



Transfer F-1 Student Checklist

Below are the steps that are required to be considered for admission into the Master of Business Administration program as a transfer F-1 student.

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.
3. Upload Documents. International Applicants must upload the following documents in their application:
 - a. Copy of Passport with Photo.
 - b. Most recent I-20.
 - c. Current I-94 page.

**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: Scheduling Release Date of SEVIS Record

Your next step is to use the *Intent to Transfer Form* to schedule a release date for your SEVIS record. Please take the form to your current or formal institution where your SEVIS record is still being held and complete the form with your international student advisor or Designated School Official (DSO). Please be advised that United States University does not discriminate against any F-1 student applicant who has recently had their SEVIS record terminated. United States University remains objective in its evaluation of each applicant and each situation will be treated individually. Any questions related to termination and reinstatement can be directed to DSO@usuniversity.edu.

Step Five: 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.