

Indiana University Admission Document Guidelines

Indiana Kelley – SKK GSB Executive MBA applicant

Update: March 20, 2024

[Academic Records]

Graduates from Universities in South Korea

- 1) Final, Official Academic Transcript in English
- 2) Final, Official Degree Certificate in English

Graduates from Universities in other countries

- 1) Final, Official Academic Transcript in Original Language and English

If the applicant cannot submit the 1), he or she can replace it with a “Final, Official Academic Transcript in local language” and the English translation of it.

- 2) Final, Official Degree Certificate in Original Language and English

- If the applicant cannot submit the 2), he or she can replace it with a “Final, Official Degree Certificate in local language” and the English translation of it.

- If the university conferred the degree does not issue the 2), the applicant can replace it with “a photocopy of the original diploma” and the English translation of it.

Academic transcript about the transfer or student exchange program records

1) Please also submit the official academic transcript in English issued by the university where you took the courses.

2) If it's impossible to obtain the academic transcript, please email emba.skkgbsb@skku.edu the official statement from the university explaining the situation and apply for exemption accordingly.

[English Test Score Report]

All Executive MBA candidates should submit OIS an English Test score within two years (TOEFL or IELTS Academic) for their IU admission process.

TOEFL score reporting code 1324 (Choose the online reporting)

IELTS score reporting (Choose the online reporting)

Waiver of the TOEFL or IELTS requirement: The requirement will automatically be waived for international applicants who have earned an undergraduate or postgraduate degree from an institution in which English was the language of instruction. Candidates indicate this in their application. ([Same condition to the Kelley School Full-Time MBA applicants](#))

FAQ

1) Please double-check the required degree verification documents by country below:

[Equivalent degree for graduate students – IU](#)

This is a general guideline. If you have any questions, please contact us.

2) An English translation does not need to be notarized, but it must be a literal line-by-line translation.)

3) How to submit the Academic Record

Hard copy

The university that conferred the degree to the EMBA candidate, not the candidate himself/herself, should send the academic transcript and other required documents to the OIS office at the following address.

Office of International Services, Indiana University

Ferguson International Center, 330 N. Eagleson Avenue

Bloomington, IN, USA 47405

4) Verified E-transcript (Electronic record)

To consider electronic record submissions, specifically those sent via e-mail PDF attachment, Indiana University OIS requires the following conditions be met:

- The school must state that they are unable to produce physical records.
- The school must state that they are unable to use a secure method of sending digital files, such as [Parchment](#).
- The records must come from the registrar's office, or equivalent.
 - We must be able to verify the sending e-mail address on the school's website.
 - The records must be sent directly to newtoiu@iu.edu and not forwarded from someone else.