# How to Apply for the Graduate Certificate in Innovation and Implementation Science

#### Step 1: Click here to get started

- New Applicants: Create a new Guest Account
- Returning Applicants: Log in using your existing IU credentials

Select create new account or log on with your existing IU credentials

You may return to your application to edit or complete it by logging into your guest/network-id and passphrase.



Complete all required fields and then click "Create my Account"

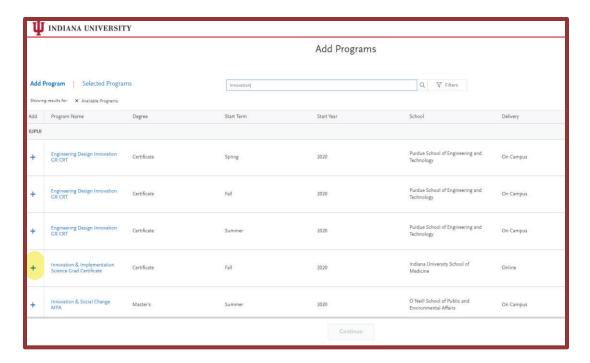
For the degree program, select Graduate—Kelly MBA—Quarters



Click 'Continue'

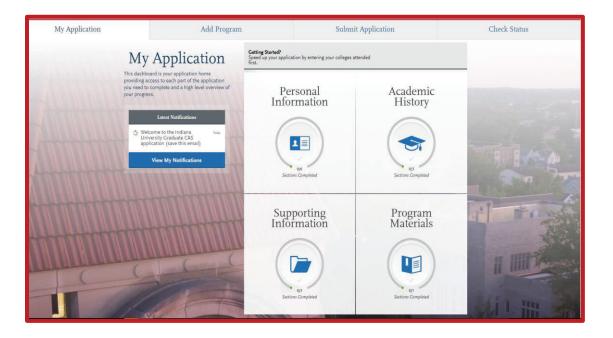


Type 'Innovation' into the search bar. Click the plus sign (+) to the left of 'Innovation & Implementation Science Grad Certificate' and click 'continue'.



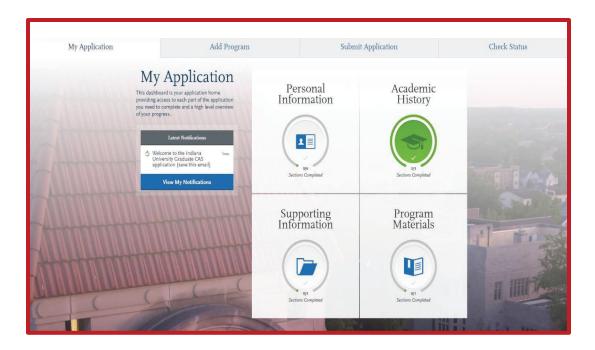
PLEASE READ CAREFULLY: You must complete each section of the application in the following order noted in the tabs across the top of the application: 1) Personal Information 2) Academic History 3) Supporting Information 4) Program Materials. After you complete all sections noted by completed check mark in each tab, press the Submit button at the end of the application.

# **Academic History**

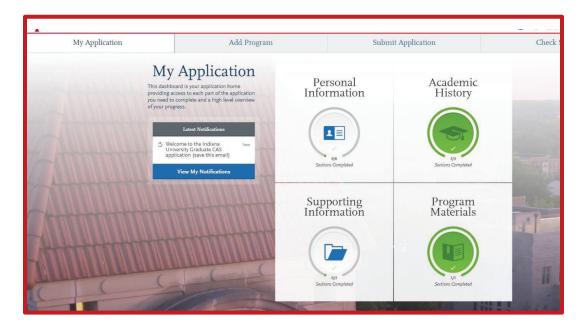


Once you have completed all sections, click 'Save and Exit' and then click 'My Application'. If you completed all sections, the icon will turn green and say 3/3 Sections Completed

## **Program Material**



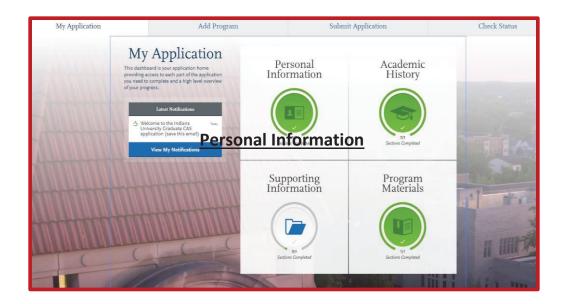
Click 'Program Materials' and then click 'Documents'. Upload your C/V/Resume, Personal Statement, and Test Score Report (optional). Click 'My Application'. If you completed all sections, the icon will turn green and say 1/1 Sections completed.





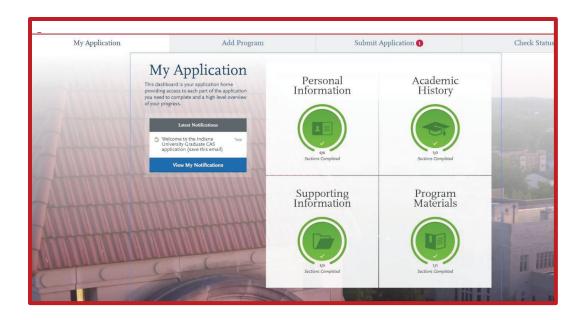
#### **Personal Information**

Click 'Personal Information'. Once you have completed all required fields click 'My Application'. If you completed all sections, the icon will turn green and say 1/1 Sections Completed.



#### **Supporting Information**

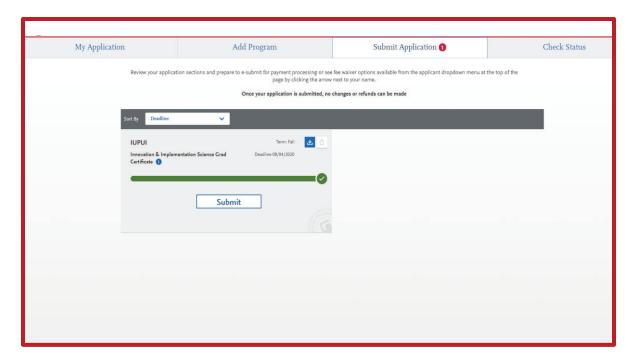
Click 'Supporting information'. Once you have completed all required fields click 'My Application'. If you completed all sections, the icon will turn green and say 3/3 Sections Completed.





## **Application Submission**

Click 'Submit Application' and then click 'Submit'



Once you have completed your application, please request an official copy of your transcripts to be sent to <a href="mailto:chiis@iu.edu">chiis@iu.edu</a> directly from the registrar's office of the institution you attended.

Please note: If you are a U.S. Citizen or Permanent Resident and have earned an MD or DO from a U.S.-accredited institution or a PhD in a medical, biomedical, or health-related field from a U.S.-accredited institution, we only require the complete transcript with grading scale for these degrees—you do not need to request transcripts for your undergraduate coursework.

