Rolling admissions for domestic students: May 15. Deadline for international students to apply is February 15.

1. Application: Please fill out the application form online at www.ipfw.edu/mba. Save a copy for your records. Send completed application along with current resume to:

   Indiana University-Purdue University Fort Wayne
   Neff Hall, Room 360 D
   ATTN: Mary Remenschneider
   2101 E. Coliseum Blvd.
   Fort Wayne, IN 46805

   IPFW Office of the Registrar – http://www.ipfw.edu/registrar
   260-481-6815

   Purdue University Office of the Registrar –
   http://www.purdue.edu/registrar

   International Applicants must submit Original and Certified copies of all secondary and post-secondary (college/university) academic records and degree certificates. ALL documents must be submitted in both English and in the Original language. All Foreign transcripts must be evaluated by WES or ECE on a course by course and degree basis. Official evaluation report is required.

   All Candidates must hold a four-year undergraduate degree or equivalent in any discipline from a recognized institution.

2. Application Fee: $55 USD non-refundable. Payments are only accepted by money order or U.S. bank check made payable to “IPFW”.

3. Transcripts: Applicants must request official transcripts to be sent directly to the address above from all universities/colleges you have attended (even if no degree earned). Transcripts must bear the official university seal. Unofficial records or transcripts issued to applicants will not be accepted, except as outlined in the following:

   • If you attended any Indiana University campus, including IPFW as an Indiana University student, you can request an unofficial transcript from the IPFW Registrar at no charge. If you attended any Purdue University campus, including IPFW as a Purdue University student, you can request an official transcript from the Purdue University Office of the Registrar.

   • International Applicants must submit Original and Certified copies of all secondary and post-secondary academic records and degree certificates. ALL documents must be submitted in both English and in the Original language. All Foreign transcripts must be evaluated by WES or ECE on a course by course and degree basis. Official evaluation report is required.

   • All Candidates must hold a four-year undergraduate degree or equivalent in any discipline from a recognized institution.

4. Educational objective statement (Essay): In the box provided in the online application, write an essay of 400-500 words or more indicating your experiences and achievements which reflect management, leadership, organizational, creativity, maturity, initiative, and administrative skills. Also specify your educational and job-related goals as you contemplate beginning your studies for your MBA degree.

5. Recommendations: Submit two (2) recommendations from individuals who are qualified to evaluate your academic or on-the-job performance who can attest to your ability to pursue a graduate degree (e.g., college professors, employment supervisors, etc.).

   a. Recommendation forms can be found online at www.ipfw.edu/mba

   b. Fill out the first two sections of both recommendation forms. Digitally sign and date each form.
c. Print and mail the recommendation forms and envelopes to your recommenders. 

Your recommender must:

- Complete and sign the recommendation form.
- Seal it in the envelope.
- Sign across the seal of the envelope.
- It is recommended that your recommender return the recommendation sealed to you so that you may send both letters in together.

6. Quantitative Aptitude Test: Once all application materials have been received, the online Quantitative Test will be scheduled.

7. Pre-Admission Interview: Once the Quantitative Aptitude Test has been completed, an on-campus interview will be scheduled. International applicants located outside of the United States will be scheduled for a telephone interview.

8. All international applicants must also submit the following items to be considered for admission:

a. Proof of English proficiency, which includes one of the following:

   i. TOEFL scores needed:
      - 80 or above Internet based test
      - 213 computer based test
      - 550 paper based test

   ii. Michigan Test score needed:
      - 80 or higher

   iii. IELTS score needed:
      - 6.5 or higher

   Applicants who have completed a minimum of 48 semester credit hours at an accredited college or university in the United States are not required to submit an English proficiency exam score.

b. Transcript Evaluation: Please submit a course by course transcript evaluation report of any secondary and postsecondary (college/university) academic records and degree certificates from outside of the United States.

c. Proof of financial support (an official letter and financial statement from a bank, company, or government sponsor indicating the availability of sufficient funds to pay for your tuition and living expenses.) To avoid any complications or delays with the admission process, please complete this application with information that matches your educational records and personal passport.

d. Visa and/or Permanent Resident Card (PRC)