



**KELLEY SCHOOL  
OF BUSINESS**

INDIANA UNIVERSITY

**Bloomington - Indiana (USA)**



### Why Kelley?

For more than 90 years — first in Bloomington and later in Indianapolis, online, and for top companies — the Kelley School of Business has prepared students to lead organizations, start companies, develop new products and services, and shape business knowledge and policy.

Founded in 1920 as the Indiana University School of Commerce and Finance, the Kelley School has grown into one of the most respected business schools in the world.

[Their programs are consistently ranked among the best in the nation.](#)

### The Kelley Direct Program

The [campus](#) is located in the heart of [Indiana University Bloomington](#) within the cosmopolitan college town of Bloomington.

The Kelley Connect Week typically starts on Saturday afternoon, but it is recommended to arrive one or two days earlier to cope with jet lag and to explore the Indiana University campus.

### Program:

Kelley Direct Week, Second Year either in March or June, GGS Elective: 3 ECTS

2017	
March 4–10	First and Second Year Online
June 3–9	Second Year MBA

### Feedback from students:

- Great learning experience
- I would recommend it to other GGS students
- Great presentation style, pitch was excellent and different from Germany
- Commitment and support provided by Kelley was excellent
- Unique cultural experience and getting to know local students
- Excellent lecturers and professors with guidance through the week
- Great lectures
- Interesting live case with actual executives on site
- Very interactive teaching style
- Great balance between theory and practice
- Great services provided
- Good insight in American business thinking
- Great Experience to find out the American Way of Studying and explore one of the most impressive US campus

### Costs:

- The fee for this program is **900 \$** including transfer from airport to campus, hotel and food. Breakfast, lunch, dinner as well as snacks and drinks during the program are included in this fee. There is no tuition fee
- Hotel booking and transfer from airport to campus are organized by Kelley [Roberta Aubin](#)
- You will receive an invoice of 900 \$ from Kelley after your visit
- Students are expected to pay for their flights (approx. 800 €)
- German students will pay for all visa issues approx. **400 €**
- You will need a transcript from Kelley to receive 3 ECTS from GGS (**25 \$**). Here is a link that will give the information of how to either order an online official transcript or have one delivered: <http://registrar.indiana.edu/transcriptonline.shtml>

### Visa:

**If you would like to attend the Kelley Connect Week, you must travel on a student VISA (F1).**

**(About 6 weeks for processing)**

**You must provide a copy of your correct Student VISA to GGS and Kelly before leaving to Bloomington.**

**Otherwise you cannot take part in the program.**

- Checklist for visa:  
[http://photos.state.gov/libraries/frankfurt/9318/consular\\_pdf/Non-Immigrant%20Visa%20Check%20List%20German.pdf](http://photos.state.gov/libraries/frankfurt/9318/consular_pdf/Non-Immigrant%20Visa%20Check%20List%20German.pdf)
- Visit to consulate in Munich, Berlin or Frankfurt
- Passport
- Photo according to special requirements
- Prepaid envelope or DHL letter express depending on the consulate
- I-20 form (comes from Kelley after registration of application) This form is needed before starting the Visa process. So make sure to start early enough
- Receipt of SEVIS fee (paid to Rogos within the application process)
- Confirmation of "tuition fee" (comes from Kelley)
- Letter of recommendation (from company or GGS)

### **Application: [online from now on](#)**

GGs students can begin the application process **now**. As the process takes time and is a little bit complicated we have summarized the information as follows:

To begin the application process you will need to follow this link to fill out the Kelley Direct Application [Kelley Direct Application - Part 1](#)

→ Select non-degree → Spring 2017 term → Next: continue through each page and supply the information required.

# Application to Student Process

1. You will begin by applying to the Kelley Direct Program. This is a very short application referred to as Part I. You will indicate the Program you are applying to (**Non-Degree, only**) and the term. Then supply your Personal Information, Address and Employment information.

Once you submit this application, you will immediately receive a confirmation with additional information - please print this page for your information.

Even though the confirmation states you will need multiple items for part two, you will not need to supply a GMAT, Essay or Resume.

You will also be supplied the link to step 2 the University Application.

2. University Application - Part 2. This is the Indiana University Graduate School Application.

You will select a passphrase for this application so you can log back in if you do not finish the application in one sitting. This application is more extensive in the information you will supply. Again, you will not need to supply a GMAT, Essay or Resume. In this part of the application, you may place the email address of your letter of reference person (→GGS support [markus.vodosek@ggs.de](mailto:markus.vodosek@ggs.de)) in the Recommender Section. The application only requires **one letter**.

3. Also, in Part 2 of the application, you will need to upload copies of your transcripts. →GGS support by confirming your translation of German transcript into English. **You will only need to physically send them if you are unable to upload.** If you are unable to upload, please have them sent to: Kelley Direct, Attention: Jane Sears, 777 Indiana Avenue, Suite 202, Indianapolis, Indiana 46202, USA

---

Write your Passphrase here

4. Once we have received your Letter of Recommendation and Transcripts this will complete your application file.

5. When you have been admitted by the University as a student, you will then have only **one Passphrase and one permanent IU Username** that will be used to access the systems. You will no longer need to access the applications only the systems such as OneStart and Canvas (where the course is delivered)

Place Active Passphrase for system use

6. To receive your I20 form so you can apply for the F1 Visa, that Indiana University requires for the Kelley Connect Week portion of the program, the following information must be emailed to [jaasears@indiana.edu](mailto:jaasears@indiana.edu).

- a. **Electronic Copy of passport page(s)** displaying your photo, full name, date of birth and passport expiration date with the resolution high enough that all information will be legible.

- b. **Financial Documentation & Sponsor Agreement** this usually includes bank statements or scholarship letters (must be no older than one year). You will receive an emailed Financial Form that must be completed from Jane Sears.

- c. **Proof of Insurance for coverage abroad.** An information sheet will be emailed that will indicate the coverage needed and you would need to supply the sheet from your insurance coverage that shows the coverage.

**Please note:**

It is required that you schedule your arrival and departure times so you can participate fully beginning Saturday by 5:00 pm through 1:00 pm on Friday. **Do not book departing flight before 3:30 pm, Eastern Standard Time on Friday!**

Logistical information is provided in the welcome letter and hotel reservation form by Ms Roberta Aubin. You will find the letter and hotel registration form on the elearning platform giving you further details on the hotels, the Indianapolis airport, ground transportation from the airport and technology requirements. **Please fill out the hotel reservation form in time!**

**Contact at Kelley:**

Admissions Coordinator who handles the visa and admissions applications:

***Jane Sears***

Admissions Coordinator  
Kelley Direct Programs  
**Kelley School of Business**  
001 - 317-278-8423  
[jaasears@indiana.edu](mailto:jaasears@indiana.edu)  
<http://www.kd.iu.edu/>

For all further information regarding your stay in Bloomington Hotel booking, transfer, welcome, course material, schedule:

***Roberta J. Aubin***

Special Events Coordinator  
Kelley Direct Programs  
**Kelley School of Business**  
1275 E. Tenth Street, Suite 3100  
Bloomington, IN 47405  
001 - 812-855-4231  
Fax: 001 - 812-855-2001  
[raubin@indiana.edu](mailto:raubin@indiana.edu)  
<http://www.kd.iu.edu/>