



PURDUE
UNIVERSITY®

Mitchell E. Daniels, Jr.
School of Business

MASTER YOUR GRADUATE

SCHOOL APPLICATIONS

Applying to a master's or MBA program can be daunting, regardless of how long it's been since you've spent time in a virtual or on-campus classroom. While each school you apply to will have its unique needs, there are common components in graduate programs' applications.

The team behind the Daniels School of Business master's and MBA programs offers you this primer on the most critical pieces of your graduate school applications. We hope it will help you take your next giant leap forward!



TEST SCORES

Talk to one of our program specialists about required tests — long before you submit scores! Figure this step out early, so you can study for and schedule required tests as needed.



TRANSCRIPTS

At the Daniels School, your academic transcripts must be official, and those not written in English must be submitted with a certified English translation. Follow each institution's requirements regarding transcripts. It can take some time to procure your academic transcripts, so get those requests in early.



RECOMMENDATIONS

Reach out to supervisors, coworkers, and mentors who know you professionally. Be certain of how many letters you need – the majority of our graduate programs require two. Give your recommenders adequate time to make their contribution. Carefully follow each program's instructions for submitting your letters of recommendation.



RESUME

Your graduate school resume is different than your job search resume. Highlight specific skills, leadership experiences, and community involvement. Showcase steps you have taken, big and small, in your academic and professional development. Call out difficult coursework you've tackled – most Daniels School of Business admissions committees will want a sense of your quantitative skills, for example.



ESSAYS

You will write two essays for the admissions committee. Your statement of purpose should explain why you are pursuing graduate study, why you want to come to Purdue and your interests, professional plans and career goals. Your personal history statement should explain how your background and life experiences have prepared you to interact with scholars and faculty with diverse interests, abilities and backgrounds and to succeed in graduate school. Use up to 500 well-crafted words for each of these critical tasks.



PREPARE FOR INTERVIEWS

Practice verbalizing answers to questions about your educational and professional pursuits. During your application process, you may be asked to record and upload responses to video essay questions. This recording often doesn't take the place of an admissions interview, but does provide admissions committees insight that can't be gleaned in the written application.

We wish you the best with your graduate school applications. For more insight into admission to a master's or MBA program, reach us at businessgradadmissions@purdue.edu.