



IMBA APPLICATION CHECKLIST

imba.fiu.edu

- Graduate Application for Admission: Go to [www.fiu.edu/ugs](http://www.fiu.edu/ugs) and click on the icon that reads “Apply Online”.
  - For all graduate business programs EXCEPT Corporate MBA, chose “Master Programs Application”.
  - For Corporate MBA, please select “Corporate MBA - (Online program application only)”.
- To begin your application: Click the icon just below the “User Login” that reads “Create Account”. Please note your PIN and password for future use. 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 letters of recommendation, resume, and transcripts. These documents, if required by your program, may be submitted at a later time.

- 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 from all previously attended colleges and/or universities. Transcripts must be sent directly to FIU by all formerly attended institutions in a sealed university envelope. (While we wait for the official transcripts to arrive, you may email scanned copies to [imba@fiu.edu](mailto:imba@fiu.edu))
- Official proof of degree: a notarized copy of the original diploma is required if the degree is not posted on the official transcripts. Official translation also required if not in English. (While we wait for the official copy to arrive, you may email scanned copies to [imba@fiu.edu](mailto:imba@fiu.edu))
- If official transcripts are not in English, student must obtain two sets of transcripts: one to be submitted to FIU in the original language and the other to be translated by a certified translator.
- Official GMAT (minimum score is 500) or GRE score (minimum score is 1190). (Florida International University Institutional code is 5206) (While we wait for the official scores to arrive, you may email scanned copies to [imba@fiu.edu](mailto:imba@fiu.edu))
- 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. (Florida International University Institutional code is 5206.) (While we wait for the official scores to arrive, you may email scanned copies to [imba@fiu.edu](mailto:imba@fiu.edu))
- 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 [imba@fiu.edu](mailto:imba@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 [imba@fiu.edu](mailto:imba@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  
**Attn: International MBA**  
11200 SW 8<sup>th</sup> street, CBC 200  
Miami, FL 33199