

DUAL
DEGREE



Graduate Admissions Requirements and Checklist

In order to be eligible for admission to one of our graduate programs, prospective students must have the following:

DEGREE:

1. Hold a Bachelor's degree in Business Administration or related area from an accredited college or university.

GPA:

2. Successful completion of the first year of the MBA or equivalent program at the partner school, including a minimum cumulative GPA (grade point average) of 3.25 out of 4, or its equivalent value, in these courses, or as otherwise established in the dual degree agreement with the partner university.

LETTER OF RECOMMENDATION

3. Provide a letter of recommendation from the Dean or the Director of their graduate program at the partner school.

TOEFL OR IELTS EXAM SCORES

4. Score a minimum of 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, 80 on the internet-based TOEFL, or 6.5 on the IELTS exam. Official scores must be sent directly to FIU. The official TOEFL score must be sent directly by Educational Testing Service (ETS). FIU's university code is: 5206.

TRANSCRIPTS

5. Official transcripts of both your undergraduate and graduate courses. Transcripts must be sent directly to Chapman Graduate School Admissions by all formerly attended institutions in a sealed university envelope. If official transcripts are not in English, a second copy of the transcript must be requested from previously attended institutions for translation by an official translation agency. The official translation, as well as the requested official copy of the transcript, must be submitted.
6. Official proof of degree: a notarized copy of the original diploma is required if the degree is not posted on the official transcripts. An official translation is also required if not in English.

RESUME

7. A current resume of past professional experience.

DECLARATION OF FINANCES

8. The declaration of finances form can be downloaded from: <http://business.fiu.edu/chapman/pdf/DCF-FORM-MIB.pdf>
9. Official Bank Letter showing a minimum amount of \$35,000USD. Please note that these funds must be in a checking or savings account. Also, if not denoted in US dollars, must indicate exchange rate amount. If not in English, needs to be officially translated to English. Must be on bank letterhead and in the envelope of the bank.
10. Sponsor Letter (if applicable). If bank account holder is not the student, a sponsor letter must be submitted indicating that the bank account funds are available for the student's studies and must have the signature of the sponsor.

ONLINE APPLICATION

11. Submit Graduate Application for Admission online: Please go to <http://gradschool.fiu.edu> and click on "Graduate Admissions". **The \$30 application fee will be waived.**

APPLICATION DEADLINES

Fall Term (starting in August) - April 1
Spring Term (starting in January) - September 1
Summer Term (starting in May) - February 1

APPLICATION CHECKLIST

- Submit Graduate Application Online for Admission
- Official transcripts of both undergraduate and graduate courses
- Official proof of degree
- Official TOEFL or IELTS scores
- A letter of recommendation
- A current resume of past professional experience
- Declaration of Finances Form
- Official Bank Letter
- Sponsor Letter (if applicable)