

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

	REQUIREMENTS	A	B	C
<input type="checkbox"/>	<p><u>Application For Admissions</u> 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 TYPED. Electronic or live signatures are acceptable.</p> <ul style="list-style-type: none"> SECTION 1: Personal Info – A/B/C SECTION 2A: U.S. Address – A/C SECTION 2B: Foreign Address – B/C SECTION 3: Dependent Information – A/B/C *if applicable Additional dependents can be listed on another application page with only part 3 filled out. SECTION 4: Program Information – A/B/C SECTION 5: Certification – A/B/C 	✓	✓	✓
<input type="checkbox"/>	<p><u>Signed Performance Fact Sheet (PFS)</u> 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 & Downloads → Performance Fact Sheet, please find the PFS which corresponds to the program you are applying for.</p> <ul style="list-style-type: none"> PAGES 1-5: Initial/Sign and Date 	✓	✓	✓
<input type="checkbox"/>	<p><u>Application Fee and I-20 Processing Fee</u> Please visit our website (http://iau.la/make-payment/) and add the following items to your cart:</p>	✓	✓	✓

IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

	<ul style="list-style-type: none"> • <i>Application Fee (\$75)</i> • <i>+ Initial I-20 Processing/Courier fee (\$100)</i> • Total: \$175.00 <p><i>Optional fees (if applicable):</i></p> <ul style="list-style-type: none"> • <i>\$10 Notary Fee (if submitting foreign unofficial transcripts)</i> • <i>\$25 Transfer Credit Evaluation Fee (if you would like to transfer credit from a previous institution)</i> 			
<input type="checkbox"/>	<p><u>Photo Headshot</u> <i>Professional passport style photo for identification purposes. The photo must meet the following requirements:</i></p> <ul style="list-style-type: none"> • <i>2" x 2" passport-style photo</i> • <i>Photo may be a physical or electronic copy</i> • <i>Must be a CLEAR, VALID, and RECENT photo.</i> • <i>Background must be WHITE.</i> • <i>NO SELFIES.</i> 	✓	✓	✓
<input type="checkbox"/>	<p><u>Academic Credentials - Transcripts</u> ASBA/BBA applicants must submit ONE of the following:</p> <ul style="list-style-type: none"> • <i>Copy of High School diploma - does NOT need to be original, a photocopy is acceptable</i> • <i>Copy of GED or ATB test score</i> • <i>Official transcript of a COMPLETED Associate, Bachelor, Master, or Doctorate degree</i> • <i>Official Foreign Transcript Evaluation (FCE) Report</i> <p>MBA applicants must submit ONE of the following:</p> <ul style="list-style-type: none"> • <i>An official transcript that reflects an earned Bachelor degree with a CGPA of 2.5 or higher.</i> • <i>Foreign credential evaluation report that reflects an earned Bachelor degree with a CGPA of 2.5 or higher and the original transcript.</i> <p>DBA applicants must submit the following, and at least one degree must be in business, management, administration, or related discipline :</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>An official transcript that reflects an earned Bachelor degree with a CGPA of 2.5 or higher.</i> <input type="checkbox"/> <i>An official transcript that reflects an earned Master degree with a CGPA of 3.0 or higher.</i> <input type="checkbox"/> <i>Foreign credential evaluation report that reflects an earned Bachelor or Master degree with a CGPA of 2.5 or higher and the original transcript.</i> <p>ALL DOCUMENTS MUST BE IN ENGLISH OR TRANSLATED INTO ENGLISH & NOTARIZED! <i>IAU offers notary with a \$10.00 notary fee.</i></p> <p>Transcripts:</p> <ul style="list-style-type: none"> • Transcripts from institutions located <u>INSIDE</u> the U.S. <ul style="list-style-type: none"> ○ <i>Official, sealed copy must be sent DIRECTLY from the U.S. institution to IAU</i> ○ <i>If electronic, send to: admissions@iau.la</i> 	✓	✓	✓

IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

	<ul style="list-style-type: none"> • Transcripts from institutions located <u>OUTSIDE</u> the U.S. <ul style="list-style-type: none"> ○ Original transcripts from institution must be shown to IAU ○ 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. 																																						
<input type="checkbox"/>	<p><u>Transfer Credit (TRC) Evaluation (Optional):</u> Please note that if you would like to transfer credit from a previous institution, IAU can evaluate approved transcripts for transfer credit with payment of the Transfer Credit (TRC) Evaluation Fee (\$25).</p> <p>Maximum Transfer Units:</p> <ul style="list-style-type: none"> • ASBA: 45 Units • BBA: 90 Units • MBA: 6 Units • DBA: 30 Units 	✓	✓	✓																																			
<input type="checkbox"/>	<p><u>Resume</u> 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 here.</p>	✓	✓	✓																																			
<input type="checkbox"/>	<p><u>English Proficiency</u> 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="175 976 1242 1266"> <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>ASBA (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>BBA (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>MBA (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> <tr> <td>DBA (Doctor of Business Administration)</td> <td>80+</td> <td>550+</td> <td>6.5+</td> <td>3.9+</td> <td>720+</td> <td>400 / 140</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 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. (ESL courses are not accepted) • IAU offers the TOEFL ITP – please email TestCenter@iau.LA to register 	PROGRAM REQUIREMENTS	TOEFL Internet-Based Score	TOEFL Paper-Based Score	IELTS Score	ITEP Score	TOEIC Score	GRE Score Old / New	ASBA (Associate of Science in Business Administration)	61+	500+	6.0+	3.5+	670+	400 / 140	BBA (Bachelor of Business Administration)	61+	500+	6.0+	3.5+	670+	400 / 140	MBA (Master of Business Administration)	71+	530+	6.5+	3.7+	720+	400 / 140	DBA (Doctor of Business Administration)	80+	550+	6.5+	3.9+	720+	400 / 140	✓	✓	✓
PROGRAM REQUIREMENTS	TOEFL Internet-Based Score	TOEFL Paper-Based Score	IELTS Score	ITEP Score	TOEIC Score	GRE Score Old / New																																	
ASBA (Associate of Science in Business Administration)	61+	500+	6.0+	3.5+	670+	400 / 140																																	
BBA (Bachelor of Business Administration)	61+	500+	6.0+	3.5+	670+	400 / 140																																	
MBA (Master of Business Administration)	71+	530+	6.5+	3.7+	720+	400 / 140																																	
DBA (Doctor of Business Administration)	80+	550+	6.5+	3.9+	720+	400 / 140																																	
<input type="checkbox"/>	<p><u>Copy of Passport</u> 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><u>Copy of Bank Statements or Bank Certificate</u> Applicant must show the following financial capability:</p> <ul style="list-style-type: none"> • A- Transfer – Must show a minimum of <ul style="list-style-type: none"> ○ Undergraduate: \$12,600 USD + \$1,000 USD per dependent ○ Graduate: \$13,770 USD + \$1,000 USD per dependent • B/C- Initial or Change of Status – Must show a minimum of <ul style="list-style-type: none"> ○ Undergraduate: \$12,600 USD + \$2,000 USD per dependent ○ Graduate: \$13,770 USD + \$2,000 USD per dependent 	✓	✓	✓																																			

IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

	<ul style="list-style-type: none"> • Bank Statements must be IN STUDENT'S NAME • Bank Statements must be liquid funds (e.g. checking or savings account) and cannot be greater than 90 days from time of application deadline. • Students may combine sources of income such as personal bank statements, Affidavit of Support, or business accounts. <p>If the bank statement is NOT in the student's name, the applicant must have an Affidavit of Support attesting that they have a sponsor.</p> <ul style="list-style-type: none"> ○ <u>Affidavit of Support-</u> 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. <ul style="list-style-type: none"> ▪ Item C minimum: <ul style="list-style-type: none"> • ASBA/BBA: \$1,050 • MBA/DBA: \$1,148 			
<input type="checkbox"/>	<p><u>Doctor of Business Administration Additional Documents</u></p> <p><input type="checkbox"/> Letter of Interest: The Letter of Interest will contain three parts: Personal Statement, Professional Statement, and Research Statement. Each part will be described below.</p> <ul style="list-style-type: none"> • Personal Statement: Please express in no more than one page how your experience, education, and training qualify you for the DBA program. • Professional Statement: Please describe in more than two pages your interests in the DBA program and how you plan to complete it. <ul style="list-style-type: none"> ○ Why do you want to pursue a DBA degree? ○ What do you see as the most significant qualities or experiences that you would bring to the DBA program? ○ What are your career aspirations after you receive the doctorate degree? ○ What obstacles/ challenges do you envision having to overcome to complete your degree within a reasonable time frame (i.e. 3 years), and what is your plan to address these obstacles/ challenges? ○ What concrete steps will you take to manage your time to tackle classes and up to 30 hours a week of study? • Research Statement: Please describe in no more than three pages your research interests and what topic you plan to pursue. • Letter of Recommendation: Two letters of recommendation should be requested from professionals in academe or industry who can comment on the following: <ul style="list-style-type: none"> • Your personal and professional accomplishments and how you achieved them. • Your academic pursuits. • Your demonstrated leadership and your potential for doing advanced academic work. • Your oral and written communication skills. • Your potential as an instructor. 	✓	✓	✓
<input type="checkbox"/>	<p><u>SEVIS Status Form</u></p> <ul style="list-style-type: none"> • Section A – Student fills out • Section B – Advisor/DSO from current school fills out. Must have a LIVE signature. • 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 	✓		

IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

	<p>within SEVIS. Please tell your school to NOT TRANSFER THE I-20 UNTIL THEY RECEIVE AN ACCEPTANCE LETTER from IAU.</p> <ul style="list-style-type: none"> IMPORTANT: 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 BEFORE IAU can issue an Acceptance Letter. 			
<input type="checkbox"/>	<p><u>Copy of most recent I-20</u> 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><u>Copy of I-94 or I-797 Notice of Approval</u> Form I-94 (record of entry) – https://i94.cbp.dhs.gov 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><u>Copy of Visa</u> 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**. Please note that all documents are acceptable via email except for **OFFICIAL** transcripts from U.S. institutions, which must be sent directly from one institution to IAU. **ORIGINAL** transcripts obtained outside the U.S. must be submitted in person.
 - 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** 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, 10th 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.