Applying to the Graduate School Online
Current Purdue Student, Management Certification

Thank you for your interest in the online Management Certificate at Purdue University! The following will assist you in completing your Graduate School application and preparing your supporting documents.

*Applicants can only be admitted to 1 Graduate Certificate program per semester.

Creating your application
Completing your application
Returning to your application after logging out
After submitting your application

Please note that this system automatically saves your information; there is no “Save” button on each page. If you need to return to it later, exit the application, and all your latest information will be saved. You will need to log back in to continue or view your application. Changes cannot be made after you submit it.

Creating your application
➢ Visit this website: http://www.purdue.edu/gradschool/
➢ Click “Apply Now” box at the left of the page:

➢ Click “Returning Users” if you recall your account. if not, create an account under “First-time users”:

Application Management
Thank you for considering Purdue University for your graduate education!
To start your Graduate School application, create an application account below.
You will be emailed a temporary PIN to log into the Graduate School Application. (Be sure to check your junk mail folder if you do not see the email.) Log in using your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password. Use this password along with your email address in subsequent logins.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

Returning users: Log In to continue an application.

First-time users: Create an account to start a new application.
➢ Fill in email address, first & last name, and birthdate. Then, click “Continue”:

![Register Form](image1)

➢ You will see the following screen with your email and name populated:

![Login Form](image2)

➢ You will also receive an email with your temporary PIN:

![Email](image3)

Thank you for registering online with Purdue University Graduate School.

To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

012345678

Purdue University Graduate School

➢ You can either use the “Activate Account” link from the email or simply return to the login screen if you still have it open. In either case, enter the temporary PIN supplied in the email and use the dropdown menu to select your birthdate. Click “Login.”
➢ The next screen will prompt you to set up a password:

**Set Password**
To protect the security of your account, please specify a new password. The password must meet complexity requirements

|                | ➢ At least one letter
|----------------|----------------------|
| New Password   | ✔️ At least one letter
| New Password   | ✔️ At least one capital letter
| (again)        | ✔️ At least one number
|                | ✔️ Be at least 12 characters
|                | ✔️ New passwords must match

➢ Once all criteria are met (as indicated by the 5 green checkmarks), click “Set Password”:

**Set Password**
To protect the security of your account, please specify a new password. The password must meet complexity requirements

|                | ✔️ At least one letter
|----------------|----------------------|
| New Password   | ✔️ At least one capital letter
| New Password   | ✔️ At least one number
| (again)        | ✔️ Be at least 12 characters
|                | ✔️ New passwords must match

➢ This will bring you to the Application Management home page, where you will click “Start New Application” near the bottom:

**Application Management**
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➢ Select the year from the dropdown menu, then select the “20XX Graduate Application”, and then click “Create Application”:

**Start New Application**
The 2023 application has entry start terms **Spring 2023** (January 2023), **Summer 2023** (June 2023), and **Fall 2023** (August 2023).

The 2024 application has entry start terms **Spring 2024** (January 2024), **Summer 2024** (June 2024), and **Fall 2024** (August 2024).

Select an application type:

2024

2024 Graduate Application

Create Application  Cancel
➢ Click “Open Application”:

![Application Details]

Completing your application
➢ You will notice the application consists of several sections on the left side of the screen. Please first read the instructions and click “Continue” at the bottom:

- **Personal Background:** Complete all required fields and click “Continue.”
- **Emergency Contact:** Complete all required fields and click “Continue.”
- **Residency:** Complete all required fields and click “Continue.”
- **Campus and Program:** Confirm your current status as a registered graduate student. Then, select Apply as a Dual Degree Grad Student as your current status at Purdue University. Complete the remaining questions regarding your Purdue University status:

**Campus and Program**

**Purdue University Status**

Are you currently a registered graduate student at one of the Purdue University campuses?  
Yes

Select your current status as it pertains to Purdue University  
Applying as Dual Degree Grad Student
Then, select Purdue West Lafayette (PWL) from the dropdown menu. Select “Management” as your proposed graduate major:

After selecting “Management” as your proposed graduate major, a new tab will appear on the left titled First Choice Program Details.

➢ First Choice Program Details: Select your preferred certificate program from the Degree Objective dropdown menu:

Select “Distance” as your primary Course Delivery method:

Select your Entry Term and Year from the dropdown menu:

Before making a selection, please check the application deadline or priority date for at https://www.purdue.edu/gradschool/prospective/gradrequirements
➢ Purdue Online Questionnaire: Required. Complete all fields and click “Continue”.
➢ Education Background: Required. Enter your current degree program only. "Continue." Transcripts will be utilized from your MBA or MS application. Please review the “Submit Transcripts” information before uploading documentation.
➢ Additional Information: Complete fields that pertain to you and click “Continue.”
➢ Employment: Complete with your employment history and click “Continue.”
➢ Academic Statement of Purpose: Required. Upload and click “Continue.”
➢ Personal History Statement: Required. Upload and click “Continue.”
➢ Test Scores: Optional. Skip this section by clicking “Continue.”
➢ Resume: Required. Upload and click “Continue.”
➢ Recommendations: Optional. Skip this section by clicking “Continue.”
➢ Acknowledgements: Complete required fields, including acknowledgement checkbox, and click “Continue.”
➢ Signature: Type your full legal name and click “Continue.”
➢ Review: Address any detected errors and click “Submit Application” when ready. Remember: Changes can no longer be made after you click “Submit Application.”
➢ You will need to pay the application fee. No application fee waivers will be issued.

Returning to your application after logging out
➢ Visit the application site: https://gradapply.purdue.edu/apply/
➢ Select “Log in” under “Returning users” and input the password you created for the application system:

Application Management

Thank you for considering Purdue University for your graduate education!

To start your Graduate School application, create an application account below.

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Returning users: Log in to continue an application.
First-time users: Create an account to start a new application.

➢ Click your application to open it:

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<td>2021 Graduate Application</td>
<td>2021 PWL Continuing Education</td>
<td>In Progress</td>
<td>09/10/2020</td>
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After submitting your application

You will receive communication via email on the next steps upon review of your application.