



*University Community (faculty, graduate students and University Graduate School administration)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
APPLICATION TO GRADUATE PROGRAMS	February 2012	380.002

**POLICY STATEMENT (R\*)**

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 program director or chairperson of the department or academic unit housing the degree program will submit the admission recommendation to the Dean of the University Graduate School. 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.

**HISTORY (R\*)**

Originally 2.2.1 APPLICATION; and 2.2.2 RECORDS from Graduate Policies and Procedures Manual

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

University Graduate School  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

University Graduate School  
Modesto A. Maidique Campus  
11200 SW Eighth Street – PC 230  
Miami, Florida 33199  
Telephone: (305) 348-2455

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at [www.policies.fiu.edu](http://www.policies.fiu.edu).

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

**FORMS/ONLINE PROCESSES (O\*)**

Academic Calendar.

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

**\*R = Required \*O = Optional**