

GRADUATE CERTIFICATE APPLIED STATISTICS (ONLINE)

APPLICATION CHECKLIST

The following checklist will assist you in completing your Graduate School application and preparing the documents supporting your application.

- Create an application account to start your Graduate School application.
- Login to the Graduate School application using your account credentials.
- Complete the following sections of the application based on your enrollment objective:
 - Applicant Information - Personal Background, Emergency Contact, Residency
 - Campus and Program
 - > Campus: Select "West Lafayette"
 - > Proposed Graduate Major: Select "Statistics"
 - > Degree Objective: Select "Applied Statistics Graduate Certificate"
 - > Course Delivery: Select "Distance" (*online or off-campus location*)
 - Education Background
 - Additional Information
 - Employment
 - Test Scores (*international applicants only*)
 - Diversity Essay Upload (*not required*)
 - Resume Upload
 - Recommendations
 - Acknowledgments
 - Faculty Selections and Funding (*not required*)
- Pay the nonrefundable application fee by credit card. The Graduate School degree application fee is \$60 (U.S. dollars) for domestic applicants and \$75 (U.S. dollars) for international applicants. Purdue provides application fee waivers for participants in the listed programs [here](#).

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Three Required Application Items:

- Three **Letters of recommendations** are required for all applicants. The best letters you can secure are those from former or current employers, co-workers, colleagues, tutors and other mentors. Never ask family members or close friends. You will have the opportunity to have your recommender's submit an online recommendation by entering their email within the application.
- Submit an official transcript** for every college or university attended. We accept unofficial transcripts during the application stage. However, you must submit official transcripts before you can register for your third semester if you are admitted and choose to enroll at Purdue University. Please check out ways to submit official transcripts on the [graduate school webpage](#):
 - Transcripts not written in English must be submitted with a certified English translation
 - Uploaded documents must be from the official version of the academic record/ transcript.
 - Social Security numbers must be marked out before any document is uploaded.
- Your **resume** should provide the admissions committee with more information than what's included in the application and focus on what they need to know to better evaluate your admission. The graduate resume is different than a job search resume. Job search resumes are designed to get you an interview; graduate school resumes are designed to enhance your application and provide yet another opportunity to sell yourself.
 - The resume is not limited to one-page in length (two pages is fine, though contact info must be on both pages)
 - Separate your work and non-work experiences into different sections
 - Include all your experiences – not just the ones targeting a specific job
 - Some of the most commonly included categories in a graduate school resume are:
 - Objective Education
 - Academic Experience/Highlights Employment
 - Volunteer, Community, and/or Extra-Curricular Involvement
 - Certifications/Professional Development

International Applicants Only:

- International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Duolingo English test scores for admission. View the Graduate School's [minimum score requirements](#). The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized [English speaking countries](#). Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.
- Submit a copy of each diploma received in the original language and English translation.

You may check the status of your submitted application by logging into your [online application](#).

We will keep you updated as any items arrive.



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