



ONLINE FOUNDATIONS OF BUSINESS CERTIFICATE

Application Checklist

Items you will need to submit when you apply to the University of Kansas:

- Resume:** Professional resume or CV
- Transcripts:** You must arrange to have an official transcript from each college or university sent to the University of Kansas. Transcripts are considered official only if they arrive in a sealed envelope from the college or university. Transcripts issued directly to the student will be accepted only if the envelope is unopened. Once the envelope seal has been broken by someone other than a university employee, the transcript becomes unofficial. Unofficial transcripts can be scanned and submitted during the application process for initial review.

Official transcripts should be sent to:

University of Kansas
Graduate Admissions
1450 Jayhawk Blvd.
313 Strong Hall
Lawrence, KS 66045

- Application Fee:** \$30
- International applicants:** are also required to submit official proof of English proficiency. For more information, visit <http://business.ku.edu/international-students>.



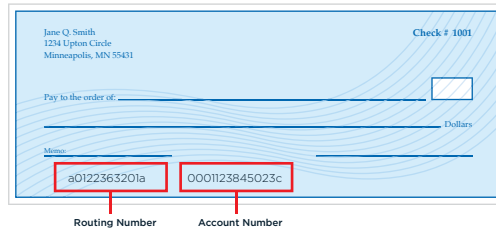


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Tips for completing the online application:

- Filling out your form:** In order for your application to register, it is important that you work through page 4. On page 4, select “online” as your program and click “save.”
- Data correction page:** This page appears if you have omitted a required field. Changes you need to make will appear in red text. Once you’ve corrected the data, you can advance to the next page.
- Submitting the form:** Check your form carefully. When you are satisfied, click the “Submit” button at the bottom of the final page. This saves your data in final form and takes you to the payment page.
- Paying your application fee online:** You can pay your application fee by debit/credit card or check (U.S. bank accounts only). If you pay by check, you will need your account number, bank routing number and account holder name.



After completing the application:

- You will receive email verification that your application has been submitted. Once your form has been submitted and payment has been authorized, you can no longer make changes to the form.
- Within a week of form submission, you will receive a second email with login instructions for your online application checklist. The checklist will show your progress toward a completed application.
- After completing the checklist, your application will be reviewed by the School of Business. Our application decision sare typically made within two to four weeks. You will be notified by email once your admission decision has been made.

