



Initial F-1 Student Checklist

International applicants who are entering the United States as an F-1 student should use this checklist as a guide. Below are the steps that are required to be considered for admission into the Master of Business Administration program.

Step One: Admissions Phone Interview

Applicants are required to have a phone interview with an enrollment advisor. The purpose is to go over the admissions process and admission requirements to understand the program of interest and answer all questions and concerns.

Step Two: Complete the Online Application

Once you have had your interview with admissions you'll start by completing the [online application for admission](#). Here you will make sure to certify the following:

1. English Proficiency Requirement. International applicants whose native language is not English and have not earned a degree where English is the principal language of instruction must demonstrate English proficiency using one of the following:
 - a. A minimum TOEFL iBT score of 61.
 - b. A minimum IELTS score of 6.0.

For more details on English Proficiency Requirements see International Admissions within the [Catalog](#).

2. Transcripts. * International applicants must have a 2.5 GPA or higher in their bachelor's degree or at the discretion of the College Dean have completed a masters degree with a 3.0 GPA or higher to be considered for admissions. All official transcripts must be sent to the Registrar as part of their application for admission.

**Applicants who have not completed formal education in the United States must have foreign transcripts officially evaluated by a NACES or AICE-Eval approved agency for US equivalency.*

Step Three: Complete F-1 International Admissions Supplement Packet

Once you have completed the online application you'll complete the *F-1 International Admissions Supplement Packet*. Your Enrollment advisor will send you the link accessing the packet through DocuSign. The packet includes the remaining documents required for admissions including:

1. Immigration and Visa Information
2. Emergency Contact Information
3. Professional Experience
4. Evidence of Financial Support Declaration
5. Statement of Purpose
6. International Memorandum of Understanding

All fields on the *F-1 International Admissions Supplement Packet* are required. Students are expected to carefully read all instructions and gather all required supporting documentation asked for in the packet. Once students have completed the packet and signed in DocuSign, all supporting documentation should be sent via email to your enrollment advisor.

Step Four: Receiving Form I-20 and Next Steps

If accepted into the Master of Business Administration program, you'll receive your initial Form I-20 Certificate of Eligibility. Upon receipt of your Form I-20 you will then begin the process of obtaining an F-1 visa. Please review the link below on the process of coming to the United States to study:

[Navigating the United States Immigration System](#)

Step Five: Entering into the United States

Once you receive your F-1 visa you are permitted to enter the United States up to 30 days prior to the start of your program. Review *Navigating the United States Immigration System – Arriving: Preparing for Arrival, Port of Entry, and Inspection* for more details on preparing to enter the United States.

Step Six: Registering for Courses and Preparing to Start

Tuition and fees are due during registration for class and must be paid in full at the time of registration. Deferments of payments, installment payments or payment plans are not allowed. Students are required to enroll in a minimum of 9 credit hours per semester (2 ground courses | 1 online course). Students are required to attend every scheduled class session on campus.