

# 2024

# Indiana University CAS Guide

(Online Application System)

<https://iugraduate2024.liaisoncas.com/>

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



# Welcome to Indiana University Graduate CAS

[Click here](#) for COVID-19 updates and FAQs related to your application.

Thank you for your interest in graduate or professional studies at Indiana University, or affiliated Purdue University programs offered at IUPUI.

This portal is for applicants applying for Winter 2021, Spring 2022, Summer 2022, or Fall 2022. If you are applying for Winter 2020, Spring 2021, Summer 2021 or Fall 2021 [click here](#).

With these login credentials, you can apply to any graduate or

Sign in with your username and password below. First time here? Select Create an Account to get started.



Username



Password

Sign In

Create an Account

[Forgot your username or password?](#)

[Reapplying to IU?](#)



## Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details.

\* Indicates required field

### Your Name

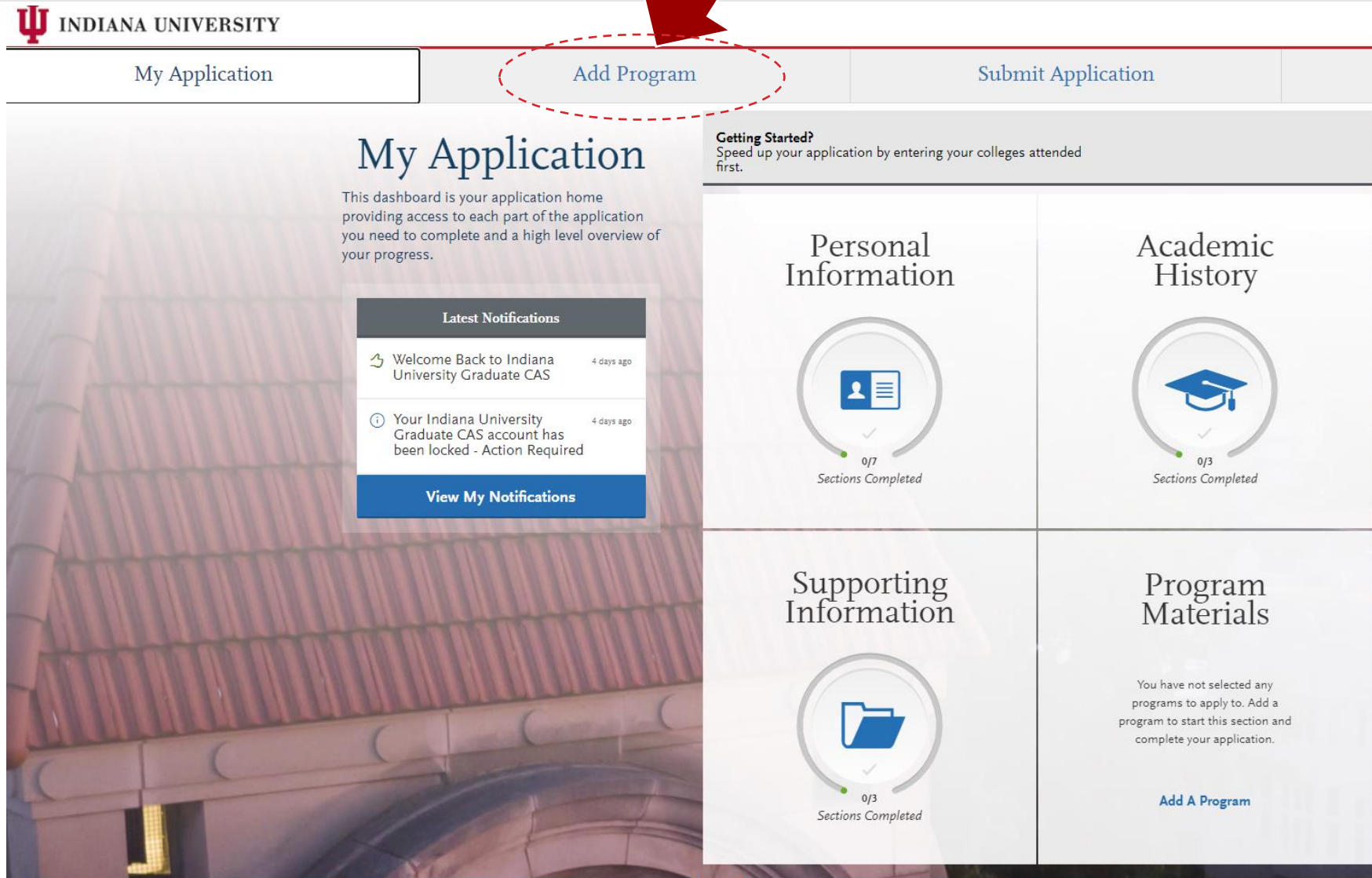
Title	<input type="text"/>
* First or Given Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

### Contact Information

* Email Address	<input type="text"/>	Home <input type="button" value="v"/>
* Confirm Email Address	<input type="text"/>	

## 2. Main page

First, please click the 'Add Program' button.



**INDIANA UNIVERSITY**

My Application   **Add Program**   Submit Application

### My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.


**Latest Notifications**

- Welcome Back to Indiana University Graduate CAS 4 days ago
- Your Indiana University Graduate CAS account has been locked - Action Required 4 days ago

[View My Notifications](#)


**Getting Started?**  
Speed up your application by entering your colleges attended first.

#### Personal Information




0/7 Sections Completed

#### Academic History



0/3 Sections Completed

#### Supporting Information



0/3 Sections Completed

#### Program Materials

You have not selected any programs to apply to. Add a program to start this section and complete your application.

[Add A Program](#)

### 3. Add Programs

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

1. Search 'GSB' to find the program quickly.

Find Program | View Selected Programs

Showing results for: Available Programs

Add	Program Name	Campus Name	Degree	Start Term	Start Year	School	Delivery
IU BLOOMINGTON							
<div>✓</div>	Kelley MBA/SKK GSB	IU Bloomington	Master's	Fall	2024	Kelley School of Business	Online

2. Please click the '+' button.

3. This is a wrong information to be corrected. The program is not an online, in-person program.

### 3. Add Programs

[Add More Programs](#)

# Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

No fee for EMBA program

APPLICATIONS READY  
FOR SUBMISSION

0

TOTAL FEE(S)

\$0.00

[Continue To My Application](#)

Sort By

Deadline



IU Bloomington

MBA-Kelley/SKK GSB

Term: Fall



Deadline 07/01/2022



## 4. Main page

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

**INDIANA UNIVERSITY**

[My Application](#) [Add Program](#) [Submit Application](#)

### My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

**Latest Notifications**

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[View My Notifications](#)

**Getting Started?**  
Speed up your application by entering your colleges attended first.

#### Personal Information

0/7 Sections Completed

#### Academic History

0/3 Sections Completed

#### Supporting Information

0/3 Sections Completed

#### Program Materials

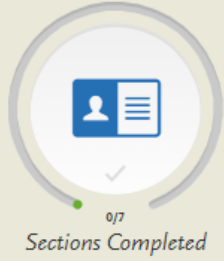
You have not selected any programs to apply to. Add a program to start this section and complete your application.

[Add A Program](#)



## 5. 1<sup>st</sup> section – Personal Information

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



0/7  
Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship & Residency Information

Visa Information

Race & Ethnicity

Other Information

# Release Statement

You must review and respond to the following release statements to submit your application. Once you submit your application, your responses cannot be edited. Review these instructions and the content of the statements carefully. It's your responsibility to read and understand these statements before responding to them. [Click here](#) for more information.

\* Indicates required field

### Release Statement

I certify that I am the applicant and that all statements on this application are correct and complete, including a list of all schools attended. I understand that withholding pertinent information requested on this application; giving false or incomplete information; and/or failing to disclose disciplinary action or criminal activity, as outlined in the "Behavior Disclosure" section of this application, constitutes grounds for immediate withdrawal of my application from further consideration and cancellation of my admission and/or registration. I understand that providing false information could also impact the classification of tuition residency status for fee-paying purposes and scholarship eligibility. I certify that once my electronic application is submitted I cannot make any edits to it.

\* General Affirmation:

☒ I affirm that I have read and understood the statement above.

### Transcript Acknowledgement

IU will need official transcripts from all colleges and universities you have attended. Official transcripts should be sent to IU following the directions of the department/program to which you are applying. Please see the Program Materials section on the application for more details.

\* Transcripts:


☒ I affirm that I have read and understood the statement above.

### Application Fees

Application fee payments are not refundable. By submitting this application, the applicant understands and agrees.

\* Refund Policy:

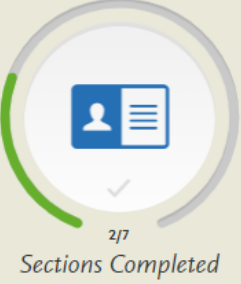
☒ I affirm that I have read and understood the statement above.

 **Save and Continue**

## 6. 1<sup>st</sup> section – Personal Information

Please answer questions based on your situation.

Here are examples for the Residency Information.



2/7  
Sections Completed

Release Statement

Biographic Information ✓

Contact Information ✓

Citizenship & Residency Information

Visa Information

Race & Ethnicity

Other Information

# Citizenship & Residency Information

Enter your citizenship information in this section. [Click here](#) for more information.

While this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#) for various fields, such as country names, states, etc, Indiana University understands that some applicants may not identify with the available answer options.

Once you submit your application, you cannot edit this section.

\* Indicates required field

### United States Citizenship Details

\* U.S. Citizenship Status

\* Country of Citizenship

\* Do you have dual citizenship?

☐ Yes ☒ No

### Residency Information

\* Legal State of Residence

\* Legal County of Residence

### Indiana Residency

\* Do you expect to qualify for Indiana Residency for Tuition Purposes?

☐ Yes, I expect to qualify for Indiana Residency for tuition purposes.

☐ Yes, I am a resident of a reciprocal OH or KY county and applying to IU East or IU Southeast.

☒ No, I do not qualify for Indiana residency for tuition purposes.




## 7. 1<sup>st</sup> section – Personal Information

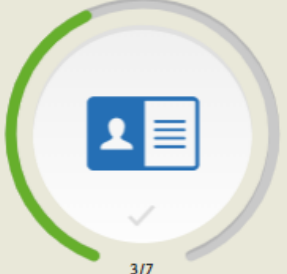
### VISA

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

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

 INDIANA UNIVERSITY

My ApplicationAdd Program



3/7  
Sections Completed

Release Statement

Biographic Information ✓

Contact Information ✓

Citizenship & Residency Information ✓

Visa Information

Race & Ethnicity

Other Information

Visa Information

Enter your visa information in this section. [Click here](#) for more information.  
Once you submit your application, you cannot edit this section.

Visa Information

\* Are you currently living in the U.S.?

☐ Yes ☒ No

\* What is your intended visa type or immigration status for your studies at Indiana University?

Other


✓ Save and Continue

## 8. 2<sup>nd</sup> section – Academic History

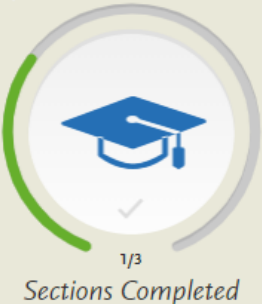
### Upload academic transcripts

You need to upload your academic transcript to complete the 2<sup>nd</sup> section. Once you upload it, you can preview the file.

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

 INDIANA UNIVERSITY

[My Application](#)[Add Program](#)[Submissions](#)



1/3  
Sections Completed

Colleges Attended

Standardized Tests

GPA Entries

## OK, Let's Add Your Transcript!

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), and Portable Document Format (.pdf). Do not password protect your files. The size limit for the file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

### Select the file to upload

+

Choose file

No file chosen

✓

Upload This Transcript


## 9. 2<sup>nd</sup> 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 choose the 'I am Not Adding Any Standardized Tests' button.

 INDIANA UNIVERSITY

My Application Add Program

 2/3  
Sections Completed

Colleges Attended ✓

Standardized Tests ✓

GPA Entries

## Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section or may not, require you to report certain test scores; be sure to check with your programs to requirements. [Click here](#) for more information.

Once you submit your application, you cannot edit previously entered tests. You can add new

[I Am Not Adding Any Standardized Tests](#)

GRE Subject

[Add Test Score](#)

IELTS

[Add Test Score](#)


MCAT

[Add Test Score](#)


TOEFL

[Add Test Score](#)

[+ Add a Standardized Test](#)

 INDIANA UNIVERSITY

My Application Add Program

 2/3  
Sections Completed

Colleges Attended ✓

Standardized Tests ✓


GPA Entries

## TOEFL

\* Have you taken the test?

☐ Yes ☒ No

\* When do you plan to take this test?

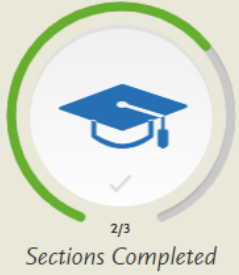
01/23/2021  MM/DD/YYYY

[Save and Add Another](#) [Save This Test](#)

My Application

Add Program


Submit Application



Standardized Tests

## TOEFL

Colleges Attended 

Standardized Tests 

GPA Entries

\* 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 

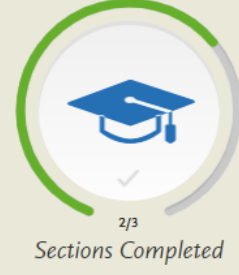
Test Registration ID

\* Did you take the listening test?

☒ Yes ☐ No

What did you score on this test?


Reading Score



Standardized Tests

## IELTS

Colleges Attended 

Standardized Tests 

GPA Entries

\* 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

INDIANA UNIVERSITY

My ApplicationAdd Program

2/3Sections Completed

Achievements

Behavior Disclosure

Documents

# Behavior Disclosure

We are committed to maintaining a safe learning environment. As part of that commitment, we require you to disclose if they have:

- have been subject to formal disciplinary action (including for example, but not limited to, suspension or non-academic reasons at any post-secondary institution, college or university)
- have been charged with or convicted of a crime (or a foreign legal equivalent)
- and/or have engaged in behavior that caused injury to person(s) or personal property, vandalism or behavior that led to a restraining order against you) which results in a criminal or civil charge or conviction

*A previous disciplinary action, charge, conviction, or conduct of the sort identified here does not guarantee admission to IU, but they do require review by the campus admissions committee. Further information provided will be conducted independently of the evaluation of your academic record by the admissions committee and/or with other officials at IU who have a need to know as part of the admissions process.*

**Please note:** By submitting your application to Indiana University, you acknowledge and agree to inform the University of:

- any formal disciplinary action for academic or non-academic reasons at any time
- any legal charges and/or convictions (or foreign legal equivalents) that have resulted in a criminal or civil charge or conviction
- and/or any behavior that causes injury to person(s) or property which results in a criminal or civil charge or conviction

**You must provide updated information to the campus admissions committee prior to your application. The admissions committee will review the information provided and may consider whether to accept your application for review.**

As part of your application, you must provide a statement regarding the conduct you have engaged in during your undergraduate CAS application. We ask that you upload this statement in the **Supporting Information** section. If you miss that step you can complete the prior conduct form found [here](#).

## Behavior

★ Have you been subject to formal disciplinary action (including for example, but not limited to, suspension or non-academic reasons at any post-secondary institution, college, or university)?

☐ Yes ☒ No

★ Have you ever been charged with or convicted of a crime (or a foreign legal equivalent) that results in a criminal or civil charge or conviction?

☐ Yes ☒ No

✓ Save and Continue

## 10. 4<sup>th</sup> 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.

INDIANA UNIVERSITY

My ApplicationAdd Program

2/3Sections Completed

Achievements

Behavior Disclosure

Documents

# Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

🔍 UPLOAD TIPS

**Review Uploaded Documents**  
The uploading process may have altered your formatting. Please review before submitting.

**Accepted File Types**  
.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.

**Do Not Password Protect Your Documents**  
Protected documents will not be sent with your application.

**Conceal Your Social Security Number (SSN)**  
Only use correction fluid or a redacting marker to conceal your SSN before uploading.

If you selected yes to any of the questions on the Behavior Disclosure tile you must upload the required document below. [Click here](#) for more information on how to upload a document.

Include these items in your written statement:

- Details of Incident:** provide details, including a complete description of the facts and circumstances that led to the charges. Include:
  - Who participated.
  - Who the victim was.
  - What losses were suffered.
  - When, where and how the event(s) occurred.
- Explanation of criminal/disciplinary history:** explain the reason(s) for your behavior.
- What positive changes have you made in your life since the event(s)?**

This statement must also include a grant of permission to IUPUI for complete access to disciplinary records, if any, at your previous postsecondary institution.

## Behavior Disclosure

+

Add Document

I Am Not Adding Any Documents

## Documents

✓ You opted not to add any documents.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents, but you will not be able to update or delete.

Add Document

INDIANA UNIVERSITY

My ApplicationAdd Program

2/3Sections Completed

Achievements

Behavior Disclosure

Documents

# Documents

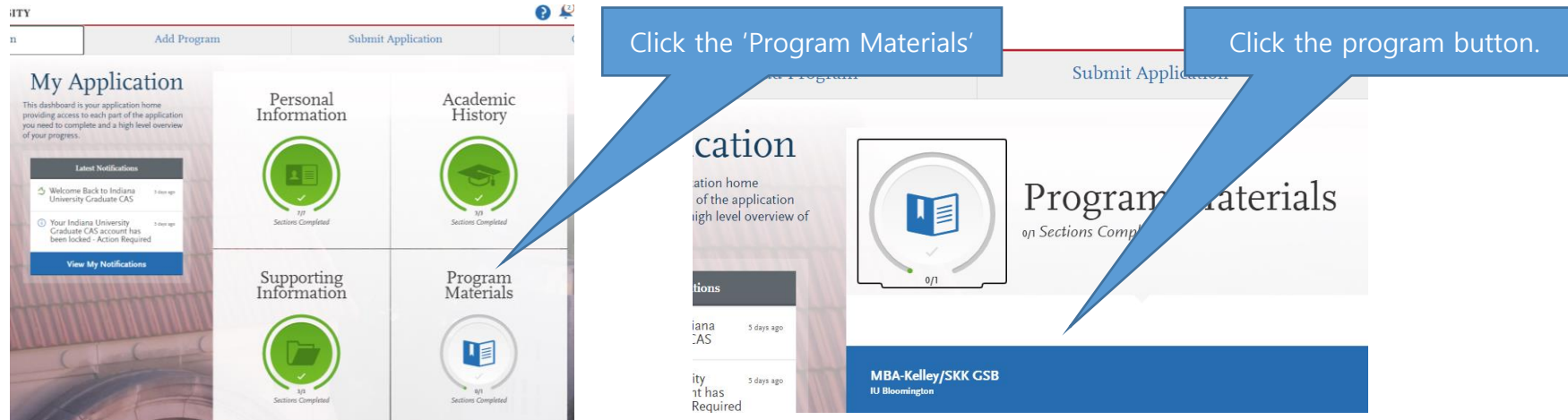
✓ You opted not to add any documents.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents, but you will not be able to update or delete.

Add Document

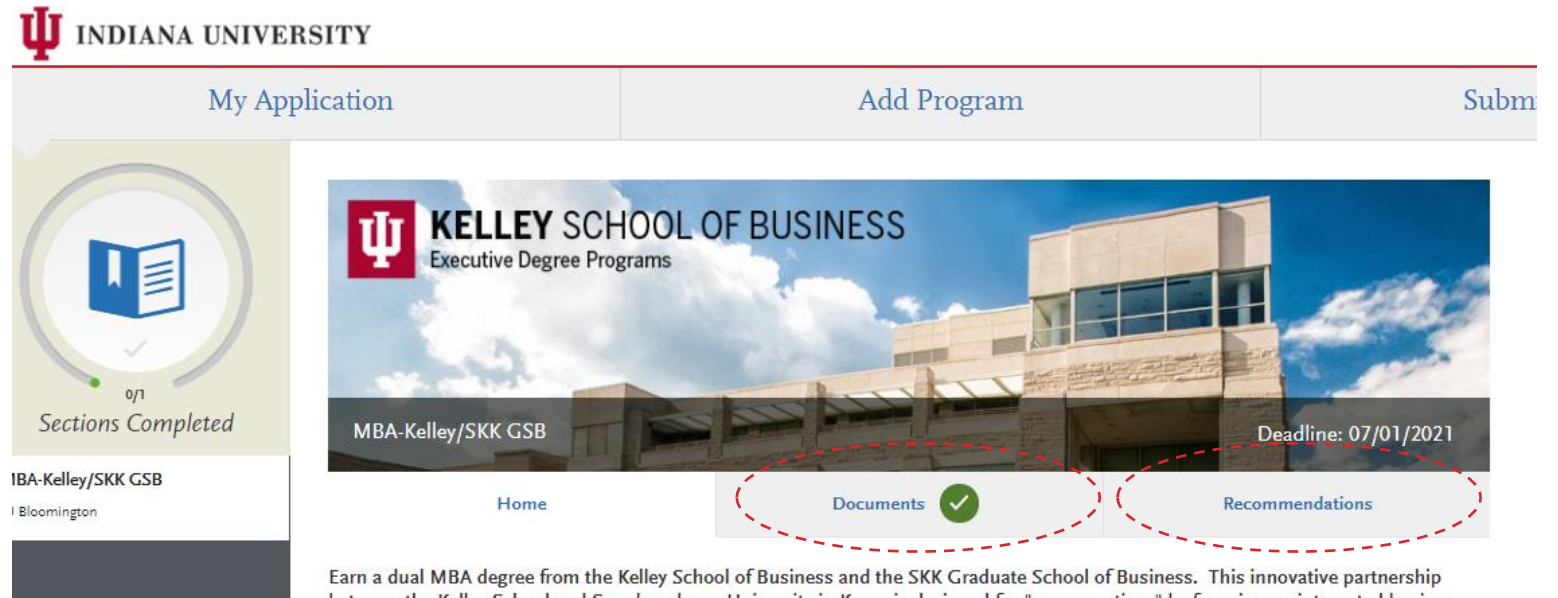
## 11. 4<sup>th</sup> section – Program Materials

Please go back to the Program Materials section.



### Required documents

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



Earn a dual MBA degree from the Kelley School of Business and the SKK Graduate School of Business. This innovative partnership between the Kelley School and Sungkyunkwan University in Korea is designed for "pre-executives" by focusing on integrated business



# Professional Recommendation Recommendation Request!




Once you have saved the recommendation request, an email request will 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. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

## Recommender's Information

\* First Name

\* Last Name

\* Email Address

\* Due Date   MM/DD/YYYY

\* Personal Message/Notes

## Waiver of Recommendation

\* I waive my right of access to this Recommendation. ☒ Yes ☐ No

## \* Permission to Contact Recommender

☒ I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

## \* Permission for Schools to Contact Recommender

☒ I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.



Save This Recommendation Request

## 12. 4<sup>th</sup> section – Program Materials

### Recommendations

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



# 13. 4<sup>th</sup> section – Program Materials

## Recommendations

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

MBA-Kelley/SKK GSB

Deadline: 07/01/

Home

Documents ✓

Recommendations ✓

## Recommendations

One letter of recommendation is required.

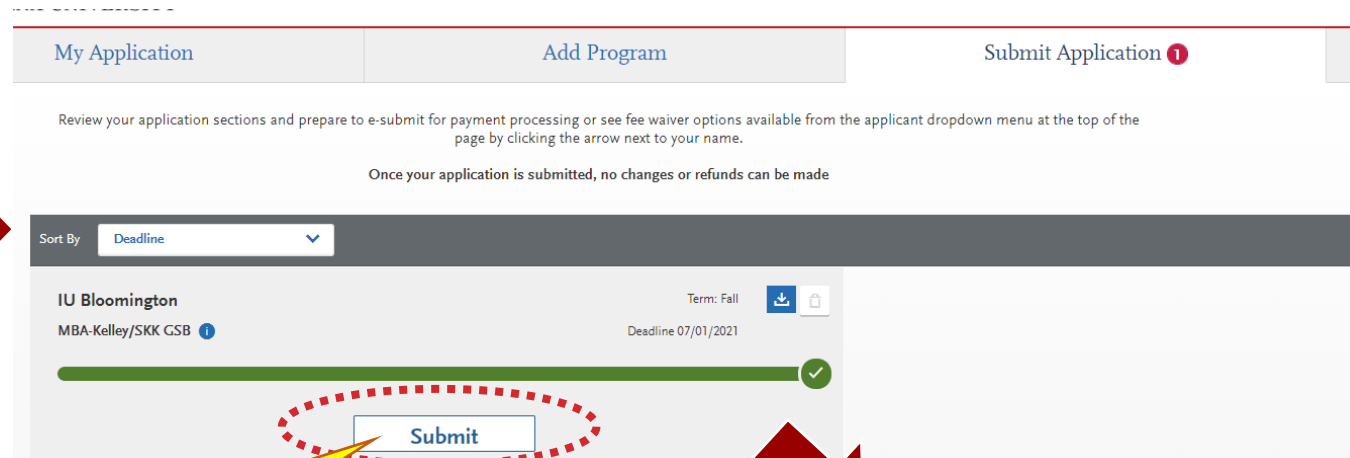
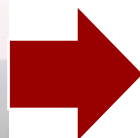
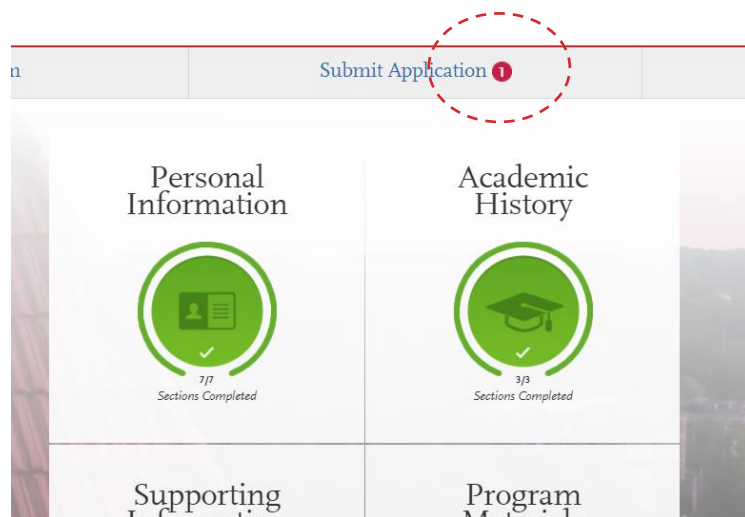
Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

Professional Recommendation			1 required - 1 total allowed
Hwa Yeon Cho	Requested: Jan, 12 2021	Status: Requested	<a href="#">✎ Edit</a> <a href="#">🗑 Delete</a>

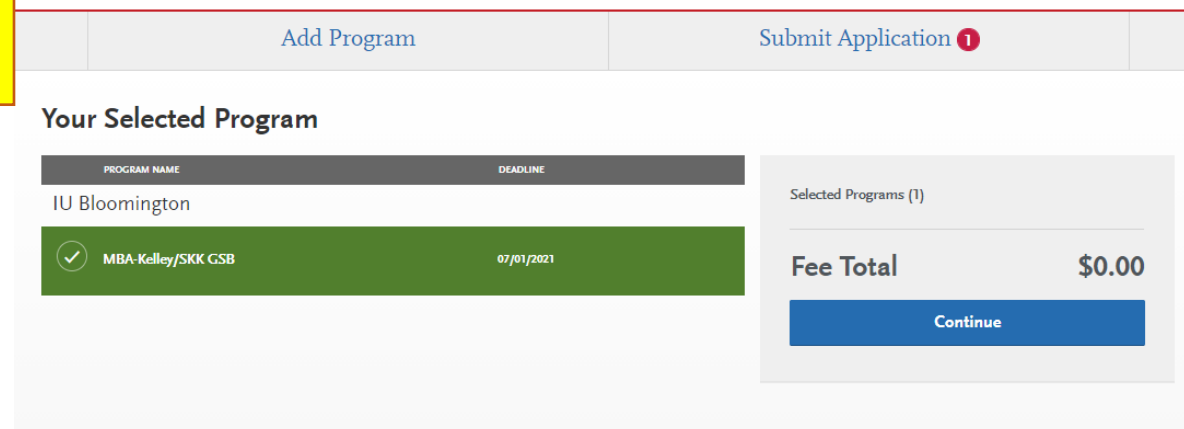
## 14. Submit Application

Once you complete 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 forgotten 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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