

International American University

Office of Admissions

IAU | INSTRUCTIONS FOR APPLICATION FOR ADMISSIONS

This domestic application is for applicants who are US citizens, Non F-1 status, and lawful permanent resident. If you are not sure which application to use, please email adm@iaula.edu.

All applicants applying to an academic program must 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. Admissions Portfolio (AP) should be submitted 30 days prior to the term of enrollment to ensure timely processing.

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.

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.

STEP 3: DECISION

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

DENIED: 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/REFUSE ADMISSION OFFER

If the applicant wishes to refuse the offer of admissions, simply notify the Office of Admissions.

If the applicant wishes to accept the offer of admissions, the applicant will be required to sign and submit the admissions enrollment documents provided upon acceptance to the Office of the Registrar.

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.

STEP 7: TUITION PAYMENT PLAN

In order to make monthly payments for tuition, students can arrange a Tuition Installment Plan by meeting with the Office of Student Finance.

STEP 8: NEW STUDENT ORIENTATION

IAU holds mandatory New Student Orientations (NSO) to inform students of academic policies, IAUonline, and answer any questions along the way that may help them adjust into being a new student at IAU. NSO is a requirement for all new students. Students who are unable to attend NSO shall be administratively withdrawn.

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 the Office of Admissions 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 **adm@iaula.edu**.

EMAIL. Please send ONE EMAIL with all required documents to:
adm@iaula.edu

IN PERSON. Please schedule an appointment with us to submit documents in person. Please note that in person submissions are BY APPOINTMENT only.

PLEASE CALL 213-262-3939 to make an appointment!

MAIL. Please send all required documents to:
**Office of Admissions
International American University
3440 Wilshire Blvd., Suite 1000
Los Angeles, CA 90010**

PART 1. ALL APPLICANTS MUST HAVE THE FOLLOWING:

Open House Orientation (Required for ALL Applicants)

Signed School Performance Fact Sheet (Link can be found on <http://iaula.edu/forms-downloads/> for most current fact sheet)

Application for Admissions Fee (All Applicants \$125)

Photo Headshot (Printed photo or emailed JPEG is acceptable)

Academic Credentials (Original Transcripts or Foreign Credential Evaluation

High School Diploma, GED, OR
ATBfor undergraduate applicants
only)

Evidence of English Proficiency - If English is not your native language, please provide us with one of the following:

- **Exam scores:** TOEFL PBT/IBT, IELTS, ITEP, TOEIC, or GRE
- **Academic background:** a high school diploma or completion of 24+ semester or 36+ quarter college-level units taught in English.

** (Please view website for more information on test score and grade requirements)

Copy of Identification Card - Please provide us with one of the following:

- Copy of U.S Passport
- Copy of Drivers License or other state photo identity card issued by the Department of Motor Vehicles
- Copy of Permanent Residence Card
- Copy of Foreign Government - issued Identification

PART 2. FOR DBA APPLICANTS ONLY

Letter of Interest

Two Letters of Recommendation

Resume

PART 3. ALL VA/GI BILL APPLICANTS ONLY

Notice of Basic Eligibility (NOBE)

PART 4. Optional

Transfer Credit (TRC)

Standardized Exams Credit (SEC)

PART 5 NOTES - Please indicate below if you have any special circumstances or factors so that a admissions advisor can better assist you.

IAU | ADMISSIONS APPLICATION

Complete this Application for Admissions as a PDF form. **Please note that our university will NOT accept hand-written applications.** 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 adm@iaula.edu.

1) PLEASE FILL OUT THE FOLLOWING WITH YOUR PERSONAL INFORMATION:

LEGAL NAME: _____
FIRST NAME _____ MIDDLE NAME _____ LAST NAME _____

TELEPHONE #1: _____ **EMAIL:** _____ **GENDER:** _____
MAIN

DOB (MM/DD/YYYY): _____ **HOW DID YOU HEAR ABOUT IAU:** _____ **Military Force :** _____

CURRENT STATUS: _____ **IF YOU ARE REAPPLYING, WHAT WAS YOUR FORMER STUDENT ID #?** _____

ETHNIC SURVEY _____ **COUNTRY OF CITIZENSHIP** _____ **COUNTRY OF BIRTH** _____ **CITY OF BIRTH** _____

2) PLEASE FILL OUT THE AREA BELOW WITH YOUR RESIDENCE ADDRESS:

_____ **STREET** _____ **APT#** _____ **CITY** _____

_____ **STATE** _____ **PROVINCE/TERRITORY** _____ **COUNTRY** _____ **POSTAL CODE** _____

3) PLEASE SPECIFY PROGRAM OF STUDY:

METHOD OF INSTRUCTION: _____ **ENTERING YEAR:** _____ **SELECT TERM:** _____

PROGRAM OF STUDY: _____ **ENGLISH PROFICIENCY:** _____

4) SKILLS 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.)

Yes No

1. I have access to a reliable computer with a stable internet connection.
2. I am capable of using standard hardware, such as a computer, USB drive, mouse, keyboard, etc.
3. I possess good computer software skills and can use Microsoft Office software (Word, Excel, Powerpoint), web browsers, and email programs.
4. I am a user/subscriber of web forums, blogs, social networking sites (LinkedIn, Facebook), e-commerce (Amazon, eBay) sites.
5. I have previously completed a course, academic program, and/or a professional training course online.
6. I am capable of conducting online searches and doing internet research using popular search engines (Google, Yahoo).
7. I am good at prioritizing tasks and often get things done ahead of time without being reminded by my instructor.
8. I can commit 10-15 hours to studying per week for every 3 unit course I enroll and can plan blocks of time to devote to my studies.
9. I possess good reading comprehension and can comprehend college-level texts with minimal guidance from an instructor.
10. I have local people around me (family, friends, and professional colleagues) who can provide moral, academic, and/or professional support to pursue my academic program.

