



IMBA APPLICATION CHECKLIST

imba.fiu.edu

- Graduate Application for Admission: **The program enrolls students in August of every year, however we recommend that students apply and submit supporting documents as soon as possible because the seats fill quickly.** Go to www.fiu.edu/ugs and click on “Graduate Admissions”. Click on the link to “begin your application process”. If you are new to our application and do not already, have a PIN; please click on the button that says “Create Account” to register for a new account. After you create the PIN, you will use the PIN to enter the system to complete the application. It will take approximately 15 minutes to complete the application. You may complete the online application without entering your GMAT/GRE/TOEFL scores and reference letters, if applicable. These documents, if required by your program, may be submitted later via mail. **After completing your application you may contact Jessica Aristizabal at jaristiz@fiu.edu regarding application status.**
- Application fee: \$30.00. Most major credit cards are accepted. Checks or money orders should be payable to Florida International University.
- A 4-year Bachelor’s degree from an accredited university.
- Official transcripts of all previously attended universities (undergraduate and graduate) in an envelope **sealed** by the degree granting institution.
- Official proof of degree: a notarized copy of the original diploma is required if the degree is not posted on the official transcripts.
- International documentation must be translated into English by an official translation agency. If Transcripts need to be translated, student must request two sets of transcripts: one for the translation agency and another one to be submitted to FIU.
- Official GMAT (minimum score is 500) **or** GRE score (minimum score is 1000). (When requesting that official scores be submitted, the Florida International University Institutional code is 5206.)
- Official TOEFL (**minimum score 550 paper-based, or 213 computer-based, or 80 internet-based**) **or** IELTS (**minimum 6.5**). For students who attended non-English speaking universities or who come from non-English speaking countries. (When requesting that official scores be submitted, the Florida International University Institutional code is 5206.)
- Statement of Purpose:** A well-written statement describing your professional goals and reasons for pursuing a master’s degree at Florida International University (maximum one page). You may e-mail it to jaristiz@fiu.edu. **(Please do not upload an electronic version to the online application).**
- REQUIRED:** A current resume of professional experience (may include internships and part-time employment). You may e-mail it to jaristiz@fiu.edu. **(Please do not upload an electronic version to the online application).**

Send the above documents to:

Florida International University
Chapman Graduate School of Business
College of Business Complex
Attn: International MBA
11200 SW 8th street, CBC 200
Miami, FL 33199