

# IAU | INSTRUCTIONS FOR APPLICATION FOR ADMISSIONS

All applicants applying to an academic program must go through International American University's admissions process. Although the application process may seem rather daunting, we are here to guide you through it. The Admissions process is a series of steps that assist the student in achieving his or her educational goals. It also serves as an agreement between the college and applicant enrolling for credit. IAU asks that you participate in the matriculation process with us to ensure your educational success. If you commit to an educational goal, we commit to helping you succeed.

Applications for admissions are accepted throughout the year. There are (6) enrollment intakes per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term *especially if you are an F-1 applicant*. Admissions Portfolio (AP) should be submitted 30 days prior to the term of enrollment to ensure timely processing. F-1 applicants with a "change of status" should submit 60 to 90 days prior.

Spring (Jan-April)

Session 1 (Jan-Feb) Session 2 (Mar-Apr) Summer (May-Aug)

Session 1 (May-Jun) Session 2 (Jul-Aug) Fall (Sep-Dec)

Session 1 (Sep-Oct) Session 2 (Nov-Dec)

## **IAU | ADMISSION PROCESS**

## STEP 1: SUBMIT ADMISSIONS PORTFOLIO (AP)

Applicants must submit a completed Admissions Portfolio (AP). The AP is an accumulation of all the necessary documents the Office of Admissions uses to evaluate if applicant meets criteria for the applied program. The required items are clearly listed on the Application for Admissions. Certain programs may have unique admissions requirements. Make sure you review the admissions requirements of the program to which you are applying. Use the checklist (next page) to ensure that all required documents are submitted.

Please include non-refundable application fee:

- All Applicants \$125
- F-1 Applicants add a processing/courier fee of **\$125**)

All materials must be submitted in English, and applicants must verify any translations by including the original or notarized copy of the original.

The completed AP and any supporting materials (such as transcripts and test scores) become the property of the University and will not be returned to the applicant or transmitted to a third party.

## STEP 2: EVALUATION

After the Admissions Portfolio (AP) has been received, the Office of Admissions will evaluate if the applicant meets the criteria or is missing an element. IAU reviews every application individually. If an item is missing, the Office of Admissions will contact the applicant and request the missing items. If the Admissions Portfolio (AP) remains incomplete for over 30 days, the Admissions Portfolio (AP) will be discarded.

#### STEP 3: DECISION

Within 7-10 days of receiving a complete application, one of the following decisions shall be determined:

**<u>DENIED:</u>** If the applicant is not accepted, the Office of Admissions will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.

**ACCEPTED:** If the applicant is accepted for admission, an acceptance letter will be sent to the applicant along with an enrollment agreement and other admissions documents to formalize acceptance into the program.

## STEP 4: ACCEPT ADMISSION OFFER

If you wish to accept the offer of admission, additional admissions enrollment documents are required to be filled, signed and returned in order to formally enroll in the program.

#### STEP 5: OFFICIAL ENROLLMENT

Once the admissions enrollment documents are received, you will be issued an official enrollment package, which includes an enrollment and letter, student identification number (SID#), and ID card. Also, included is a registration form for the term you wish to enter.

#### STEP 6: REGISTERING FOR CLASSES

Students are required to register for classes. A staff from the Office of Student Support will assist you with this process. Registration requires choosing the appropriate classes and paying tuition fees. Payment can be made via check, bank wire, credit, debit, or money order. Returned checks are subject to a \$25.00 fee.

# IAU | ADMISSIONS PORTFOLIO CHECKLIST

The Admissions Portfolio checklist is to help applicants monitor which requirements are complete or incomplete. Admissions forms can be found on our Forms & Downloads web page. Check off each item enclosed. Missing requirements may delay admissions processing. Once all documents are collected, please submit the documents to IAU through one of the following methods. If you have any questions regarding this section, please contact The Office of Admissions at (213) 262-3939 or email us at admissions@iaula.edu.

	EMAIL. Please send ONE EMAIL with all required documents to: ADMISSIONS@iaula.edu  Please note that Official Transcripts from institutions located in the United States must be official, sealed, and sent directly from the institution's office to our university.)		IN PERSON. Please schedule an appointment vus to submit documents in person. Please note in person submissions are BY APPOINTMENT or PLEASE CALL 213-262-3939 to make an appointment!	that	MAIL. Please send all required documents to:  Office of Admissions International American University 3440 Wilshire Blvd., Suite 1000 Los Angeles, CA 90010
PAR	T 1. ALL APPLICANTS MUST HAV	E THE I	FOLLOWING: (*RA) - Please submit this doc	cument if you are r	eapplying for admission.)
	Open House Orientation (Required for	all appli	icants)		
	Application for Admissions Form (*RA)				
	Signed Performance Fact Sheet (Link car	n be fou	ınd on http://iau.la/forms-downloads/	for most cu	rrent fact sheet) (*RA)
	Application for Admissions Fee (All Appli	cants \$1	25/F-1 Applicants add an\$125 I-20 Pr	ocessing/Cou	urier Fee (*RA)
	Photo Headshot (Printed photo or email	ed JPEC	G is acceptable)		
	Academic Credentials (Original Transcr	ipts or F	oreign Credential Evaluations)		chool Diploma, GED, OR ATB ergraduate applicants only)
	Resume (*RA)			1 41	
	Evidence of English Proficiency - If Engl - Exam scores: TOEFL PBT/iBT, IELTS, - Academic background: a high school ** (Please view website for more inform	iTEP, TO ' diploma	EIC, or GRE n or completion of 24+ semester or 36+ q		_
	Copy of Identification Card - Please pro	vide us	with one of the following:		
	Copy of U.S. Passport	□ Сор	y of Driver's License or other state photo iden	tity card issued	by Department of Motor Vehicles
	Copy of Permanent Resident Card	□ Сор	y of Foreign Government-issued Identificatio	n	
	T 2. FOR F-1 TRANSFER, CHANGE Copy of Passport + passports for all deport Bank Statements showing financial capa Sponsors: Affidavit of Support F Sponsors: Government Issue	endents ability 🖚 orm - IA	(if applicable) (*RA) A) U (*RA)	TS	
PAR	T 3. FOR F-1 TRANSFER AND CHA	ANGE (	OF STATUS APPLICANTS		
	Copy of I-94 and/or I-797 Notice of Act	ion for (	Change of Status Approvals (for appli	cants who cl	nanged status to F-1) (PRA)
	Copy of Visa (*RA)				
	CT 4. FOR F-1 TRANSFER APPLICANT Copy of most recent Form I-20	NTS ON	NLY		
PAF	RT 5. FOR DBA APPLICANTS ONLY				
	Letter of Interest				
	Two Letters of Recommendation				
	R <b>T 6 NOTES</b> - Please indicate below if y st you.	ou have	e any special circumstances or factor	rs so that an	IAU admissions advisor can better

# IAU | ADMISSIONS APPLICATION

Complete this Application for Admissions as a PDF form. <u>Please note that our university will NOT accept hand-written applications</u>. Once completed, print it, sign, and date. Submit this Application, Application Fee, and all other required admission documents. If you have any questions regarding this section, please contact The Office of Admissions at (213) 262-3939 or email us at admissions@iaula.edu.

EGAL NAME: FIRST NAME		MIDDLE NAME		LAST NAI	ME	
TI EDUCATE #4					GENDER:	
ELEPHONE #1: MAIN	EMAIL:				GLNDER.	
OB (MM/DD/YYYY):	SEVIS NO:	N I I I I		U ARE REAPPLYING		
	_		HOW DID YO			
URRENT STATUS:			HEAR ABOU			
THNIC SURVEY	COUNTRY OF CITIZENSHI	IP	COUNTRY OF B	IRTH	CITY O	FBIRTH
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					State	
TREET	APT#	CITY		COUNTY		ZIP CODE
<b>3)</b> IF YOU WILL SCHEDULE AN <b>INITIA</b> LEASE FILL OUT THE AREA BELOW WI			TOR ARE IN THE U.S. A	PPLYING TO <b>CHANG</b>	E YOUR NON-IMM	I <b>GRANT STATUS</b> TO F
TREET			APT#	CITY		
	E/TERRITORY		COUNTRY			STAL CODE
IF YOU ARE A F-1 APPLICANT AND H.	AVE <u>DEPENDENTS</u> , PLEASE FIL	L OUT THE AREA B	ELOW: (List additiona	l dependents on a sep	parate application o	nly filing out Part3)
EPENDENT 1 INFORMATION:			DEPENDENT 2 IN	FORMATION:		
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PLEASE SPECIFY PROGRAM OF STUD			CITTOFBIRTH		COUNTRY OF BI	NIH
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hereby affirm that the information consent to IAU taking one or more oiding of my admissions & register missions and/or misstatements to inversity catalog, schedules of feather than the content of the	e of the following actions up ration to IAU; (2) Voiding of other academic institutions es, School Performance Faces is mission and faith statement ess/). By signing my name, I	pon discovery, at of credits for cour is, governmental at Sheet, institution int as published in hereby apply for	t any time, of any suse work completed agencies, and other n's cancellation and a the catalog (https:/admissions to the admissions to the action and the catalog (https:/	ich omission or mis at IAU; and (3) Dis third parties. I hav refund policies, an <u>/iaula.edu/ downlo</u> cademic program so	statement of mine tribution of inforn e received and rea d course description ad/iau_catalog.pd elected. I understa	in this application: nation relating to suc d a copy of the ons. I have read, and the website
	(Applicant Signature	- Electronic Signa	ature)		 Date	

# IAU | SKILL ASSESSMENT

To ensure that students will be successful, an assessment shall be made at the time of admissions evaluation. An assessment shall be made on whether each prospective student has the skills and competencies to succeed in an online learning environment, as well as a student's access to computer, software, and internet technologies. These will be taken into consideration before admitting a prospective student into the program. Applicants are to respond to the survey below so that IAU may assess the applicant's ability to be successful in an online learning environment. (NOTE: Answering "No" to any one question does not necessarily disqualify you from admissions.)

1 -	es No			
1.		I have access to a reliable compu	ter with a stable internet connection.	
2.		I am capable of using standard ha	ardware, such as a computer, USB drive, mo	ouse, keyboard, etc.
3.		I possess good computer software Powerpoint), web browsers, and e	skills and can use Microsoft Office softwar email programs.	e (Word, Excel,
4.		I am a user/subscriber of web forcommerce (Amazon, eBay) sites.	ıms, blogs, social networking sites (Linkedlı	n, Facebook), e-
5.		I have previously completed a coonline.	urse, academic program, and/or a professio	nal training course
6.			e searches and doing internet research using	
7.		I am good at prioritizing tasks and my instructor.	d often get things done ahead of time withou	ut being reminded by
8.		I can commit 10-15 hours to stud of time to devote to my studies.	ying per week for every 3 unit course I enro	oll and can plan blocks
9.		I possess good reading comprehe guidance from an instructor.	nsion and can comprehend college-level te	xts with minimal
10.		I have local people around me (fa academic, and/or professional sup	mily, friends, and professional colleagues) oport to pursue my academic program.	who can provide moral,
		APPLICANT'S NAME	APPLICANT'S SIGNATURE	DATE
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