HOW TO APPLY TO THE GRADUATE SCHOOL ONLINE:

**This application system, works the best using Chrome, Firefox, or Safari.

*PLEASE NOTE THIS SYSTEM AUTOMATICALLY SAVES YOUR INFORMATION, THERE IS NOT A SAVE BUTTON, IF YOU NEED TO LEAVE THE APPLICATION, JUST EXIT OUT AND ALL YOUR LATEST INFORMATION WILL BE SAVED, YOU WILL NEED TO LOG BACK IN TO CONTINUE OR SEE YOUR APPLICATION. CHANGES CANNOT BE MADE AFTER YOU SUBMIT IT.

Items needed before you apply:

- Official university transcripts from all universities attended
- Official GRE general test scores from within the past 5 years*
  - * Note: If the applicant’s undergraduate GPA or most recent graduate degree was 3.0 or above, the applicant can request a GRE waiver.
- Statement of Purpose – In no more than 500 words, describe the following:
  - (a) your motivation for graduate study in the area of applied behavior analysis at Purdue University
  - (b) how your previous experiences, studies, and/or skill sets prepare you for success in this program
  - (c) your career goals and how this program will enable to you achieve them.
- Three letters of recommendation
- Resume or Curriculum Vitae

Getting Started:

1. Go to this website:  [http://www.purdue.edu/gradschool/](http://www.purdue.edu/gradschool/)
2. Click the **Apply Now** in the gold box
   a. For First-time users: Click **CREATE ACCOUNT**
3. Complete the following sections:
   a. Email address, First Name, Last Name, Birthdate
   b. Click **Continue**
4. You will receive an email (see sample below) with your temporary PIN

   From: Purdue University Graduate School [mailto:gradinfo@purdue.edu]
   
   Sent: Wednesday, June 24, 2015 11:20 AM
   
   To: petersl@purdue.edu
   
   Subject: Purdue University Graduate School Online Registration

   Thank you for registering online with Purdue University Graduate Sch:

   To activate your account, please use the link below:

   [Activate Account](#)

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

   0000000000

   Purdue University Graduate School

5. **Use the “Activate Account” link in email and enter your Temporary PIN and birthdate**
6. Click Login
7. Set up a new password and click Set Password

**HOME PAGE – APPLICATION MANAGEMENT**

1. Click Start New Application in gold near the bottom

2. Select an application type, which year you will be starting the program
3. Click Create Application
4. Click Open Application
5. Read the instructions, click Continue
   a. You will see a menu bar on the left side; see below. You are able to jump back and forth between the categories.
6. **Personal Background**: complete all required fields, click continue
7. **Emergency contact**: complete all required fields, click continue
8. **Residency**: complete all required fields, click continue
9. **Campus and Program**:
   a. Complete the *Purdue University Status* area
   b. **Campus and Program**
      i. Select a Campus: *West Lafayette (Main Campus)*
      ii. Select your proposed graduate major: *Educational Studies*
10. Program Details
    a. Area of Interest: *Applied Behavior Analysis*
    b. Degree Objective: *Master of Science in Education*
    c. Select your **Entry Term**
    d. Click **Continue**
11. Educational Studies/Curriculum & Instruction Questions
    a. Complete and click **Continue**
12. Education Background
    - Proof of your undergraduate bachelor’s degree is required when applying to the Graduate School. **One of the following items is required and can be uploaded into the application:**
      - Undergraduate transcript showing bachelor’s degree awarded
      - Undergraduate diploma
      - Teacher’s license (cannot be expired)
      - Alumni Card
Transcripts and/or academic documents must include your name and the institution name. If personal identifying information such as a student identification number or social security number appear on the document, REMOVE THIS INFORMATION from your electronic version of your document or mark out the information in black ink before scanning your document.

- Click Add Institution
- Type in the institution where you received your bachelor’s degree
  - Select the university when it populates which will then populate the rest of the cells.
  - If it doesn’t self-populate, type in your university here: [https://collegereadiness.collegeboard.org/k-12-school-code-search](https://collegereadiness.collegeboard.org/k-12-school-code-search) then put the information from this site into your application
- Complete all fields, upload transcripts, click save.
- Click Continue

13. **Additional Information**: list Rose Mason and Mandy Ripsoli; Click continue.
14. **Employment**: complete and click continue
15. **Statement of Purpose**: must have the bullet points at the top of this document included, upload document, click continue
16. **Diversity Essay**: complete if you wish
17. **Acknowledgement**: complete then click you have read, understand and acknowledge the statement above it. Click continue.
18. Type your full legal name, click Confirm
19. Review and fix missing fields
20. Click Submit Information

If you are unable to upload the document into the application, it can be faxed (765) 496-1424 or emailed to Alicia West at ssreg@purdue.edu.

**What happens next?**

- After your application has been submitted, you will receive a series of important emails. Continue to check your email!
  1. Email from the Graduate School stating Purdue’s decision
     a. If accepted, Follow the instructions for obtaining your PUID and setting up your Career Account.
     b. All students are required to activate their Career Accounts and use their @purdue.edu email account. This is the way that Purdue University will communicate with you. Your MyPurdue account provides access to such options as paying your tuition, requesting transcripts, and receiving important Purdue e-mail notifications. You can access it here: [https://exchange.purdue.edu](https://exchange.purdue.edu)
  2. Welcome Email from Digital Education
     a. Instructions on removing holds, paying tuition, registering for classes, etc.