

APPLICANT STATUS – WHAT TYPE OF APPLICANT ARE YOU?			
A – Transfer	B – Initial	C – Change of Status	D – Standard
<ul style="list-style-type: none"> <li>• Currently have a Form 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 a Form I-20</li> <li>• Do not have an F-1 Visa</li> <li>• Applying from OUTSIDE 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 after returning to your home country before your I-94 expires</li> </ul>	<ul style="list-style-type: none"> <li>• Do not have a Form 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 STAY 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>• Lawful Permanent Resident</li> <li>• Online</li> <li>• VA / GI Bill</li> <li>• Undocumented</li> </ul>

REQUIREMENTS	A	B	C	D
<p><a href="#">Application For Admissions – F1</a>  <a href="#">Application For Admissions – Standard</a></p> <p>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>.</p> <p>Electronic or live signatures are acceptable.</p> <ul style="list-style-type: none"> <li>• <b>SECTION 1:</b> Personal Info – A/B/C/D</li> <li>• <b>SECTION 2A:</b> U.S. Address – A/C/D</li> <li>• <b>SECTION 2B:</b> Foreign Address – B/C</li> <li>• <b>SECTION 3:</b> Dependent Information – A/B/C (if applicable)</li> <li>• <b>SECTION 4:</b> Program Information – A/B/C/D</li> <li>• <b>SECTION 5:</b> Certification – A/B/C/D</li> </ul>	✓	✓	✓	✓
<p><a href="#">Signed School Performance Fact Sheet (SPFS)</a></p> <p>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 Downloads ☒ School Performance Fact Sheet, please find the SPFS which corresponds to the program you are applying for.</p> <p><b>PAGES 1-5: Initial/Sign and Date</b></p>	✓	✓	✓	✓
<p><b><u>Application Fee and I-20 Processing Fee</u></b></p> <p>Please visit our website (<a href="http://iaula.edu/make-payment">http://iaula.edu/make-payment</a>) and add the following items to your cart:</p> <p>Application Fee (\$125) + Initial I-20 Processing/Courier fee (\$125) = <b>Total: \$250.00</b></p> <p>Optional fee (if submitting foreign unofficial transcripts): \$10 Notary Fee</p>	✓	✓	✓	✓

# IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

<p><b><u>Photo Headshot</u></b></p> <p>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 must be an electronic copy (jpeg preferably)</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></p> <p><b>ASBA/BBA/Certificate</b> applicants must submit ONE of the following:</p> <ul style="list-style-type: none"> <li>• Copy of High School diploma - does NOT 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 ONE 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/DM</b> applicants must submit the following:</p> <ul style="list-style-type: none"> <li>• An original transcript that reflects an earned Bachelor degree.</li> <li>• An original transcript that reflects an earned Master degree.</li> <li>• Foreign credential evaluation report that reflects an earned Bachelor and/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> <p><b>Transcripts from institutions located <u>INSIDE</u> the U.S.</b></p> <ul style="list-style-type: none"> <li>• Original or electronic transcripts.</li> <li>• If electronic, send to: adm@iaula.edu</li> </ul> <p><b>Transcripts from institutions located <u>OUTSIDE</u> the U.S.</b></p> <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>	✓	✓	✓	✓
<p><b><u>Transfer Credit (TRC) Evaluation (Optional)</u></b></p> <p>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> <li>• <b>DM:</b> 18 Units</li> </ul>	✓	✓	✓	✓

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## English Proficiency

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

STANDARDIZED EXAM SCORE COMPARISON CHART

	 TOEFL iBT	 TOEFL	 TOEIC	 GRE	 IELTS	 iTEP	 PTE Academic	 Duolingo English Test	 Language Cert
Pathway	32+	400+	345+	N/A	4.5+	2.5+	30-35	70+	50-59
Certificate, Associate, Bachelor	61+	500+	670+	400 / 140	5.5+	3.5+	50-53	90+	60-64
Master	71+	530+	720+	400 / 140	6.0+	3.7+	54-58	95+	65-69
Doctor	80+	550+	720+	400 / 140	6.0+	3.9+	58-61	105+	65-69
Institutional Code	1731	I-4322	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### Academic Background:

- **A High School Diploma:** For undergraduate applicants only, provide evidence of a high school or secondary diploma where the medium of instruction is English.
- **Credit Hours in English:** For undergraduate applicants, provide a transcript indicating completion of at least 12 semester, or 18 quarter hours of credit, or 180 contact hours. For graduate applicants, provide a transcript indicating completion of at least 9 semesters, or 13.5 quarter hours of credit, or 135 contact hours. Credits must be from an appropriately accredited institution or foreign equivalent where the language of instruction was English with an average grade of "C" or higher. If credits are from a foreign institution where the language of instruction is not evident, the applicant must include a mode of instruction (MOI) letter. Units from English language training institutions do not count towards this requirement.
- **Degree from an English Speaking Institution:** Provide a transcript indicating completion of a degree from an appropriately accredited institution or foreign equivalent where English was the language of instruction. If the degree is from a foreign institution where the language of instruction is not evident, the applicant must include a mode of instruction (MOI) letter.

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.

### Government Issued Identification Card

Acceptable forms of Identification can be:

- U.S. passport
- Permanent resident card
- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles
- Foreign government-issued passport / identity cards or national identity cards / driver's license

### Copy of Passport

Passport CANNOT expire within 6 months of the program start date. If expired, please present receipt of renewal and photocopy of expired passport.

If you have dependents, you must submit a copy of passports for all dependents.

✓	✓	✓	✓
✓	✓	✓	✓
✓	✓	✓	✓

# IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

<p><b><u>Copy of Bank Statements or Bank Certificate</u></b></p> <p>Applicant must show the following financial capability:</p> <p><b>A/B/C- Transfer, Initial or Change of Status for LA Main Applicants</b> – Must show a minimum of:</p> <ul style="list-style-type: none"> <li>• Undergraduate: \$16,200 USD + \$2,000 USD per dependent</li> <li>• MBA: \$16,200 USD + \$2,000 USD per dependent</li> <li>• DBA: \$16,650 USD + \$2,000 USD per dependent</li> <li>• DM: \$17,100 USD + \$2,000 USD per dependent</li> </ul> <p><b>A/B/C- Transfer, Initial or Change of Status for OC/SD Applicants</b> – Must show a minimum of:</p> <ul style="list-style-type: none"> <li>• Undergraduate: \$14,400 USD + \$2,000 USD per dependent</li> <li>• MBA: \$15,300 USD + \$2,000 USD per dependent</li> <li>• DBA: \$15,750 USD + \$2,000 USD per dependent</li> <li>• DM: \$17,100 USD + \$2,000 USD per dependent</li> </ul> <p>Bank Statements must be <b>IN STUDENT’S NAME</b>.</p> <p>Bank Statements must be liquid funds (e.g. checking or savings account) and cannot be greater than <b>90 days from the time of application deadline</b>.</p> <p>Students may combine sources of income such as personal bank statements, Affidavit of Support, or business accounts.</p> <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> <p><b><u>Affidavit of Support</u></b> - 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.</p> <p><b>Item C minimum for LA Main Applicants:</b></p> <ul style="list-style-type: none"> <li>• Undergraduate: \$1,350</li> <li>• MBA: \$1,350</li> <li>• DBA: \$1,387.50</li> <li>• DM: \$1,425</li> </ul> <p><b>Item C minimum for OC/SD Applicants:</b></p> <ul style="list-style-type: none"> <li>• Undergraduate: \$1,200</li> <li>• MBA: \$1,275</li> <li>• DBA: \$1,312.50</li> <li>• DM: \$1,425</li> </ul>	✓	✓	✓	
<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>	✓			
<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>	✓		✓	

# IAU | ADMISSIONS PORTFOLIO REQUIREMENTS

<p><b><u>Copy of Visa</u></b></p> <p>May be expired – does not affect admissions</p>	✓		✓	
<p><b><u>Doctor of Business Administration and Doctor of Management Additional Documents</u></b></p> <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>● Personal Statement: Please express in no more than one page how your experience, education, and training qualify you for the DBA program.</li> <li>● 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"> <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>● Research Statement: Please describe in no more than three pages your research interests and what topic you plan to pursue.</li> </ul> <p><b>Letter of Recommendation:</b> Two letters of recommendation should be requested from professionals in academe or industry who can comment on the following:</p> <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. Your potential as an instructor.</li> </ul> <p><b>Resume:</b> 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>	✓	✓	✓	✓

## 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 [adm@iaula.edu](mailto:adm@iaula.edu). Please note that all documents are acceptable via email.

**Please email documents in PDF form and in ONE email if possible.** When documents are submitted in multiple emails, 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