll receive a receipt and order details on the next page. You can return to the “Submit application” tab to review your order details after leaving the page.