Applying to the Graduate School Online

New 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.

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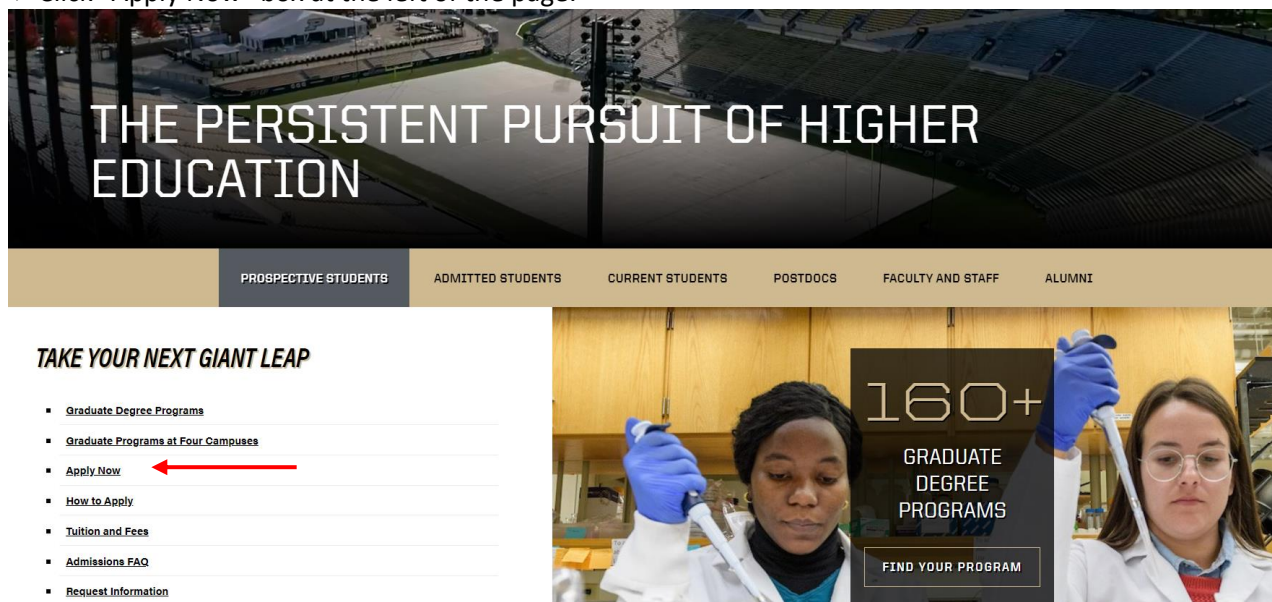
➢ Click "Returning Users" if you recall your account. if not, create an account under "First-time users":

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

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

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

Login

> A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	████████@purdue.edu switch
Account	Doe, John
Temporary PIN	[ ]
Birthdate	[▾] [▾] [▾]

Login

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

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

Purdue University Graduate School <gradinfo@purdue.edu>
Purdue University Graduate School Online Registration

To ████████████

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.

New Password	[ ]
New Password (again)	[ ]

✖ At least one letter
✖ At least one capital letter
✖ At least one number
✖ Be at least 12 characters
✖ New passwords must match

Set Password

➢ 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.

New Password	[•••••••••••]
New Password (again)	[•••••••••••]

✔ At least one letter
✔ At least one capital letter
✔ At least one number
✔ Be at least 12 characters
✔ New passwords must match

Set Password

➢ 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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Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

Start New Application

➢ 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 ✕

Started   08/29/2023

Status   In Progress

2024

○ 2024 IUPUI Application
◉ 2024 Graduate Application

Open Application   Cancel

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:

Home	**Instructions**
Instructions	Welcome! Your application is in-progress.
Personal Background	Thank you for considering Purdue University Graduate School. This application may be submitted once you have answered all required questions. *Required fields are marked with an asterisk (*).*
Emergency Contact	
Residency	You will have an opportunity to apply for up to three different campuses and/or graduate majors with a single application and fee payment. On the "Campus and Program" section of your application, you have the option to rank, in priority order, your first, second or third choice graduate campus
Campus and Program	and/or graduate major. Please do not repeat the same combination of campus, major, degree objective, and course delivery as your first and/or second choice program on the application.
First Choice Program Details	Additional application sections (Test Scores, Diversity Essay, Resume, Recommendations, etc.) **will appear once you have selected a**
Education Background	**degree objective on the "Program Details" tab of your application.** You do not have to complete the online application in one sitting--you may access your application and change your answers as many times as you like with your username and password from any computer with Internet
Additional Information	access. To navigate through the system, please use the navigational links located on the left of your screen.
Employment	Programs have different deadlines and some have specific requirements on completing the application. If applying to more than one campus and/or
Statement of Purpose	graduate major,each graduate program on your application may have different requirements. Before you begin working on your application, please review some important program specific information located on our **Graduate Program Requirements Web pages.**
Diversity Essay	Once you have completed the application to your satisfaction, you should submit your application by clicking the **'Review'** button. Please note that
Resume	you may submit your application only once and that once submitted, **you will not be able to make changes to your application information** using the online application system. The application should be submitted (and the application fee satisfied) by the appropriate deadline.
Acknowledgements	
Signature	*Technical Questions?* Visit our Technical Help Page or contact gradinfo@purdue.edu / 765-494-2600.
Review	[Continue]

- **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 that you are not a current registered graduate student. Then, select current status to Purdue University that best describes your current situation (Alumni/Former Purdue Students should select Current or Former Purdue Undergrad or Former Purdue Graduate Student Re-entering depending on their degree completed or last Purdue credits taken). Complete the remaining questions regarding your Purdue University employment status:

Campus and Program

Purdue University Status

Are you currently a registered graduate student at one of the Purdue University campuses?
No ▾

Select your current status as it pertains to Purdue University
New to Purdue ▾

          iversity campus, enter your 10-digit Purdue U

Current or Former Purdue Undergrad

Former Purdue Graduate Student Re-entering   graduate staff member) on any Purdue campu

New to Purdue

Previously Applied Never Enrolled   and/or staff to access my Purdue University ac

Then, select Purdue West Lafayette (PWL) from the dropdown menu. Select "Management" as your proposed graduate major:

First Choice Campus and Program

Select a Campus
Purdue West Lafayette (PWL) ⌄

Select your Proposed graduate Major
Economics ⌄
Industrial Engineering
Interdisciplinary Biomedical Sciences   ajor?
Interdisciplinary Ecological Science and Engineering
Interdisciplinary Engineering   ve, and co
Interdisciplinary Program in Information Security
Landscape Systems and Design
Languages and Cultures
Life Science Interdisciplinary Program
Linguistics
Management
Management - Executive MBA
Management - MBA

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:

Campus
Purdue West Lafayette (PWL) ⌄

Proposed Graduate Major
Management ⌄

Please select a Degree Objective
⌄

Business Analytics Graduate Certificate
Fundamentals of Human Resources Graduate Certificate
Global Supply Chain Management Graduate Certificate
Innovation and Technology Commercialization Graduate Certificate
Leadership, Change Management and Negotiation Graduate Certificate

Select "Distance" as your primary Course Delivery method:

Please select your primary Course Delivery method:

- *Residential – less than 20% online*
- *Hybrid – 20%-80% online*
- *Distance (online or off-campus location) – greater than 80% online*

Distance (online or off-campus location) ⌄

Select your Entry Term and Year from the dropdown menu:

Please select your Entry Term and Year (Based on your Program selection)
Before making a selection, please check the application deadline or priority date for th
https://www.purdue.edu/gradschool/prospective/gradrequirements

⌄
Spring 2021
Fall 2021

- **Purdue Online Questionnaire**: Required. Complete all fields and click "Continue".
- **Education Background:** Required. Enter your educational history. Program information and Official Transcripts from your conferred Bachelor's degree are required. Please review the "Submit Transcripts" information before uploading documentation. "Continue."

- **Additional Information:** Complete fields that pertain to you and click "Continue."
- **Employment:** Complete 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

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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:

Your Applications			
Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
2021 Graduate Application 2021 PWL Continuing Education	In Progress	09/10/2020	

After submitting your application

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