

# IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

## F-1 CA State Residence Requirement:

- IAU shall restrict F-1 Applicants to only California state residents who reside within a 120-mile radius of the Los Angeles Main Campus or satellite locations to ensure that students prioritize their educational commitment to a campus based program and are able to comply with attendance and F-1 policies. Students who live outside of CA at the time of application must submit a new CA address within a 120-mile radius of one of our campuses within 14 days of program start date or their I-20 will be terminated within our system and enrollment will be revoked.

IAU urges all applicants to carefully consider this new requirement before applying to IAU's degree programs.

## STATUSES OF APPLICANT – What type of applicant are you?


A - TRANSFER	B - INITIAL	C - CHANGE OF STATUS
<ul style="list-style-type: none"> <li>Currently have an I-20 from another SEVP-approved institution</li> <li>Currently on Optional Practical Training (OPT)</li> <li>Currently on a "grace period"</li> <li>Currently have an F-1 Visa or an I-797 Change of Status Approval for F-1</li> <li>Currently located in the United States</li> </ul>	<ul style="list-style-type: none"> <li>Do not have an I-20</li> <li>Do not have an F-1 Visa</li> <li>Applying from <b>OUTSIDE</b> of the U.S. for an F-1 Visa</li> <li>Currently visiting on a tourist visa (B1/B2) or other non-immigrant visa and planning to apply for an F-1 visa <b>after returning</b> to your home country before your I-94 expires</li> </ul>	<ul style="list-style-type: none"> <li>Do not have an I-20</li> <li>Do not have an F-1 Visa</li> <li>Currently visiting on a tourist visa (B1/B2) or other non-immigrant visa and planning to <b>STAY</b> in the United States and apply for a Change of Non-Immigrant status to F-1</li> </ul>

	A	B	C
<input type="checkbox"/> <p><b>Application For Admissions</b> Pages 3-4 of the link will be your application for Admissions. Please electronically fill out the form and save it as a PDF. Application must be <b>TYPED</b>. Electronic or live signatures are acceptable.</p> <ul style="list-style-type: none"> <li><b>SECTION 1:</b> Personal Info – A/B/C</li> <li><b>SECTION 2A:</b> U.S. Address – A/C</li> <li><b>SECTION 2B:</b> Foreign Address – B/C</li> <li><b>SECTION 3:</b> Dependent Information – A/B/C *if applicable Additional dependents can be listed on another application page with only part 3 filled out.</li> <li><b>SECTION 4:</b> Program Information – A/B/C</li> <li><b>SECTION 5:</b> Certification – A/B/C</li> </ul>	✓	✓	✓
<input type="checkbox"/> <p><b>Signed Performance Fact Sheet (PFS)</b> Our Performance Fact Sheet is a collection of our enrollment, graduation, and success rates for each respective program within the past 2 years. Please visit our website. Under Admissions → Forms &amp; Downloads → Performance Fact Sheet, please find the PFS which corresponds to the program you are applying for.</p> <ul style="list-style-type: none"> <li><b>PAGES 1-5: Initial/Sign and Date</b></li> </ul>	✓	✓	✓
<input type="checkbox"/> <p><b>Application Fee and I-20 Processing Fee</b> Please visit our website (<a href="http://iau.la/make-payment/">http://iau.la/make-payment/</a>) and add the following items to your cart:</p>	✓	✓	✓

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	<ul style="list-style-type: none"> <li>• Application Fee (\$75)</li> <li>• + Initial I-20 Processing/Courier fee (\$100)</li> <li>• <b>Total: \$175.00</b></li> </ul> <p>Optional fees (if applicable):</p> <ul style="list-style-type: none"> <li>• \$10 Notary Fee (if submitting foreign unofficial transcripts)</li> <li>• \$25 Transfer Credit Evaluation Fee (if you would like to transfer credit from a previous institution)</li> </ul>			
<input type="checkbox"/>	<p><b><u>Photo Headshot</u></b> Professional <b>passport style</b> photo for identification purposes. The photo must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• 2" x 2" passport-style photo</li> <li>• Photo may be a physical or electronic copy</li> <li>• Must be a CLEAR, VALID, and RECENT photo.</li> <li>• Background must be WHITE.</li> <li>• NO SELFIES.</li> </ul>	✓	✓	✓
<input type="checkbox"/>	<p><b><u>Academic Credentials - Transcripts</u></b> IAU requires evidence of an earned bachelor degree in business, management, or administration with a minimum cumulative grade point average of 2.5 or equivalent. Other disciplines may be acceptable and shall be reviewed on a case-by-case basis. All degrees must be earned at an appropriately accredited institution or foreign equivalent.</p> <p><b>ALL DOCUMENTS MUST BE IN ENGLISH OR TRANSLATED INTO ENGLISH &amp; NOTARIZED!</b> IAU offers notary with a \$10.00 notary fee.</p> <p><b>ASBA/BBA applicants must submit ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• Copy of High School diploma - does <b>NOT</b> need to be original, a photocopy is acceptable</li> <li>• Copy of GED or ATB test score</li> <li>• Official transcript of a COMPLETED Associate, Bachelor, Master, or Doctorate degree</li> <li>• Official Foreign Transcript Evaluation (FCE) Report</li> </ul> <p><b>MBA applicants must submit ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• An official transcript that reflects an earned Bachelor degree</li> <li>• Foreign credential evaluation report that reflects an earned Bachelor degree</li> </ul> <p><b>Transcripts:</b></p> <ul style="list-style-type: none"> <li>• <b>Transcripts from institutions located <u>INSIDE</u> the U.S.</b> <ul style="list-style-type: none"> <li>○ Official, sealed copy must be sent <b>DIRECTLY</b> from the U.S. institution to IAU</li> <li>○ If electronic, send to: <a href="mailto:admissions@iau.la">admissions@iau.la</a></li> </ul> </li> <li>• <b>Transcripts from institutions located <u>OUTSIDE</u> the U.S.</b> <ul style="list-style-type: none"> <li>○ Original transcripts from institution must be shown to IAU</li> <li>○ If applicants cannot obtain original transcripts from institutions located outside of the U.S., a notarized (or otherwise certified) copy of academic documents is acceptable.</li> </ul> </li> </ul> <p><b>Transfer Credit (TRC) Evaluation (Optional):</b> Please note that if you would like to transfer credit from a previous institution, IAU can</p>	✓	✓	✓

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	<p>evaluate approved transcripts for transfer credit with payment of the <a href="#">Transfer Credit (TRC) Evaluation Fee (\$25)</a>.</p> <p>IAU allows our students to transfer up to 45 units into our Associate Program, 90 units into our Bachelor Program, and 6 units into our Masters Program.</p>																															
<input type="checkbox"/>	<p><b><u>Resume</u></b></p> <p>A clear outline of your academic and professional experience will allow IAU to understand your ability to succeed in your program. A template is available on our website <a href="#">here</a>.</p>	✓	✓	✓																												
<input type="checkbox"/>	<p><b><u>English Proficiency</u></b></p> <p>If English is not your native language, please provide IAU with one of the following:</p> <div style="text-align: center;">  </div> <table border="1" data-bbox="162 619 1242 871"> <thead> <tr> <th>PROGRAM REQUIREMENTS</th> <th>TOEFL Internet-Based Score</th> <th>TOEFL Paper-Based Score</th> <th>IELTS Score</th> <th>iTEP Score</th> <th>TOEIC Score</th> <th>GRE Score Old / New</th> </tr> </thead> <tbody> <tr> <td><b>ASBA</b> (Associate of Science in Business Administration)</td> <td>61+</td> <td>500+</td> <td>6.0+</td> <td>3.5+</td> <td>670+</td> <td>400 / 140</td> </tr> <tr> <td><b>BBA</b> (Bachelor of Business Administration)</td> <td>61+</td> <td>500+</td> <td>6.0+</td> <td>3.5+</td> <td>670+</td> <td>400 / 140</td> </tr> <tr> <td><b>MBA</b> (Master of Business Administration)</td> <td>71+</td> <td>530+</td> <td>6.5+</td> <td>3.7+</td> <td>720+</td> <td>400 / 140</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Academic Background: a high school diploma or completion of 24+ semester hours or 36 quarter hours taught in English language (B or above) from an accredited institution or equivalent. <b>(ESL courses are not accepted)</b></li> <li>IAU offers the TOEFL ITP – please email <a href="mailto:TestCenter@iau.LA">TestCenter@iau.LA</a> to register</li> </ul>	PROGRAM REQUIREMENTS	TOEFL Internet-Based Score	TOEFL Paper-Based Score	IELTS Score	iTEP Score	TOEIC Score	GRE Score Old / New	<b>ASBA</b> (Associate of Science in Business Administration)	61+	500+	6.0+	3.5+	670+	400 / 140	<b>BBA</b> (Bachelor of Business Administration)	61+	500+	6.0+	3.5+	670+	400 / 140	<b>MBA</b> (Master of Business Administration)	71+	530+	6.5+	3.7+	720+	400 / 140	✓	✓	✓
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<input type="checkbox"/>	<p><b><u>Copy of Passport</u></b></p> <p>Passport CANNOT expire within 6 months of the program start date. If expired, please present receipt of renewal and photocopy of expired passport.</p> <p>If you have dependents, you must submit a copy of passports for all dependents.</p>	✓	✓	✓																												
<input type="checkbox"/>	<p><b><u>Copy of Bank Statements or Bank Certificate</u></b></p> <p>Applicant must show the following financial capability:</p> <ul style="list-style-type: none"> <li><b>A- Transfer</b> – Must show a minimum of             <ul style="list-style-type: none"> <li>Undergraduate: \$12,600 USD + \$1,000 USD per dependent</li> <li>Graduate: \$13,770 USD + \$1,000 USD per dependent</li> </ul> </li> <li><b>B/C- Initial or Change of Status</b> – Must show a minimum of             <ul style="list-style-type: none"> <li>Undergraduate: \$12,600 USD + \$2,000 USD per dependent</li> <li>Graduate: \$13,770 USD + \$2,000 USD per dependent</li> </ul> </li> <li>Bank Statements must be <b>IN STUDENT'S NAME</b></li> <li>Bank Statements must be liquid funds (e.g. checking or savings account) and cannot be greater than <b>90 days from time of application deadline</b>.</li> <li>Students may combine sources of income such as personal bank statements, Affidavit of Support, or business accounts.</li> </ul> <p>If the bank statement is <b>NOT</b> in the student's name, the applicant must have an <b>Affidavit of Support</b> attesting that they have a sponsor.</p> <ul style="list-style-type: none"> <li><b>Affidavit of Support-</b> Please indicate the amount in which they will give you monthly support in Section 3 under additional comments. Affidavits must have a LIVE signature from the sponsor. Please also provide a copy of some form of government-issued ID for your sponsor.</li> </ul>	✓	✓	✓																												

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<input type="checkbox"/>	<p><b><u>SEVIS Status Form</u></b></p> <ul style="list-style-type: none"> <li>Section A – Student fills out Section B – Advisor/DSO from current school fills out. Must have a LIVE signature.</li> <li>Please inform the advisor from your previous school that IAU would simply like to verify that you are in good standing and are eligible to transfer in ACTIVE status within SEVIS. Please tell your school to <b>NOT TRANSFER THE I-20 UNTIL THEY RECEIVE AN ACCEPTANCE LETTER</b> from IAU.</li> <li><b>IMPORTANT:</b> Your current institution may say, “I cannot complete this without first getting an Acceptance Letter from IAU.” Let the institution know that IAU will not issue an Acceptance Letter without FIRST verifying the student is in ACTIVE status. Your school needs to fill out the form <b>BEFORE</b> IAU can issue an Acceptance Letter.</li> </ul>	✓		
<input type="checkbox"/>	<p><b><u>Copy of most recent I-20</u></b></p> <p>Please provide IAU with a copy of the most recent I-20 from the school that currently holds your SEVIS record/I-20.</p>	✓		
<input type="checkbox"/>	<p><b><u>Copy of I-94 or I-797 Notice of Approval</u></b></p> <p>Form I-94 (record of entry) – <a href="https://i94.cbp.dhs.gov">https://i94.cbp.dhs.gov</a> Form I-797 (if applicant changed status and I-94 does not say F-1, please show legal change of non-immigrant status through Form I-797)</p>	✓		✓
<input type="checkbox"/>	<p><b><u>Copy of Visa</u></b></p> <p>May be expired – does not affect admissions</p>	✓		✓

## SUBMITTING DOCUMENTS AND DEADLINES:

Our [Academic Calendar](#) reflects deadlines for each session. Please submit all applications by the designated admission deadline per session. An Admissions Advisor will evaluate the Admissions Portfolio and follow up with the applicant regarding the status of the application. If an application remains incomplete for more than 90 days, it will be discarded.

- Email:** Please email complete documents to [Admissions@iau.la](mailto:Admissions@iau.la). Please note that all documents are acceptable via email except for **ORIGINAL** transcripts from outside the U.S. or **OFFICIAL** transcripts for U.S. institutions which must be sent directly from one institution to another.
  - Please e-mail documents in PDF form and in ONE e-mail if possible. When documents are submitted in multiple e-mails, the processing of the application may be delayed.
  - Here are some applications that may be helpful when filling out forms electronically:
    - Acrobat Reader– allows you to view/edit forms.
    - Google Chrome – allows you to edit PDFs within the browser
    - Cam Scanner –this application allows you to scan documents with your smartphone.
    - Dropbox – enables you to download, save, sign, and share documents.
- In Person:** Please call [213-262-3939](tel:213-262-3939) and schedule an appointment to submit documents. **IAU does NOT take walk-ins.** Applicants must schedule an appointment to submit documents in person.
- Mail:** Office of Admissions  
International American University  
3440 Wilshire Blvd, 10<sup>th</sup> Floor, Suite #1000  
Los Angeles, CA 90010

Once IAU receives complete documents, it will take 4-6 business days to receive a decision regarding the applicant’s admission into the university.