Frequently Asked Questions: How to Apply

**Three letters of reference** at least one of which should be from a person who can speak to your academic record (such as a faculty member). Letters from supervisors who can address professional or internship experience in museums are also relevant. Letters may be done electronically in the application or sent directly to the mailing address below.

**Transcripts** Please request official transcripts from all previous colleges and universities you have attended. You must have at least one official transcript demonstrating a bachelor’s degree from an accredited university. If you are in your senior year, submit your most recent official transcript with your application. If admitted, you will be asked for an official transcript documenting your completed degree and it must be received before you will be allowed to register for your second semester. The recommended minimum cumulative GPA is 3.0 (on a scale of 4.0) both overall and in your major field. If you feel that your GPA does not reflect fully your academic abilities because of special circumstances, please address those in your personal statement or a separate note in your application. Note: We do not require a transcript from IUPUI or IU Bloomington since we can access them electronically.

**Graduate Record Exam (GRE) scores** GRE scores from the general exam (i.e. no specific subject is required) are required without exception, regardless of previous degrees earned or enrollment in other programs. The scores must be reported before your application will be reviewed. Scores may be reported electronically (specify school code #1325) by the testing service. If you are taking the GREs close to the application deadline, you may send or fax a copy of your report. GRE scores are valid for five years. GRE scores reported from a test taken more than five years ago may be petitioned to be accepted as valid for admission provided the applicant has successfully completed graduate coursework within the last five years. **Because the question is often asked the Museum Studies admissions committee considers test scores within the context of the entire application**, (the demonstration of an applicant’s abilities through undergraduate records, references, museum or related experience, and the personal statement).

**Graduate Non-Degree Credits:** Up to 9 credit hours taken as a Graduate Non-Degree student and with grades of B- or highermay count toward the graduate certificate or Master’s degree upon admission to the Museum Studies Program, but students are encouraged to apply as soon as possible since graduate non-degree students miss the benefits of advising, opportunities for funding, and eligibility for student awards. Please note that the certificate and MA must be completed within five years from the date of the first semester enrolled in a class that is counted for program credit (as opposed to the date admitted to the program.)

**Transferring Credits:** Up to 8 credits may be transferred toward the MA Degree. When a student has taken graduate course work at universities other than IUPUI prior to admission, he or she may petition to transfer that course and have it count in lieu of a specific museum studies requirements. Approval is contingent upon review of the evidence of work accomplished, learning outcomes, and assessment of the equivalency with IUPUI curriculum. In general, elective credits are more likely to be approved than core courses. According to Graduate School rules, the 5 year limit applies to transfer courses.