

# COMMUNICATION GRADUATE PROGRAMS

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

## GET STARTED

- ☐ Create an application account to start your Graduate School application.
- ☐ Log in to the Graduate School application using your account credentials.

## COMPLETE THE FOLLOWING SECTIONS OF THE APPLICATION

### CAMPUS AND PROGRAM

- ☐ CAMPUS: Select **Purdue West Lafayette (PWL)**
- ☐ PROPOSED GRADUATE MAJOR: Select **Communication**
- ☐ AREA OF INTEREST: Select **(not required)**
- ☐ DEGREE OBJECTIVE: Select one (1) of the following
  - Master of Science (MS)
  - Strategic Communication Management Graduate Certificate
  - Communication and Leadership Graduate Certificate
- ☐ COURSE DELIVERY METHOD: Select **Distance (online or off-campus location)**

### EDUCATION/EMPLOYMENT BACKGROUND

- ☐ SUPPLEMENTAL FORM **(not required)**
- ☐ EMPLOYMENT & OTHER HISTORY **(most current first)**
- ☐ ACADEMIC STATEMENT OF PURPOSE **(1-2 pages)**  
Share information that will help reviewers understand your academic interests and objectives, assess your academic background, preparation, and training, and determine if you are a good match for the program to which you are applying.
- ☐ PERSONAL HISTORY STATEMENT **(1-2 pages)**  
Help reviewers learn more about you as a whole person and as a potential graduate student. This may include relevant details on community service, leadership roles, participation in diverse teams, and significant barriers that you overcame to attend graduate school.

### ☐ RESUME UPLOAD

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

- ☐ FELLOWSHIP APPLICANT ESSAY **(not required)**
- ☐ RECOMMENDATIONS **(two (2) required)**
- ☐ ENGLISH PROFICIENCY REQUIREMENTS **(international only)**
- ☐ ACKNOWLEDGEMENTS
- ☐ SIGNATURE
- ☐ REVIEW **(correct any errors prior to submitting)**

## SUBMIT APPLICATION

### PAY APPLICATION FEE

- ☐ \$60 domestic/\$75 international  
Pay the **nonrefundable application fee** by credit card.

### APPLICATION FEE WAIVERS

To see the Graduate School application waivers criteria, go to <https://www.purdue.edu/gradschool/admissions/how-to-apply/apply-fee.html>

## TRANSCRIPTS

- ☐ Submit an official transcript for *every* institution of higher education attended.

You must submit either a hard-copy to the address listed below or an e-transcript (sent by the University's Registrar department services) to [gradadm@purdue.edu](mailto:gradadm@purdue.edu).

Transcripts not written in English must be submitted with their original language and a certified English translation from your institution along with your diploma in the original and English translation.

Uploaded documents must be in the original version of the academic record/transcript: unofficial transcripts are not accepted. Social Security numbers must be marked out before uploading.

If degree/date awarded is not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper level financial institution employee (notarized). The verifier must write "This is a true original copy of the diploma for (applicant's full name)" on the copy, and include their name, title, phone, and email address on the copy. The copy cannot be faxed or sent over email, it must be mailed to the graduate program.

Postal mail your transcripts directly from your institution to

Office of Graduate Admissions  
Purdue University Graduate School  
155 South Grant Street, Young 170  
West Lafayette, IN 47907

## APPLICATION STATUS

You may check the status of your submitted application by logging in to your online application. The graduate program to which you applied will post updates your application status. If you have additional questions regarding your application status, you should contact the graduate program directly.

QUESTIONS? [POapply@purdue.edu](mailto:POapply@purdue.edu)

PROGRAM INFORMATION:  
[purdue.biz/onlinecomm](http://purdue.biz/onlinecomm)

