

UOnline Application Checklist

This checklist will ensure you have completed all documents necessary to submit your application for one of the University of Miami's online programs. You can create your student profile and begin your application at any time.

You do not need to submit your application all at once and can upload documents at a later time. Once you upload and submit all required documents, contact your EA for final confirmation to ensure the file is ready for review.

If you have any questions about your application or the documents required, please contact an enrollment advisor at 800.411.2290 or request information at www.miami.edu/online.

1. Approved Evaluated Transcripts

All graduate applicants who have attended a college or university outside the United States must submit official transcripts and diplomas (if available) from all colleges and universities attended to one of the three approved evaluation services listed below. Follow the specific instructions of the selected evaluation service to request a course-by-course evaluation with degree equivalency and grade point average (gpa) calculation. We do not issue any student Visa's for International UOnline students.

The evaluation report and copy of all the official documents used in the evaluation must be sent directly from one of the three approved evaluation services to the address below. It is the responsibility of the student to ensure their evaluation is sent to the correct address. Evaluations sent to other addresses on campus will not be received and will delay the admissions process.

University of Miami
Online Enrollment Office
1320 South Dixie Highway
Gables One Tower -Suite 902, Locator Code: 2991
Miami, FL 33146

The evaluation report and supporting documents are required before the Admissions Committee can review the application. Any documents received by the University will become the property of the University and will not be returned to the applicant or sent to a third party including the evaluation services.

Approved Evaluation Services:

- **Educational Credential Evaluators, Inc. (ECE)**
- **World Education Services (WES)**
- **Josef Silny & Associates (JS&A)**

2. TOEFL

Students who do not hold an undergraduate degree in the US must complete and submit their Test of English Language (TOEFL). TOEFL scores are valid for 2 years after the test date. The University will consider candidates with these minimum scores (note: TOEL score requirements may vary by program):

- TOEFL Internet Minimum Score: 94
- TOEFL Computer Minimum Score: 240
- TOEFL Paper Minimum Score: 600

The TOEFL requirement may be waived for non-native English speakers provided they meet one of the following criteria:

- Students earned their undergraduate degree in a country where the official language is English (this does not include degrees from just English-speaking institutions or just a country where English is spoken).
- Students studied in the United States at an undergraduate level for at least one year or the equivalent of 30 consecutive credit hours.
- Students have lived and worked in an English-speaking country for the past two or more years.

TOEFL Code: 5815

To schedule the TOEFL please contact the Educational Testing Service to schedule an appointment by visiting their website at <http://www.ets.org/toefl>.

To determine if you qualify for a TOEFL waiver, please contact an enrollment advisor at **800.411.2290** or you can **chat** with them online.

3. Graduate Evaluation Test Scores

Before applying to the program of your choice, check if your program requires official test scores from the GMAT or GRE. UOnline may waive test scores for qualified applicants with appropriate academic and professional experience. Students with the following credentials may qualify for a waiver (we recommend all prospective students inquire before submitting):

- Applicants who have graduated with an undergraduate degree from an accredited U.S. educational institution with a cumulative GPA of 3.0 or higher.
- Applicants with four years or more of professional full-time work experience.
- Applicants who earned a prior Master's degree at a US University
- Active Duty Military applicants.

To determine if your admission requires completion of the GRE or GMAT, please contact an enrollment advisor at **800.411.2290** or you can **chat** with them online.

Test scores must be no less than 5 years old and must be valid at the time of admission. Unofficial test scores may be uploaded to the online application for an admissions decision. Official test scores should be sent to UM using the following school codes:

- GRE: 5815
- GMAT: 7NV-S1-96

To schedule the GRE or TOEFL please contact the Educational Testing Service to schedule an appointment by visiting their website at www.gre.org or calling (800) GRE-CALL. To schedule your GMAT please visit the website at <http://www.mba.com/us>

4. Resume

Please upload an update to date resume that lists your employment history, academic history, publications, military experience, leadership roles, honors/awards, community activities and volunteering efforts.

5. Personal Statement

Please upload a one-page personal statement addressing your interest in the program you have chosen in relation to your professional background and career aspirations.

6. (2) Letters of Recommendation

To submit your letters of recommendation, first enter names and contact information for two (2) people who can comment on your professional ability in the online application.

Recommenders automatically receive an email to fill out your recommendation online, so please remember to contact your recommenders before you enter their information into the application. You can then track the status of each recommendation in the online application. Recommendations must be received by the application deadline to be considered for admissions.

We recommend requesting letters from professional or academic references who are able to provide an accurate assessment of you performance while under their supervision and can speak to why you would be a good fit for the program. Please refrain from using personal contacts.

7. Enrollment Deposit

The nonrefundable - enrollment deposit for all programs is \$300. In order to officially accept your offer of admission, you should be ready to pay this amount upon submitting your application.

Once You Complete Your Documents

1. FAFSA & Student Readiness

It is recommended that students do not wait until the final application deadline to submit their completed application file, as admitted students will need to complete a mandatory online Student Readiness Orientation (SRO) within 4 weeks of accepting their admissions offer in order to be eligible to start class. We also recommend that students submit their FAFSA (school code: 001536) during their application process in order to meet all required Financial Aid deadlines.

For the GMAT/GRE exemption parameters, the following would be a good start:

We encourage applicants with the following credentials to reach out to their Enrollment Advisor, as you may be eligible for a GMAT/GRE test waiver:

- Applicants who have graduated with an undergraduate degree from an accredited U.S. educational institution with a cumulative GPA of 3.0 or higher
- Applicants with four years or more of professional full-time work experience
- Applicants who earned a prior Master's degree at a US University
- Active Duty Military applicants