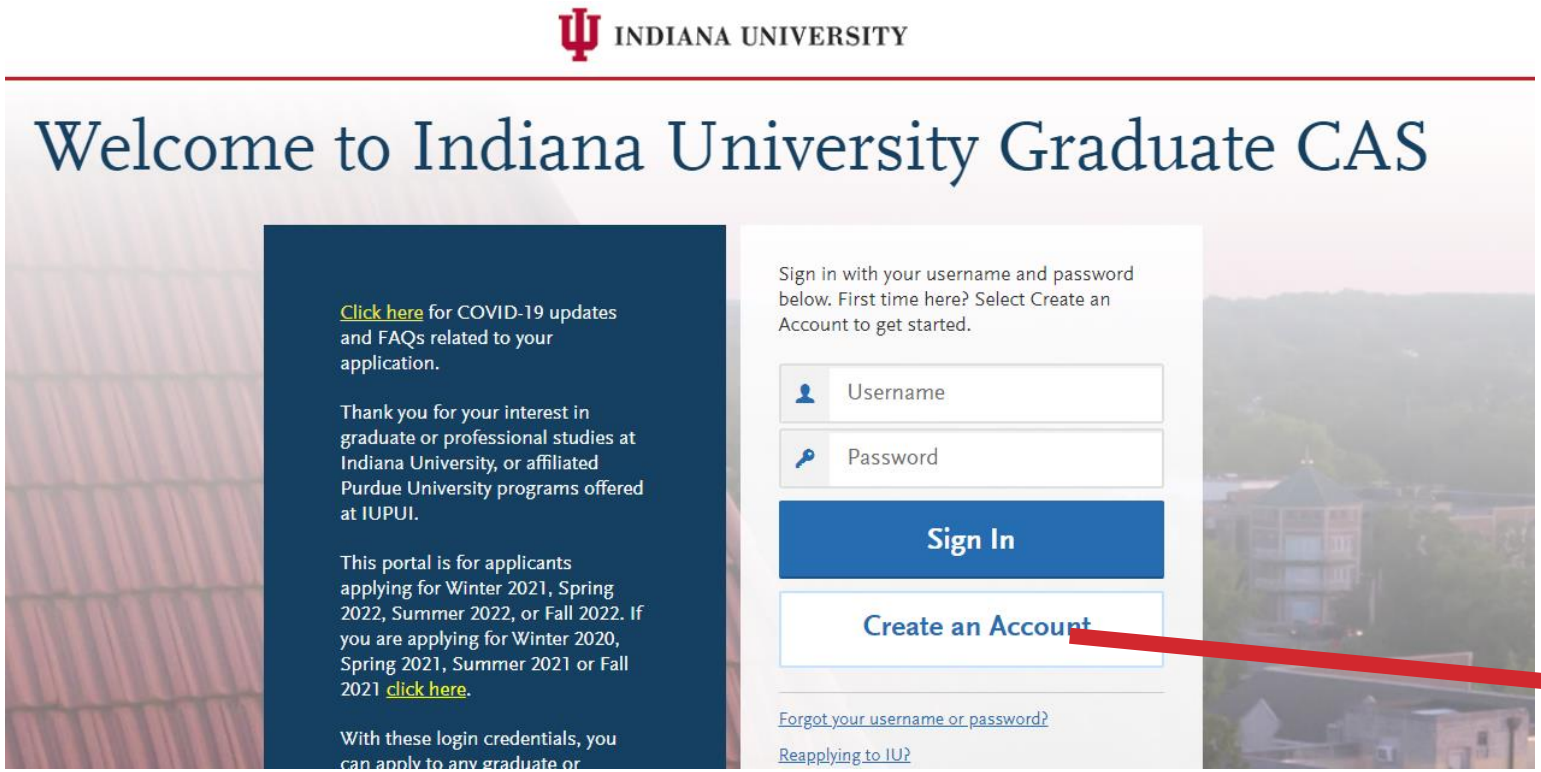
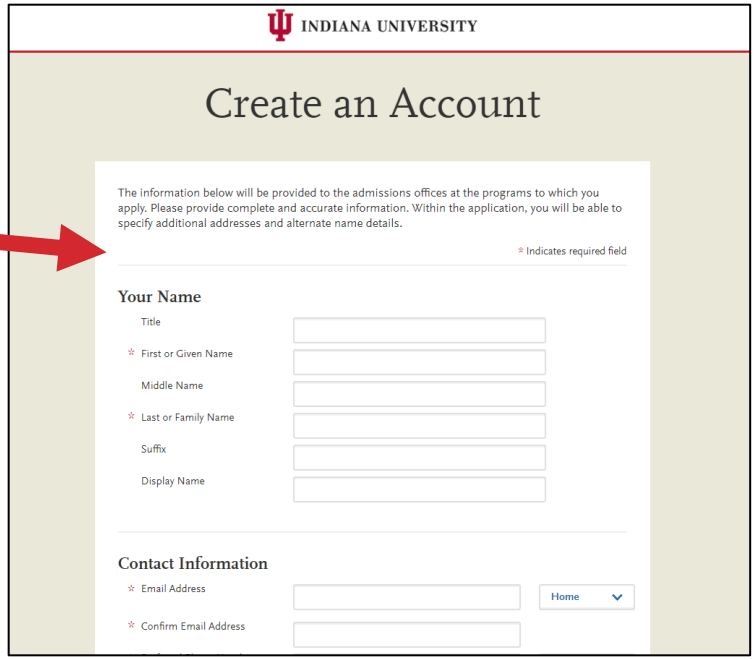
2024
Indiana University CAS Guide
(Online Application System)

https://iugraduate2024.liaisoncas.com/

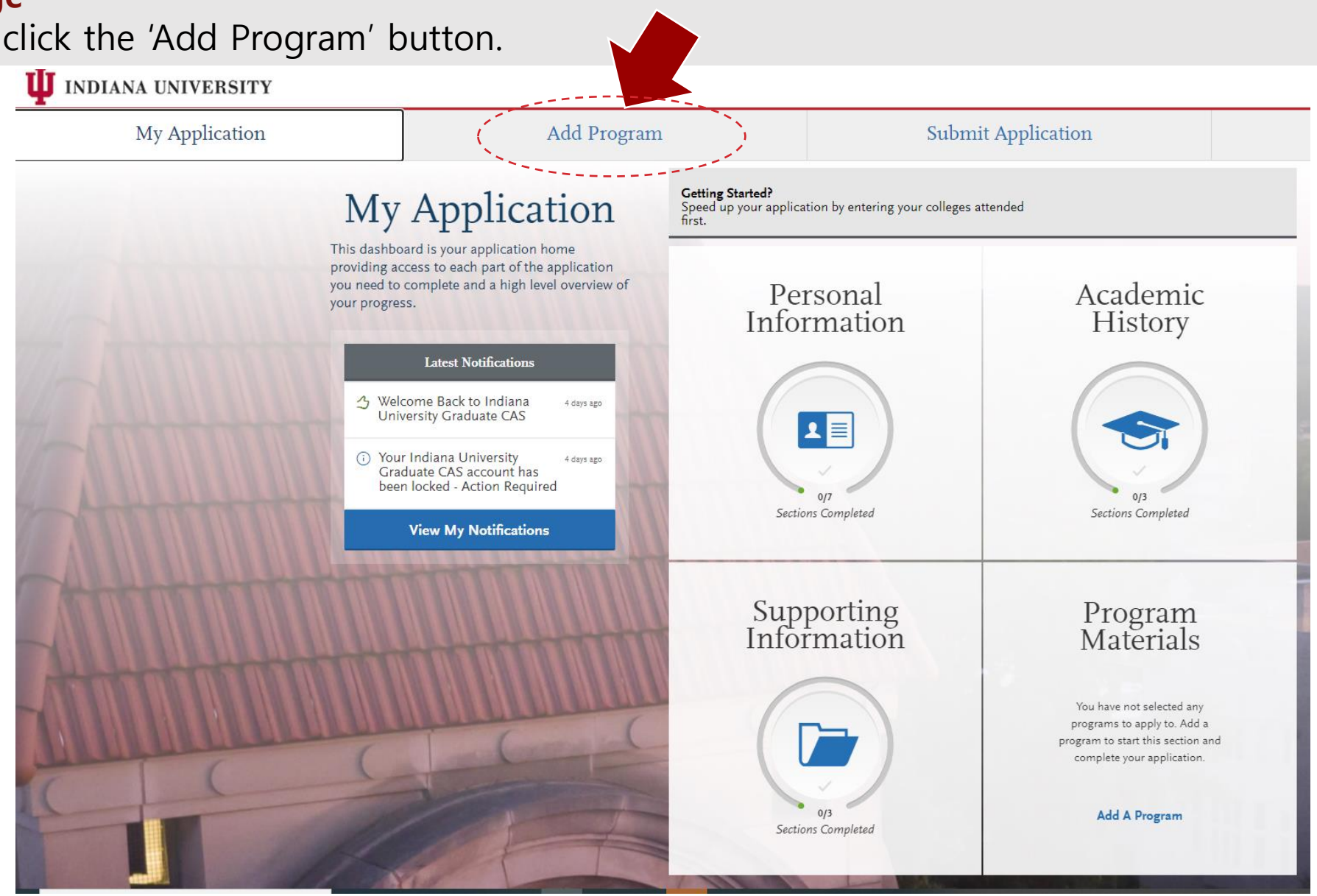
1. Please **create your account** at https://iugraduate2024.liaisoncas.com/





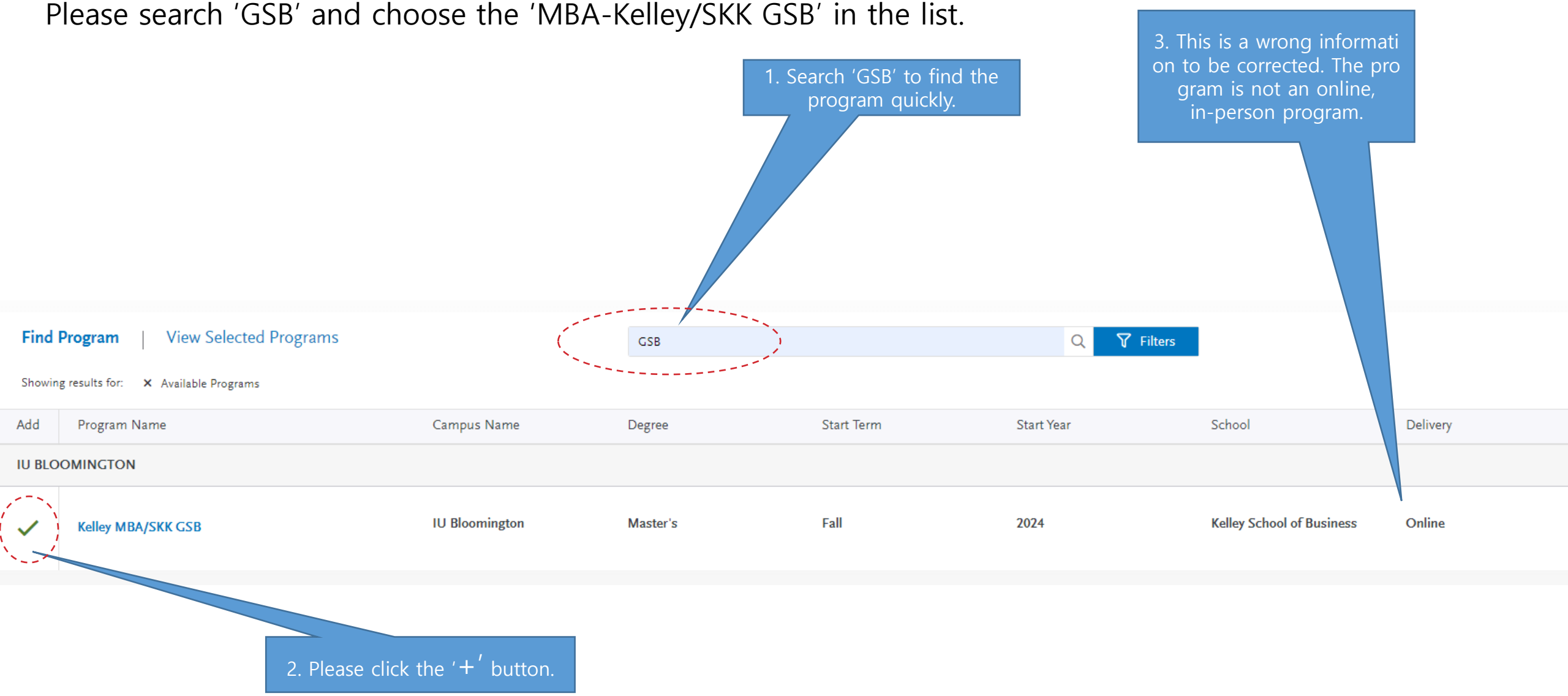
2. Main page

First, please click the 'Add Program' button.

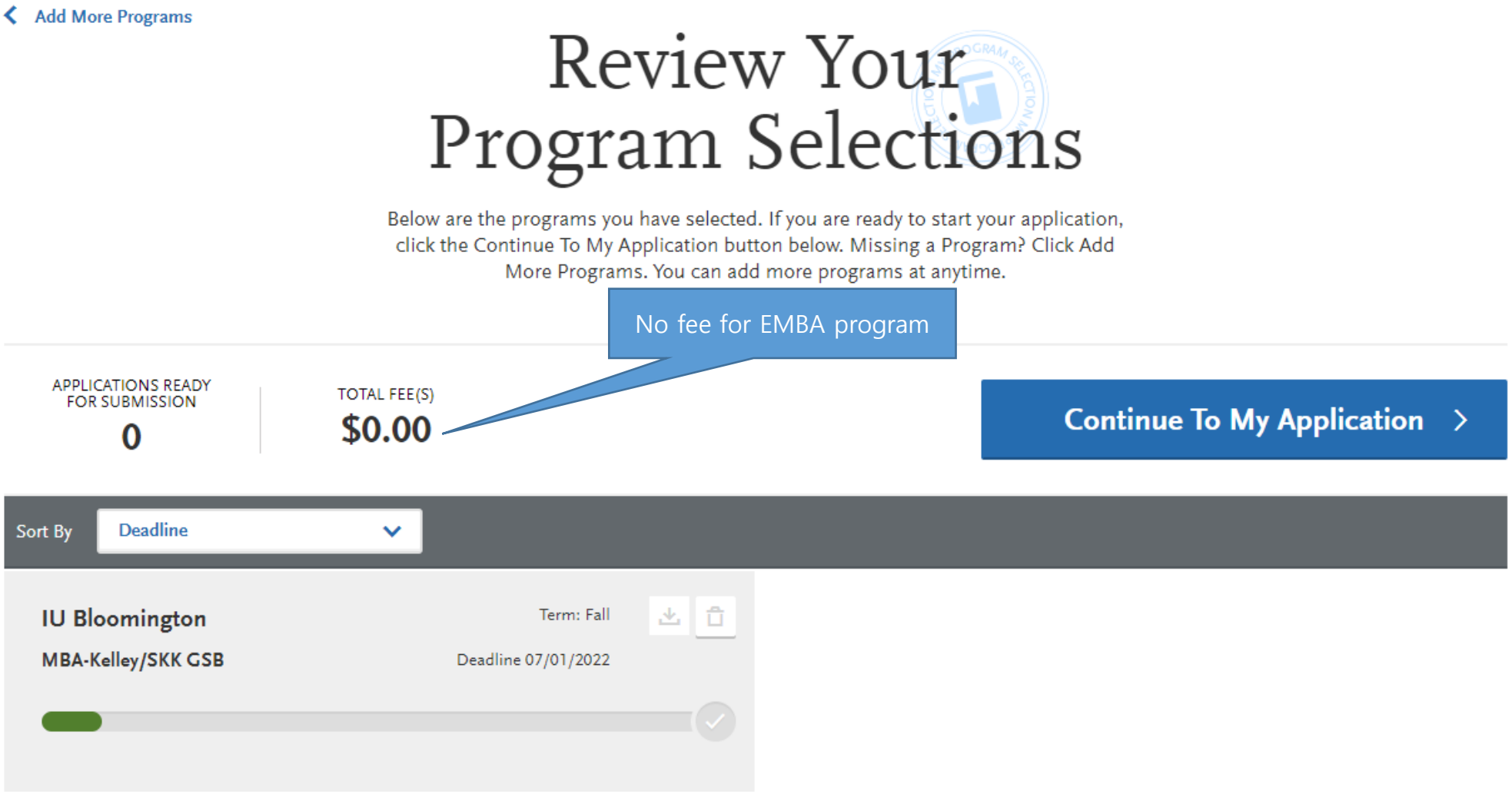


3. Add Programs

Please search 'GSB' and choose the 'MBA-Kelley/SKK GSB' in the list.

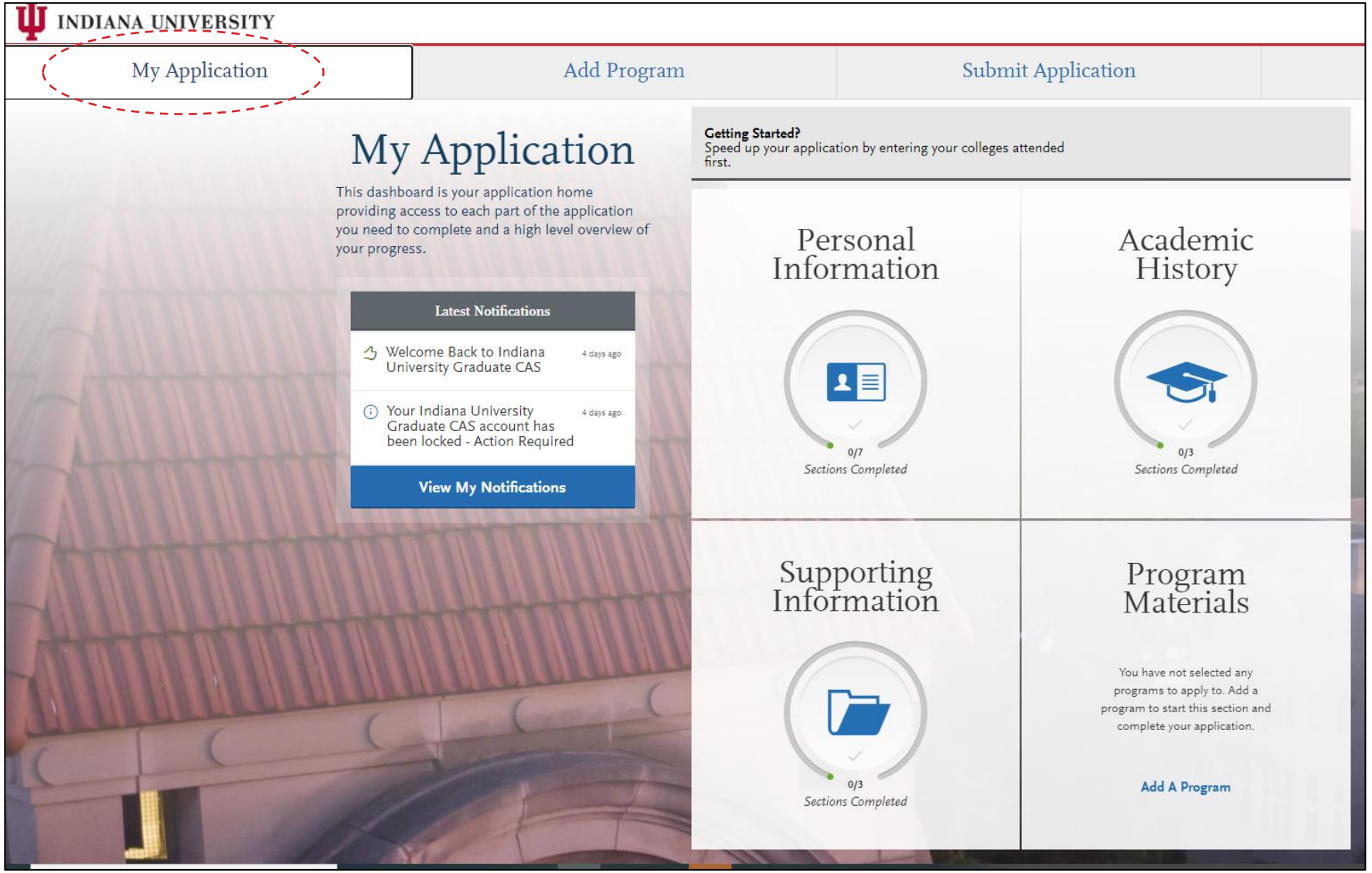


3. Add Programs



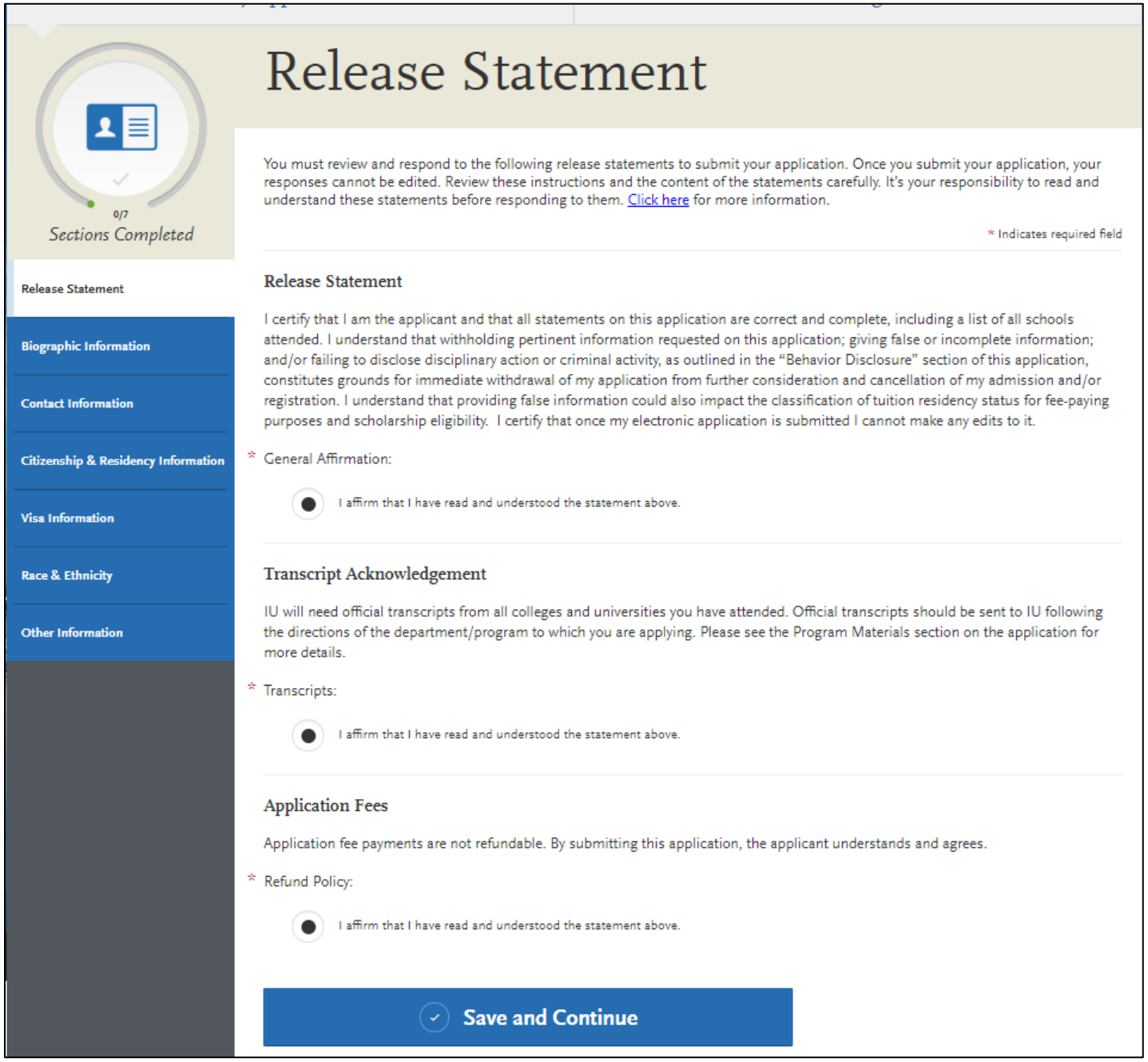
4. Main page

Please move to the ‘My Application’ menu. There are four sections you should complete.



5. 1st section – Personal Information

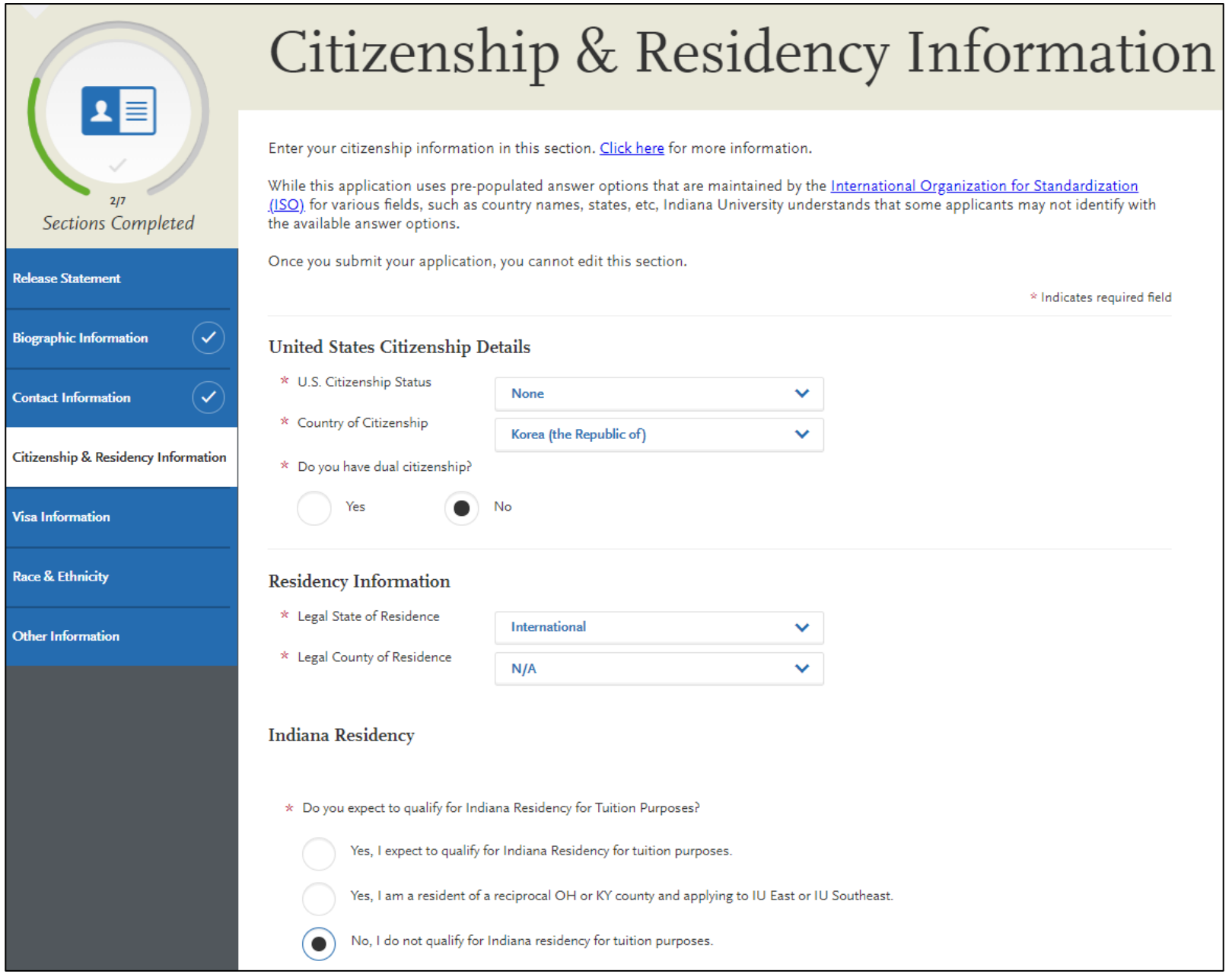
Please answer to all questions.
Then, you will find the
Save and Continue button below:



6. 1st section – Personal Information

Please answer questions based on your situation.

Here are examples for the Residency Information.

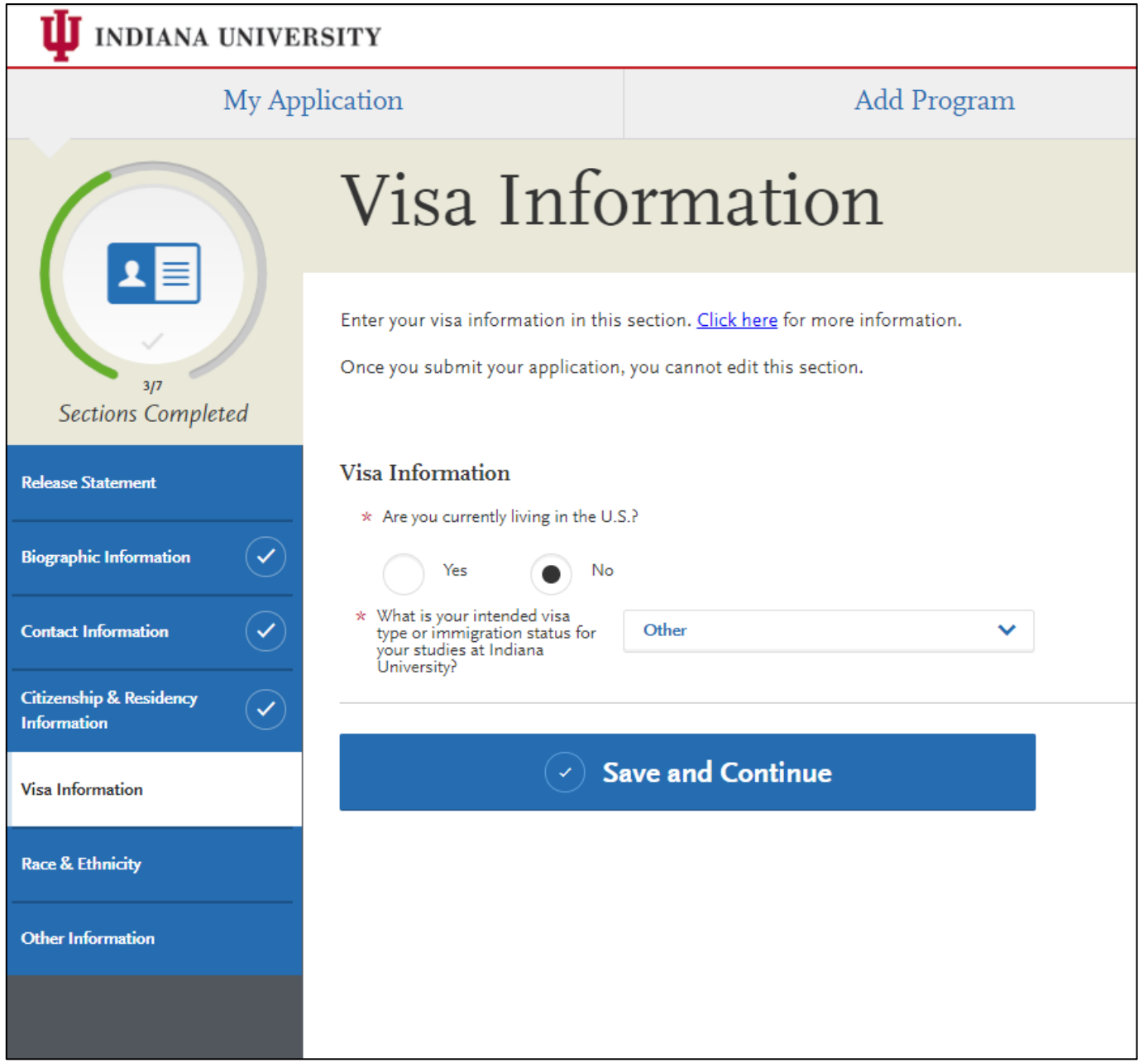


7. 1st section – Personal Information

VISA

If you have U.S. VISA in the list, please select it.

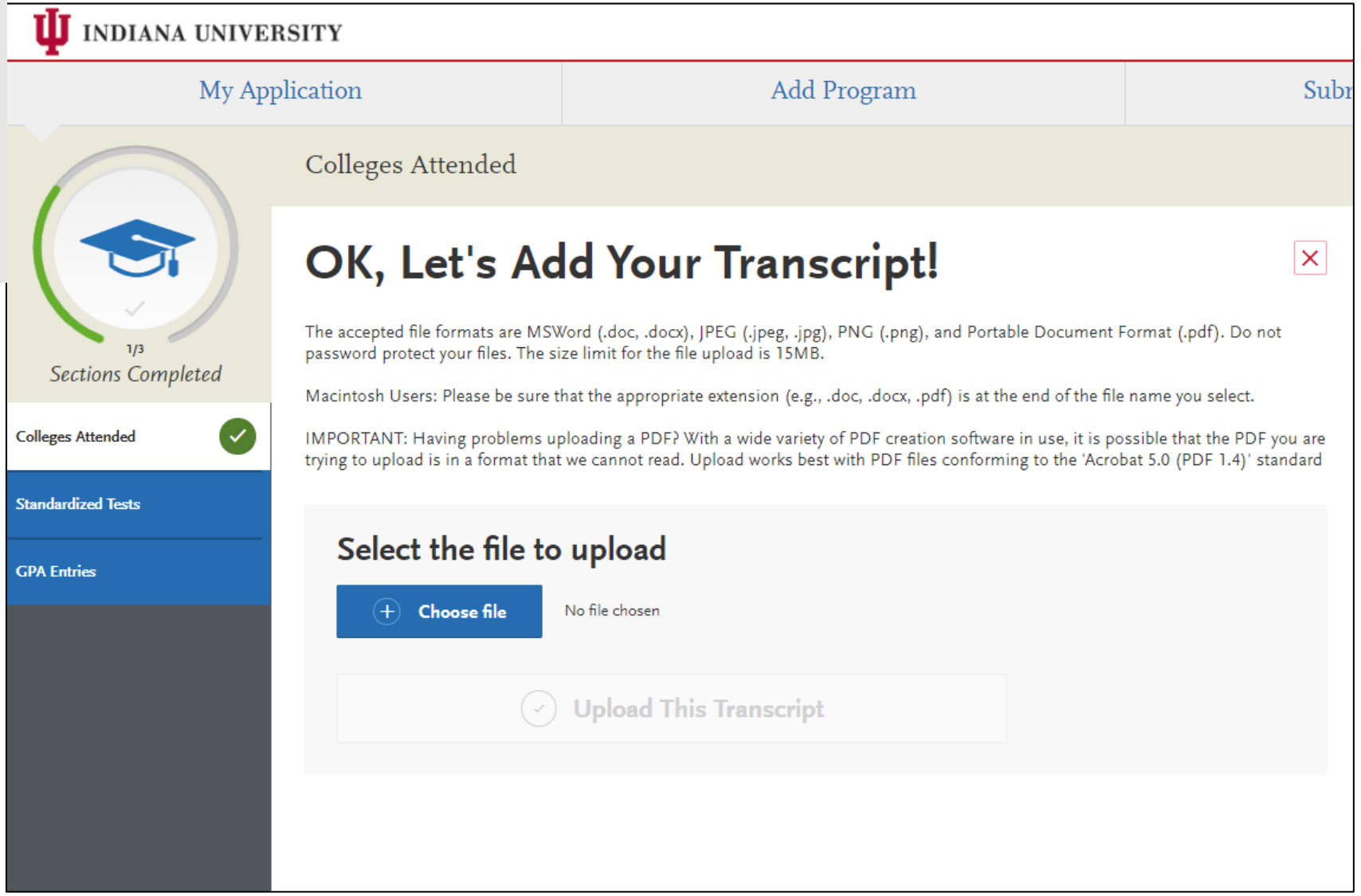
If you don't have it, please choose the 'Other' in t he answer list. EMBA students don't apply for the U.S. VISA for immersion programs.



8. 2nd section – Academic History

Upload academic transcripts
You need to upload your academic transcr ipt to complete the 2nd section.
Once you upload it, you can preview the file.

SKK GSB will send your original academic transcript to IU separately.



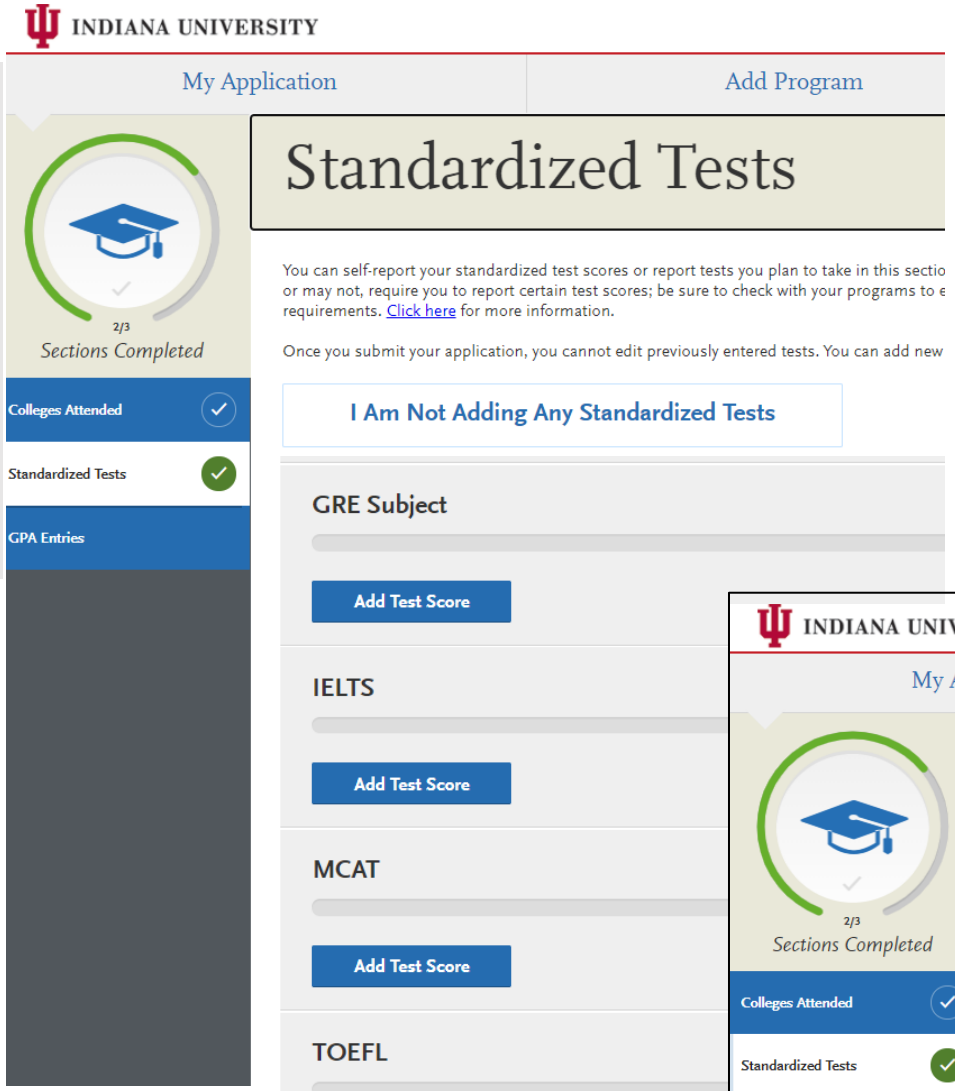
9. 2nd section – Academic History

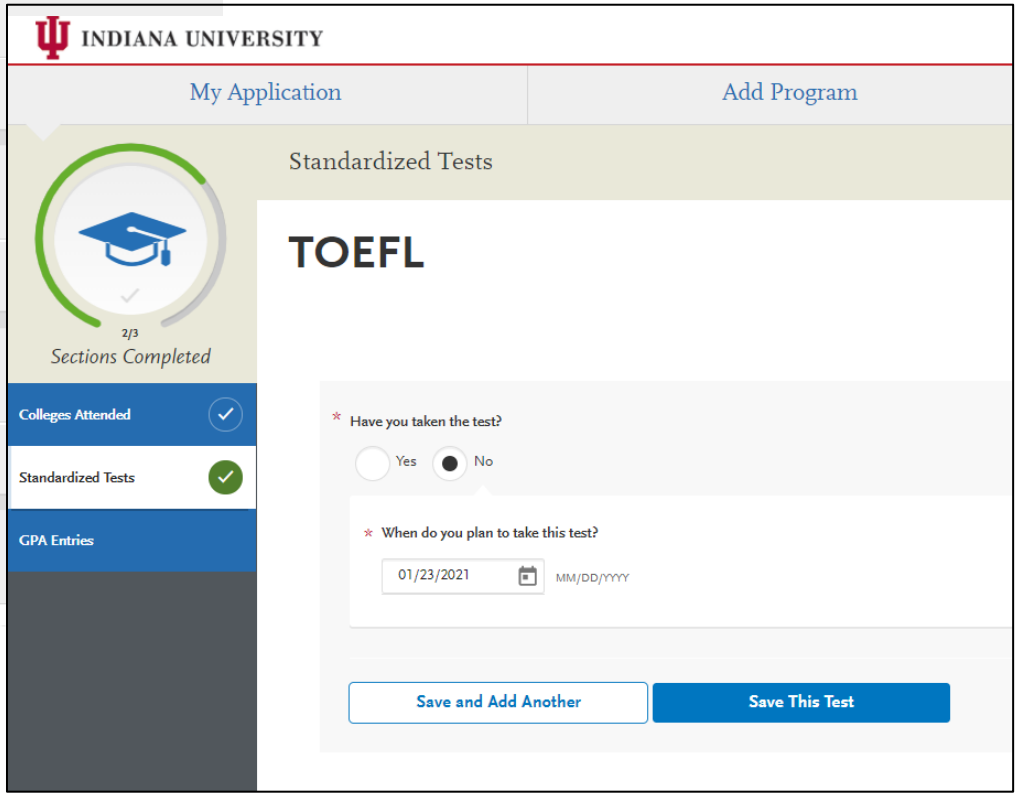
Standardized Tests

If you already know your TOEFL or IELTS test scores, please input the details by clicking the test button.

If you will take the test, please input the test date in the system.

If you are exempted to submit the test, please choo se the 'I am Not Adding Any Standardized Tests' bu tton.





INDIANA UNIVERSITY

My Application | Add Program | Submit A

2/3
Sections Completed

- Colleges Attended ✓
- Standardized Tests ✓
- GPA Entries

Standardized Tests

TOEFL

* Have you taken the test?

(●) Yes ( ) No

* When did you take this test?

02/29/2020 MM/DD/YYYY

* Did you take an Internet-based test (IBT), or a paper based test?

Internet-based

Test Registration ID

* Did you take the listening test?

(●) Yes ( ) No

What did you score on this test?

Reading Score

2/3
Sections Completed

- Colleges Attended ✓
- Standardized Tests ✓
- GPA Entries

Standardized Tests

IELTS

*

* Have you taken the test?

(●) Yes ( ) No

* When did you take this test?

01/02/2021 MM/DD/YYYY

Candidate Number

Reading | Writing

Listening | Speaking Score

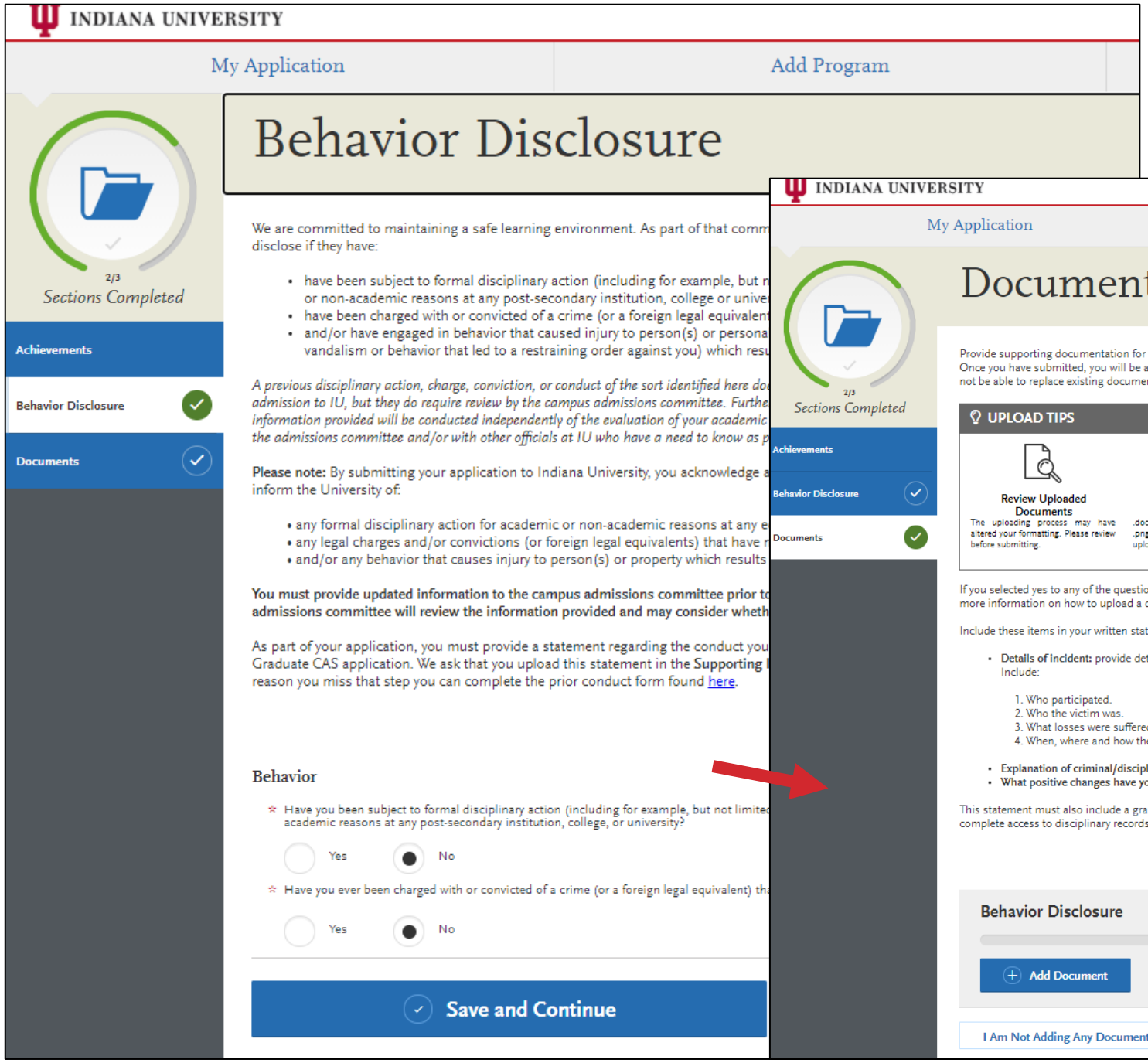
Overall Band Score

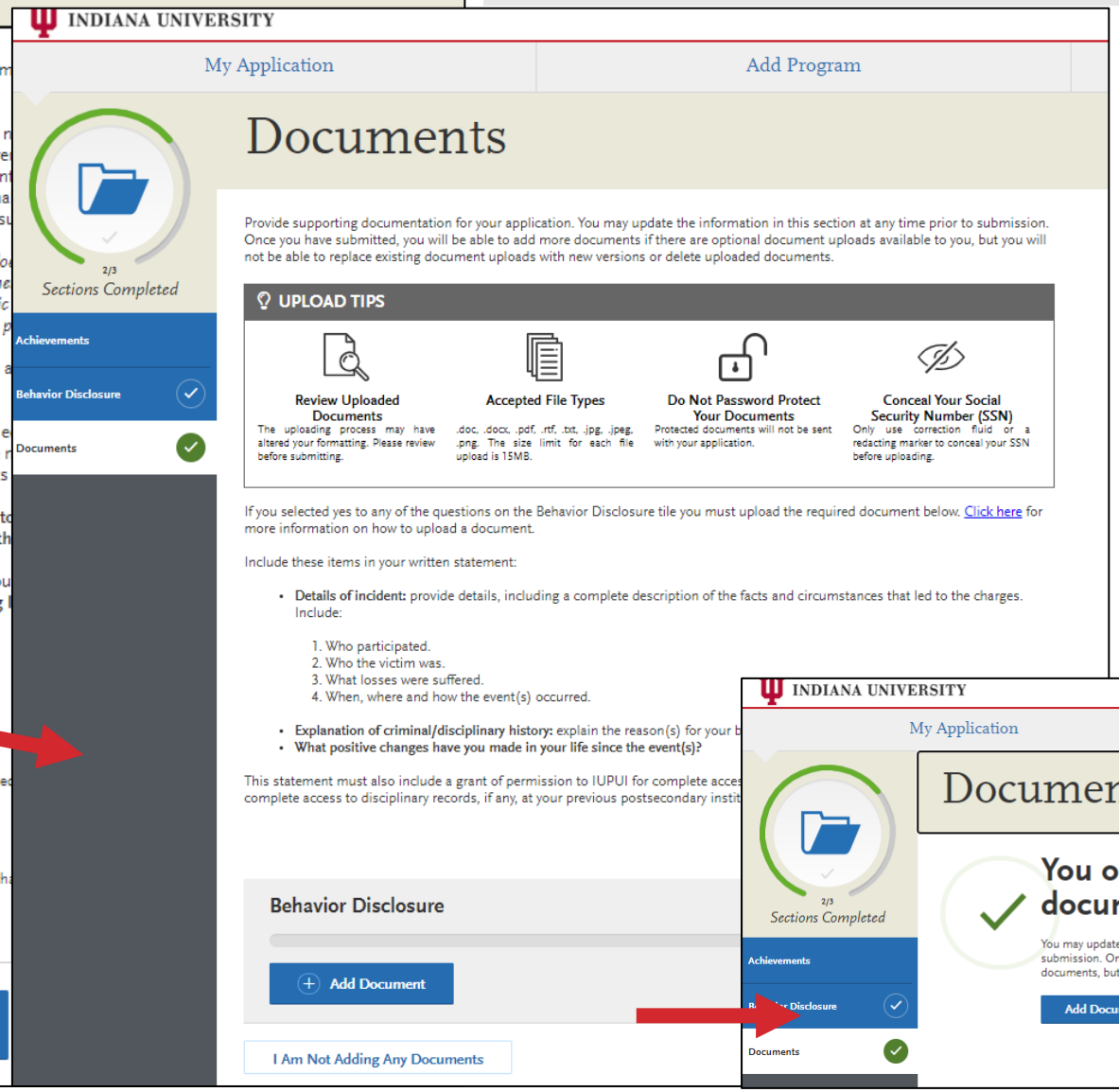
Save and Add Another | Save This Test

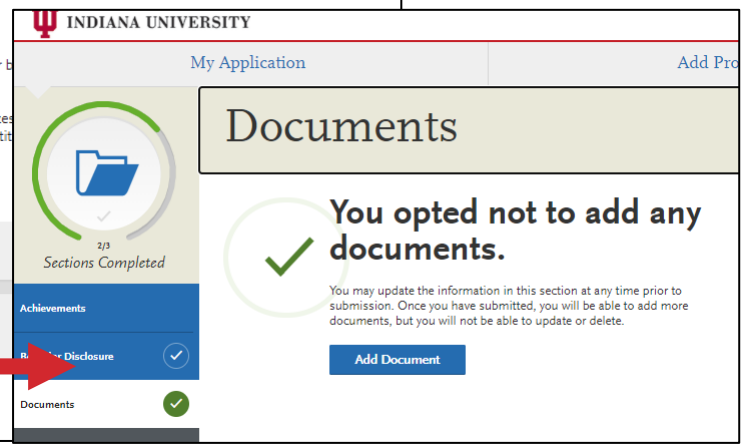
10. 4th section – Supporting Information

Behavior Disclosure / Documents

If you have any records, please input it here.
If you don't, please answer 'No' and click the 'I Am Not Adding Any Documents' button.

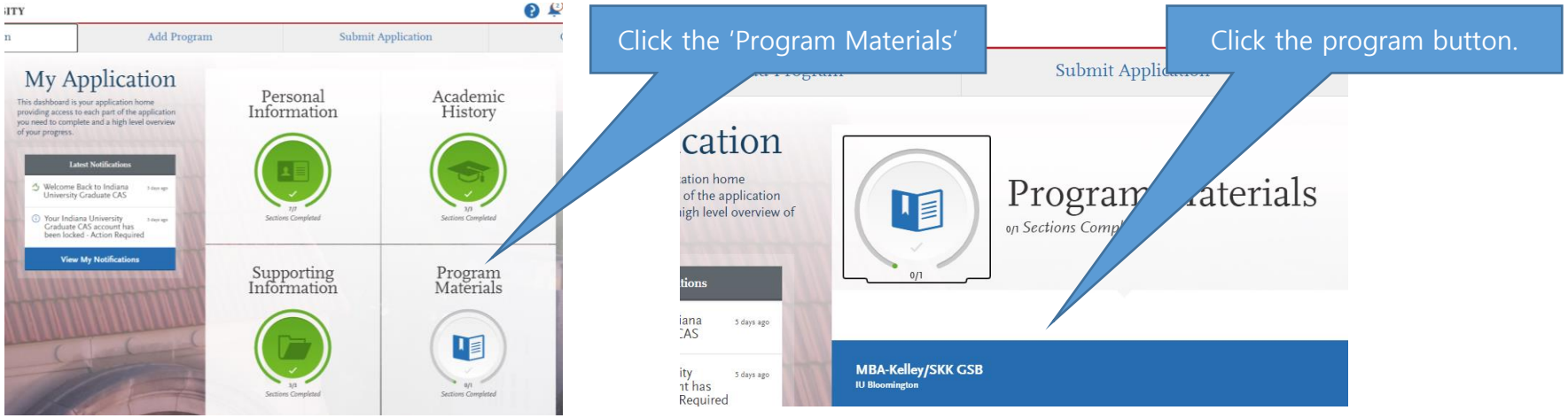






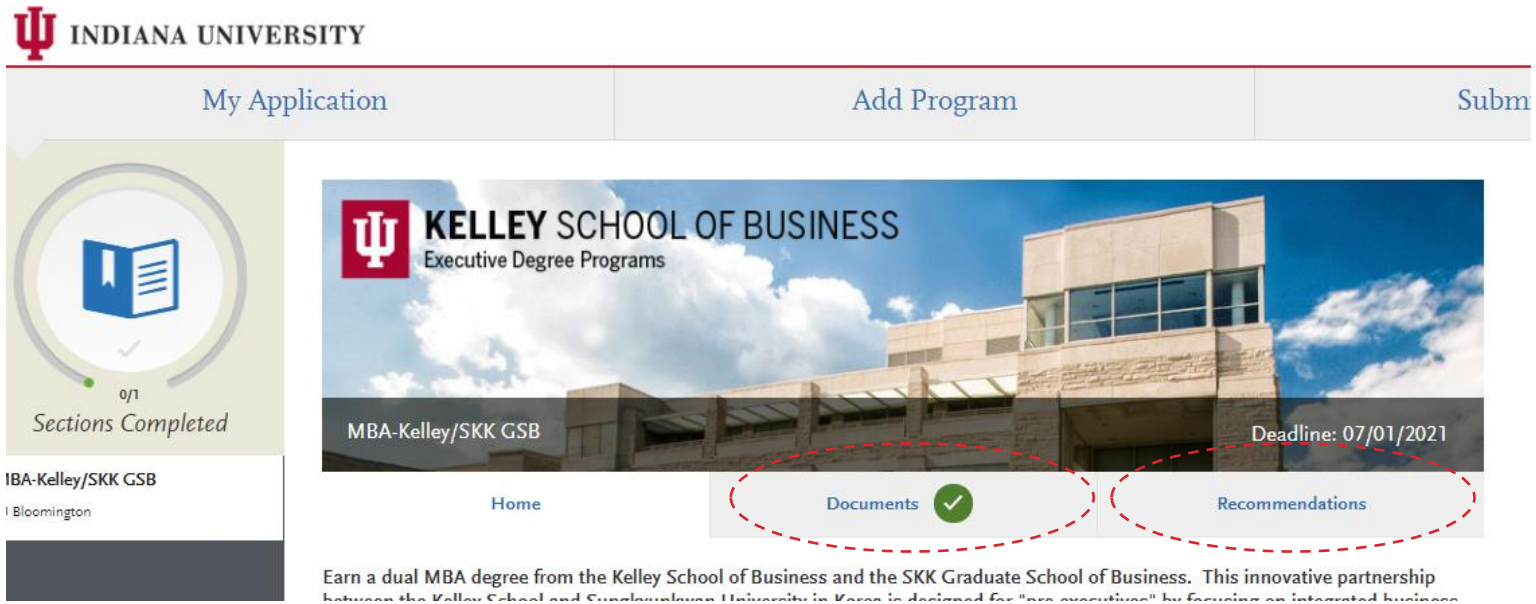
11. 4th section – Program Materials

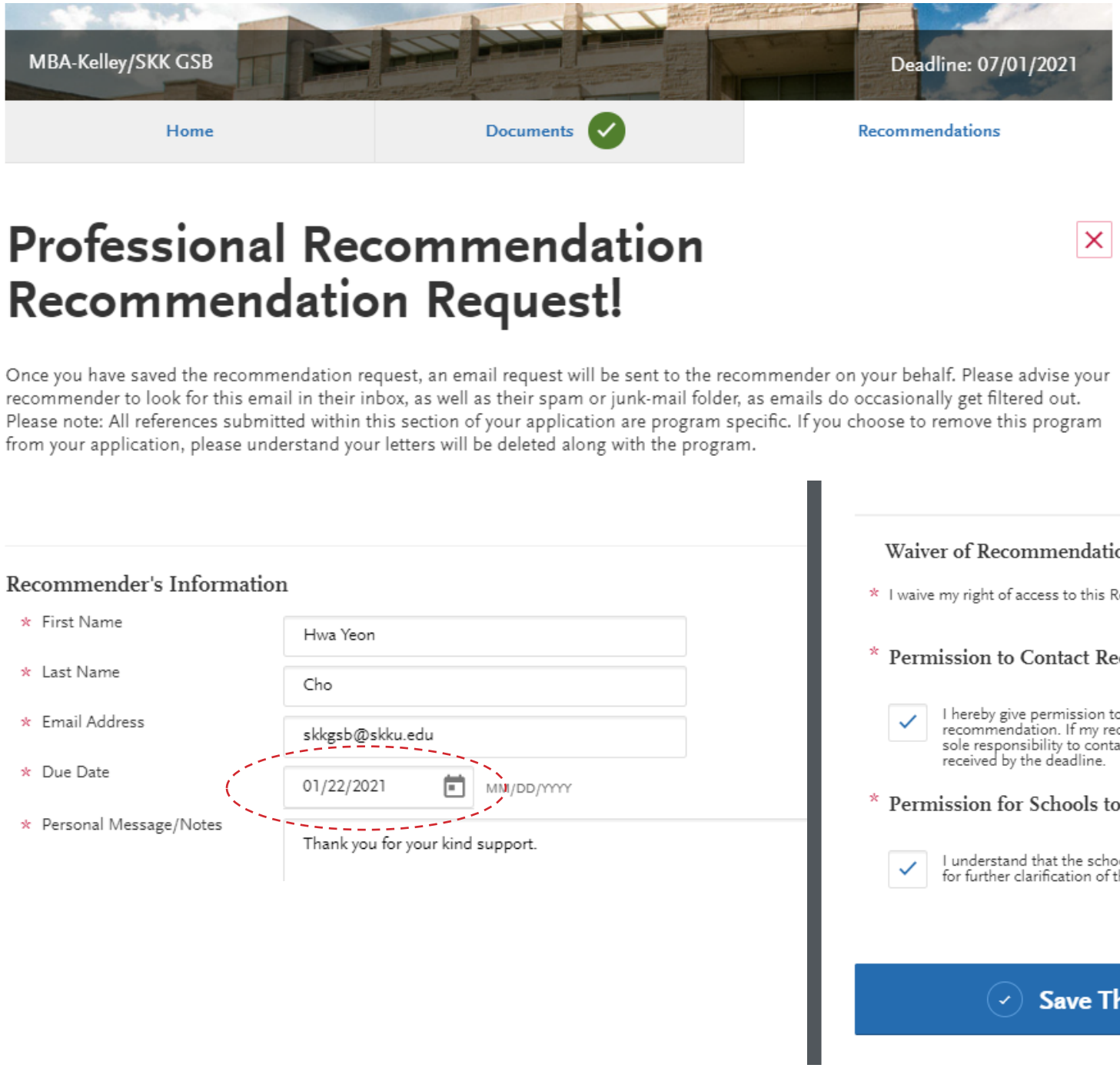
Please go back to the Program Materials section.



Required documents

- **Resume/CV**
- **Personal Statement**
- **Recommendations**
  (recommender's contact information)



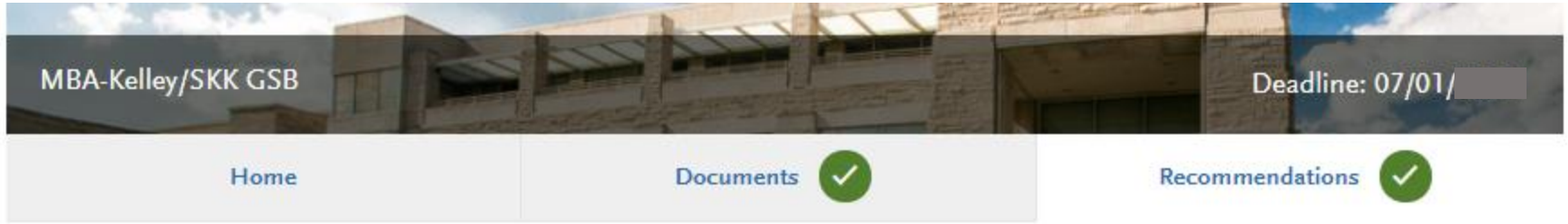


12. 4th section – Program Materials

Recommendations
Please inform the recommender that the IU system wi ll email him or her soon. Many recommenders forget to submit the letter. Please set the due date and infor m the date to your recommender.

13. 4th section – Program Materials

Recommendations
You can find the recommendation(s) submission status here. Please check it before the deadline.



Recommendations

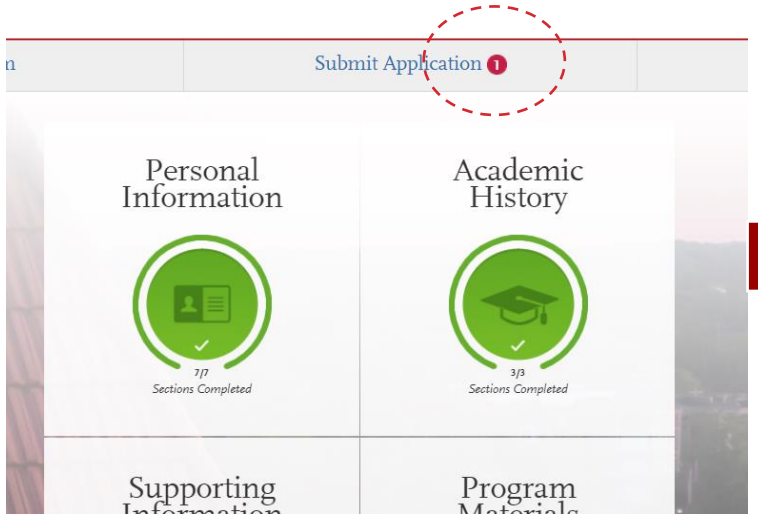
One letter of recommendation is required.

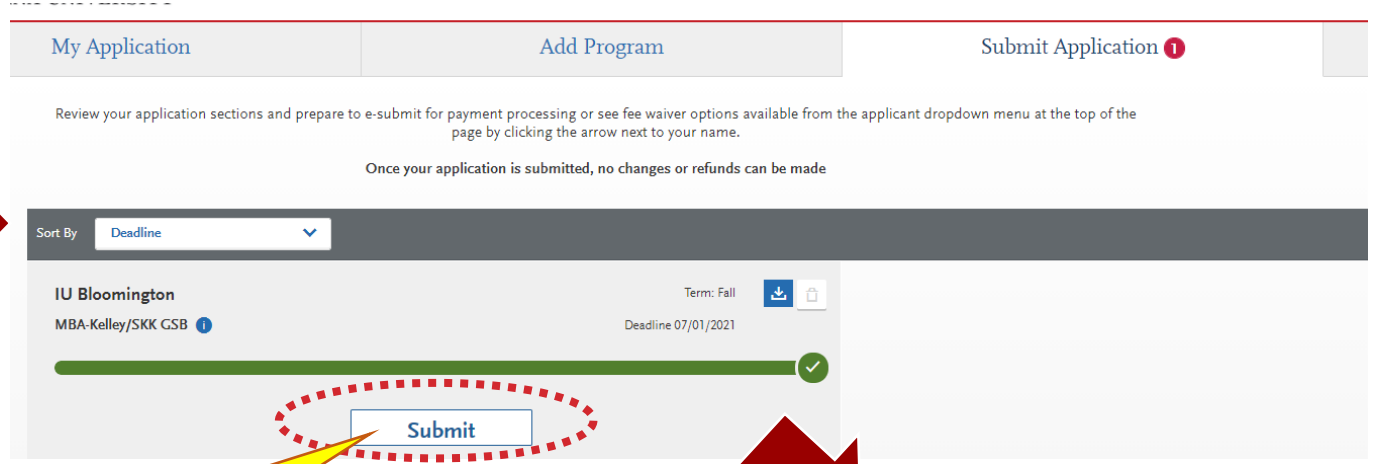
Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

Professional Recommendation			**1 required** - 1 total allowed
Hwa Yeon Cho	Requested: Jan, 12 2021	Status: **Requested**	Edit Delete

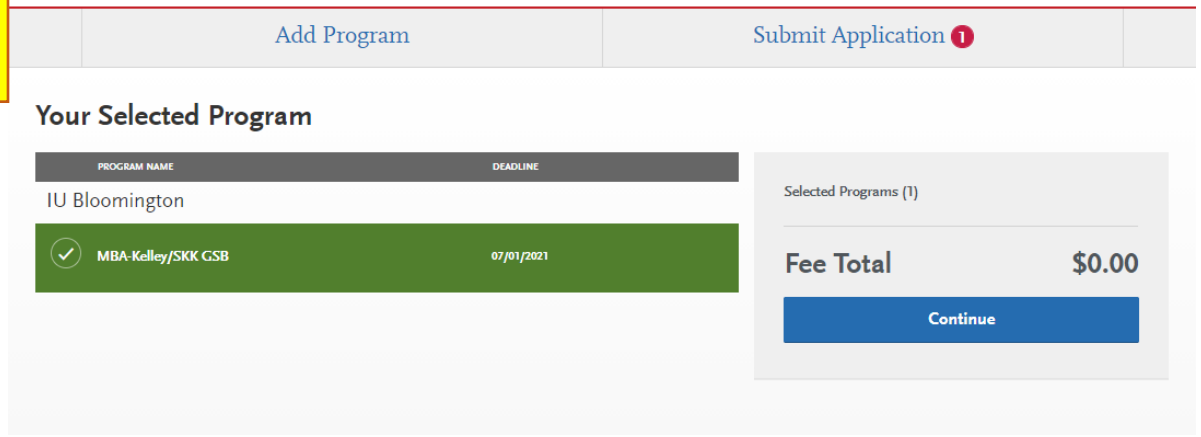
14. Submit Application

Once you compete the four sections of 'My Application', you will find the number '1' in the **'Submit Application'** menu.
You need to click the 'Submit' button before the recommendation letter is submitted. ***(Important)*** **Every year, some applicants have forgott en to click it and their IU admission process has been delayed.**





※ Please don't forget to click 'Submit'.



Contact Information

Indiana University Graduate CAS Quick Start Guide and FAQ

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Email. amthack@indiana.edu