

Executive MBA Admission Documents for Indiana University admission process

Update: November 19, 2024

For a university in South Korea

- Final, official degree certificate in English
- Final, official academic transcript in English

For a university in another country, not South Korea

- Final, official degree certificate in both English and original/local language
- Final, official academic transcript in both English and original/local language

For candidates having transfer or student exchange program records

- Official academic transcript in English from the university where he or she took the courses

1. All documents should be sent to the OIS by post as official hard copies.

Office of International Services (OIS), Indiana University

Ferguson International Center 330 N.

Eagleson Avenue, Bloomington, IN, USA 47405

Phone: 812-855-9086 General email: ois@iu.edu Admission email: newtoiu@iu.edu

2. If a university that a candidate graduated from does not issue a degree certificate

If the school includes the **necessary conferral language** on the final academic transcript, the OIS will require the final transcript only.

‘**Conferral Language**’ indicates if and when a degree was completed. Many times, the OIS can use a final, official transcript in lieu of a degree certificate if the transcript contains wording that signals if and when their degree was conferred (awarded/earned).

- If the necessary conferral language is not included in the transcript, the OIS would require the **final, official degree certificate**.
- The final, official degree certificate could possibly be either **an original document** (degree certificate) or **a photocopy** that has been **verified by the school** (attested or stamped by the university).
- If the applicants have irreplaceable documents only, the OIS will return them to students after confirming the academic record.

3. Academic transcripts for credits earned before transfer or during the exchange student program:

Students should submit the original transcript issued by the university where they took those courses.

Example:

Begin the undergraduate program at University A

Transfer to University B and earn a bachelor's degree there.

Join the student exchange program at University C during the undergraduate program

→ The student should submit the OIS academic transcripts from University A, B, and C

4. [Indiana University Equivalent Degree guidelines \(OIS\)](#) – general rules