



### GENERAL APPLICATION CHECKLIST\*

- 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 and a 3.0 GPA on the last 60 credits.
- Official transcripts (an official document showing the educational work of a student in a school or college) 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.
- Students whose official transcripts are not in English will be required to submit translated transcripts. If this applies to you, please ask your university to provide **two** original transcripts. The first set of transcripts must remain in the sealed envelope to be sent to FIU. The second set of transcripts should be sent for translation.
- Official proof of degree: a notarized copy of the original diploma is required if the degree is not posted on the official transcripts.
- Official GMAT (minimum score is 500) or GRE score (minimum score is 1000). (Not required for all programs)
- Applicants who already possess a Masters degree from an accredited institution may be eligible for a GMAT waiver provided that the graduate degree GPA is 3.0 or better.
- Official TOEFL (**minimum score 550 paper-based, or 213 computer-based, or 80 internet-based**) or IELTS (**minimum 6.5**). For students who attended/graduated universities in non-English speaking countries. 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). (Not required for Taxation or Accounting)
- REQUIRED:** A current resume of professional experience (may include internships and part-time employment).
- Two letters of recommendation** from employers, faculty, or professional associates. (not required for International MBA, Master of International Business, Taxation, Accounting, MIS, MSHI&MS or Finance)

**Mail all supporting documents to:**  
Florida International University  
Chapman Graduate School of Business  
*Attn: (Name of program)*  
11200 SW 8<sup>th</sup> street, CBC 200  
Miami, FL 33199