

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

A - TRANSFER	B - INITIAL	C - CHANGE OF STATUS	D - NON F-1
<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>	<ul style="list-style-type: none"> <li>• U.S Citizen</li> <li>• Permanent Resident/ Greencard Holder</li> <li>• Distance Learning (100% Online.)</li> <li>• Undocumented</li> </ul>

REQUIREMENTS	A	B	C	D
<p><b><u><a href="#">Application For Admissions</a></u></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: Personal Info – A/B/C</b></li> <li>• <b>SECTION 2A: U.S. Address – A/C</b></li> <li>• <b>SECTION 2B: Foreign Address – B/C</b></li> <li>• <b>SECTION 3: Dependent Information – A/B/C *if applicable</b>                      Additional dependents can be listed on another application page with only part 3 filled out.</li> <li>• <b>SECTION 4: Program Information – A/B/C</b></li> <li>• <b>SECTION 5: Certification – A/B/C</b></li> </ul>	✓	✓	✓	✓
<p><b><u><a href="#">Signed Performance Fact Sheet (PFS)</a></u></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 1-4: Initial/Sign and Date</b></li> </ul>	✓	✓	✓	✓
<p><b><u><a href="#">Application Fee and I-20 Processing Fee</a></u></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> <ul style="list-style-type: none"> <li>• Application Fee (\$125)</li> <li>• + <u>Initial I-20 Processing/Courier fee (\$125)</u></li> <li>• <b>Total: \$250.00</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> </ul>	✓	✓	✓	✓

# IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

<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>	✓	✓	✓	✓
<p><b><u>Academic Credentials - Transcripts</u></b>  <b>ASBA/BBA</b> applicants must submit <b>ONE</b> of the following:</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>• Original transcript of a COMPLETED Associate, Bachelor, Master, or Doctorate degree</li> <li>• Foreign Credential Evaluation (FCE) Report</li> </ul> <p><b>MBA</b> applicants must submit <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>• An original transcript that reflects an earned Bachelor degree.</li> <li>• Foreign Credential Evaluation report that reflects an earned Bachelor degree.</li> </ul> <p><b>DBA</b> applicants must submit the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An original transcript that reflects an earned Bachelor degree.</li> <li><input type="checkbox"/> An original transcript that reflects an earned Master degree.</li> <li><input type="checkbox"/> Foreign credential evaluation report that reflects an earned Bachelor or Master degree.</li> </ul> <p><b>ALL DOCUMENTS MUST BE IN ENGLISH OR TRANSLATED INTO ENGLISH &amp; NOTARIZED!</b>  IAU offers notary with an applicable \$10.00 notary fee.</p> <p>Previous Education:</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>○ Original or electronic transcripts.</li> <li>○ If electronic, send to: <b>admissions@iaula.edu</b></li> </ul> </li> <li>• <b>Transcripts from institutions located <u>OUTSIDE</u> the U.S.</b> <ul style="list-style-type: none"> <li>○ Original or electronic transcripts.</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><u>Transfer Credit (TRC) Evaluation (Optional):</u></b>  Please note that if you would like to transfer credit from a previous institution, IAU can evaluate approved transcripts for transfer credit upon request during the time of admissions.</p> <p>Maximum Transfer Units:</p> <ul style="list-style-type: none"> <li>• <b>ASBA:</b> 45 Units</li> <li>• <b>BBA:</b> 90 Units</li> <li>• <b>MBA:</b> 6 Units</li> <li>• <b>DBA:</b> 30 Units</li> </ul>	✓	✓	✓	✓

**Resume**

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](#).

✓ ✓ ✓ ✓

**English Proficiency**

If English is not your native language, please provide IAU with one of the following:

STANDARDIZED EXAM SCORE COMPARISON CHART



PROGRAM REQUIREMENTS	TOEFL iBT	TOEFL Digital	TOEIC	GRE Old / New	IELTS	ITEP	PTE	Duolingo English Test
<b>ASBA</b> (Associate of Science in Business Administration)	61+	500+	670+	400 / 140	5.5+	3.5+	50-53	90+
<b>BBA</b> (Bachelor of Business Administration)	61+	500+	670+	400 / 140	5.5+	3.5+	50-53	90+
<b>MBA</b> (Master of Business Administration)	71+	530+	720+	400 / 140	6.0+	3.7+	54-58	95+
<b>DBA</b> (Doctor of Business Administration)	80+	550+	720+	400 / 140	6.0+	3.9+	58-61	105+

<b>Institutional Code:</b>	1731	I-4322	N/A	N/A	N/A	N/A	N/A	N/A
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• **Academic Background:**

- **A high school diploma:** For undergraduate applicants only, provide evidence of a high school diploma completed at an appropriately accredited / recognized high school where the medium of instruction is English.
- **Completed 24 credit hours in English:** Provide a transcript indicating completion of at least 24 semester, 36 quarter hours of credit, or 360 contact hours at the undergraduate level, or 18 semester, 27 quarter hours of credit, or 270 contact hours at the graduate level from an appropriately accredited institution where the language of instruction was English with an average grade of "C" or higher. Units from English language training institutions do not count towards this requirement.
- **Completed Degree or Credits from a U.S. Institution:** Provide a transcript indicating completion of degree or credits from an appropriately accredited institution or foreign equivalent. For institutions located inside the U.S., please submit an original transcript. For transcripts from institutions located outside of the U.S., transcripts must be in English. If applicants cannot obtain original transcripts due to circumstances, notarized, (or otherwise certified) copies of academic documents are acceptable.

✓ ✓ ✓

# IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

<p><b><u>Copy of Passport</u></b>          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><i>If you have dependents, you must submit a copy of passports for all dependents.</i></p>	✓	✓	✓	
<p><b><u>Government Issued Identification Card</u></b>          Acceptable forms of Identification can be:</p> <ul style="list-style-type: none"> <li>• U.S. passport</li> <li>• Permanent resident card</li> <li>• Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles</li> <li>• Foreign government-issued passport / identity cards or National identity cards / Driver's license</li> </ul>	✓	✓	✓	
<p><b><u>Copy of Bank Statements or Bank Certificate</u></b>          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: \$13,800 USD + \$1,000 USD per dependent</li> <li>○ MBA: \$14,400 USD + \$1,000 USD per dependent</li> <li>○ DBA: \$15,300 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: \$13,800 USD + \$2,000 USD per dependent</li> <li>○ MBA: \$14,400 USD + \$2,000 USD per dependent</li> <li>○ DBA: \$15,300 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><i>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.</i></p> <ul style="list-style-type: none"> <li>○ <u>Affidavit of Support-</u> Please indicate the amount in which they will give you monthly support in Section 3 under Item C. 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"> <li>▪ Item C minimum:                 <ul style="list-style-type: none"> <li>• ASBA/BBA: \$1,151</li> <li>• MBA: \$1,201</li> <li>• DBA: \$1,276</li> </ul> </li> </ul> </li> </ul>	✓	✓	✓	
<p><b><u>Copy of most recent I-20</u></b>          Please provide IAU with a copy of the most recent I-20 from the school that currently holds your SEVIS record/I-20. If you are on OPT</p>	✓			
<p><b><u>Copy of I-94 or I-797 Notice of Approval</u></b>          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>	✓			
<p><b><u>Copy of Visa</u></b>          May be expired – does not affect admissions</p>	✓		✓	

<u>Doctor of Business Administration Additional Documents</u>				
<p>□ <b>Letter of Interest:</b> 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"> <li>• <b>Personal Statement:</b> Please express in no more than one page how your experience, education, and training qualify you for the DBA program.</li> <li>• <b>Professional Statement:</b> 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"> <li>○ Why do you want to pursue a DBA degree?</li> <li>○ What do you see as the most significant qualities or experiences that you would bring to the DBA program?</li> <li>○ What are your career aspirations after you receive the doctorate degree?</li> <li>○ 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?</li> <li>○ What concrete steps will you take to manage your time to tackle classes and up to 30 hours a week of study?</li> </ul> </li> <li>• <b>Research Statement:</b> Please describe in no more than three pages your research interests and what topic you plan to pursue.</li> <li>• <b>Letter of Recommendation:</b> 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"> <li>• Your personal and professional accomplishments and how you achieved them.</li> <li>• Your academic pursuits.</li> <li>• Your demonstrated leadership and your potential for doing advanced academic work.</li> <li>• Your oral and written communication skills.</li> </ul> </li> </ul> <p>Your potential as an instructor.</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. **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.