

# 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](http://www.miami.edu/online).

## 1. Official Transcripts

Please submit official transcripts from ALL academic institutions attended. Upload any unofficial transcripts to the online application (Please note: Any transcripts uploaded to the application can be used to determine application status, but are not considered official).

Send official transcripts electronically (preferred) or by regular mail:

Electronically: [etranscripts@miami.edu](mailto:etranscripts@miami.edu)

By mail:

Attn: Online Enrollment – Admissions Office  
1320 S Dixie Hwy, Suite 902 Locator-2991  
Coral Gables, FL 33146 – 2991

## 2. Test Scores

Test scores must be no more 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 & TOEFL CODE :

Institution: **5815**

Department (All UOnline programs): **4405**

■ GMAT CODES :

School of Business - UOnline Finance/Accounting Certificate: **7NV-S1-23**

School of Business - UOnline Master of Finance: **7NV-S1-35**

School of Business - UOnline Master of Professional Accounting: **7NV-S1-53**

School of Business - UOnline Professional MBA: **7NV-S1-01**

College of Arts & Sciences- UOnline Master of Public Administration: **7NV-HM-66**

School of Education- UOnline Master & EdD of Applied Learning Sciences: **7NV-HM-66**

GRE preferred, but MCAT, LSAT, or GMAT score may be accepted. International students who do not hold an undergraduate and/or graduate degree from the U.S. must also submit their Test of English as a Foreign Language (TOEFL) score.

To schedule the GRE or TOEFL please contact the Educational Testing Service to schedule an appointment by visiting their website at [www.gre.org](http://www.gre.org) or calling (800) GRE-CALL.

<http://www.mba.com/us>

## 3. Resume

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

## 4. 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.

## 5. (2) Letters of Recommendation

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 your 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.

## 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.