



**Application to Graduate Programs # 380.002**

<b>INITIAL EFFECTIVE DATE:</b> February 2012	<b>LAST REVISION DATE:</b> March 9, 2023	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b> University Graduate School
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**POLICY STATEMENT**

Applications to graduate programs must be completed on-line. The non-refundable fee must be paid to the Graduate Admissions Office before an applicant’s documentation will be reviewed. Once required transcripts and test scores have been received, the applicant’s file will be referred to the academic unit housing the degree program for an admission recommendation.

The recommendation for admission to a doctoral program will be made by a committee consisting of a minimum of 3 graduate faculty members. The recommendation for admission to a masters, specialist or certificate program will be made by a committee or by the graduate program director or chairperson. The Graduate Admissions Office admits qualified applicants and makes the official offer of admission.

Submission deadlines for graduate applications are indicated on the Academic Calendar for each year. Individual programs may establish earlier deadlines for the submission of complete application materials by prospective students.

Official final transcripts of academic records from each college or university attended must be provided by the institution. Transcripts in possession of the applicant will not be official unless presented in an envelope sealed by the originating institution in a manner that ensures authenticity of the documents.

Student must submit official proof of any degrees obtained. For degrees earned from US institutions, the official final transcripts serves as proof of degree. For degrees earned at foreign institutions, a notarized copy of the original diploma is required.

All doctoral program applicants (except applicants to medical school or law school) must submit official Graduate Record Examination (GRE) or Graduate Management Test (GMAT) scores. GRE or GMAT scores must be submitted for masters and specialist programs if required by the degree program. It is the responsibility of the applicant to have official GRE or GMAT test scores submitted directly to the University Graduate School Admissions Office by Educational Testing Service (ETS) or Graduate Management Admission Council (GMAC).



Foreign applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or the internet-based TOEFL (iBT TOEFL) and have his/her score submitted directly to FIU by ETS.

Foreign applicants are required to submit a Declaration of Finance form verifying adequate financial resources.

Medical History Reports are required of all students by Student Health Services. Completion and clearance of medical history and immunization reports are required to validate registration.

**SCOPE**

Faculty, graduate students and University Graduate School administration.

**REASON FOR POLICY**

This policy sets forth the guidelines for applying to graduate programs at FIU.

Applications to graduate programs must be completed on-line and the non-refundable fee must be paid to Graduate Admissions Office before an applicant's documents will be reviewed.

**DEFINITIONS**

TERM	DEFINITIONS
N/A	N/A

**ROLES AND RESPONSIBILITIES**

N/A

**RELATED RESOURCES**

N/A

**CONTACTS**

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#### HISTORY

**Initial Effective Date:** Originally 2.2.1 APPLICATION; and 2.2.2 RECORDS from Graduate Policies and Procedures Manual

**Review Dates** (*review performed, no updates*): January 29, 2024

**Revision Dates** (*updates made to document*): March 9, 2023