

GRADUATE ADMISSIONS

Florida International University encourages and accepts applications from qualified applicants without regard to sex, physical handicap, national origin, cultural, racial, religious or ethnic background or association.

MINIMUM REQUIREMENTS FOR ADMISSION INTO GRADUATE PROGRAMS

Applicants to a graduate program of the University must meet the minimum standards set forth by the University and the program. Applicants must check the individual program requirements before submitting their applications.

A student seeking admission into a graduate program offered by the University must have a bachelor's degree or equivalent from a regionally accredited institution or, in the case of foreign students, from a well established institution of higher learning that is authorized to grant degrees by appropriate authorities in that country. The applicant must submit official copies of all transcripts, test scores and other supporting documents to Florida International University, Graduate Admissions Office, P.O. Box 659004, Miami, FL. 33265-9004. All credentials and documents submitted to the Graduate Admissions Office become the property of Florida International University. Originals will not be returned to the applicant or forwarded to another institution.

In the absence of specific program admission requirements, the applicant should have a minimum of a "B" average in upper level work, or a graduate degree from an accredited institution.

Degree programs individually determine admission requirements with respect to requiring nationally-normed examinations and the required scores. Programs that have not set their own requirements default to the University standard which is that Ph.D. programs require that scores must be at or above the 60th percentile (e.g., 1120 combined Verbal and Quantitative on the GRE or 570 composite on the GMAT) and that master's degree programs and professional doctoral degree programs require that scores must be at or above the 40th percentile (e.g. 1000 combined Verbal and Quantitative on the GRE or 500 composite on the GMAT).

Admissions at the graduate level are competitive and meeting minimum program requirements does not guarantee admission.

An applicant who fails to meet these criteria may seek admission via an exception to the admissions standards.

APPLICATION PROCESS

Students interested in applying for admission into a graduate degree program or a graduate certificate must submit their applications online by visiting FIU's website at <http://gradschool.fiu.edu> for applications and instructions. A \$30.00 non-refundable fee (U.S. Dollars) will be charged for each online application.

INACTIVATION PROCESS

Applications are valid for term of application only. Applications, which have not been acted on by the Department or remain incomplete, will be cancelled. Once an application is cancelled, the student will need to submit

a new application and application fee in order to reactivate their file for admissions consideration.

READMISSION

An admitted degree-seeking student who has not enrolled in any course at the University for two (2) or more consecutive terms, excluding summer terms and military withdrawals, will be required to apply for re-admission. The student must meet the University and program regulations in effect at the time of application for readmission. Applications for readmission are processed the same as an application for admission with the exception of needing to provide documentation already provided. If the applicant has completed courses in another institution of higher education since the last attendance at FIU, transcripts from that institution need to be submitted in addition to the application.

Application Deadlines for Domestic Students

SEMESTER	APPLICATION DEADLINE
Fall	June 1st
Spring	October 1st
Summer	March 1st

If the application and supporting documents are not received by the appropriate deadline, the student will need to submit a new application and fee for the next semester.

Note: Individual programs may have deadlines earlier than the University deadlines. Applicants should check with the program to which they are seeking admission to determine the application deadline.

CONDITIONAL ADMISSION

A graduate program may recommend for conditional admission students whose undergraduate GPA in their upper-level coursework is below 3.00 or GRE score is below the program requirements. Students who have already taken 12 graduate credits at FIU are not eligible for two term conditional admission. Any graduate credit (fewer than 12) already taken will be counted towards satisfying the conditional admission.

Students admitted under a two term conditional admission are required to: achieve a GPA of 3.25 or higher for the first 12 graduate-level credits and complete these 12 credits within first two consecutive semesters.

TRANSFER OF GRADUATE CREDIT FROM OTHER INSTITUTIONS

Doctoral programs may accept a maximum of 6 semester hours of graduate credit earned from another institution beyond a bachelor's degree. An exception is made for courses contained within an earned master's or doctoral degree. For such courses, the maximum is one fewer than half of the total credits required for the program.

Masters programs may accept a maximum of six semester hours of graduate credit earned from another institution beyond a bachelor's degree.

Acceptance of transfer credits for a course is dependent upon the following provisions:

- the student received a grade of 3.0 or better on a 4.0 scale
- the course was taken at an accredited institution

- c. the course was relevant, as judged by the admissions committee of the department or program, to the graduate program in which the student is accepted
- d. the course is listed on an official transcript received by the Graduate Admissions Office
- e. the course will not be older than six years at the time of receipt of a master's degree or nine years at the time of receipt of a doctoral degree (does not apply to credits earned as part of a completed graduate degree program)

Note: Students are advised to verify this information with the appropriate Graduate Program Director.

ACADEMIC RECORDS

Official transcripts must be sent directly from each previous institution to the Graduate Admissions Office. Documents in a language other than English must be translated by an official translation agency. Notarized translations are not acceptable.

ADMISSION OF INTERNATIONAL STUDENTS

Foreign graduate applicants are accepted subject to space and fiscal limitations. In addition to the general University admissions requirements, foreign applicants must be academically eligible for further study in their own country and must demonstrate proficiency in the English language by presenting a minimum score of 80 on the iBT TOEFL (equivalent to 550 on the paper-based version of the Test of English as a Foreign Language) or 6.5 overall on the International English Language Testing System (IELTS). However, some departments may require higher scores. Applicants who hold an undergraduate or graduate degree from an institution within the United States or other English speaking countries are not required to submit TOEFL scores. The applicant must check the individual departmental requirements. For TOEFL information, visit the following URL: <http://www.toefl.org/>.

International student applicants must meet all the admission requirements of the University as described in the previous sections and also comply with the following:

Application Deadlines for International Students

Due to the additional processing time needed, International Students should submit their applications and supporting documents much earlier than students who are U.S. Citizens or Residents. It is recommended that all international students comply with the following application deadlines:

SEMESTER	APPLICATION DEADLINE
Fall	April 1st
Spring	September 1st
Summer	February 1st

Note: Individual programs may have deadlines earlier than the University deadlines. Applicants should check with the program to which they are seeking admission to determine the application deadline.

Tuition for International Students

An international student is considered a non-resident and is assessed non-resident fees.

ANNUAL ESTIMATE¹ OF COSTS FOR NEW² INTERNATIONAL GRADUATE STUDENTS

Single Student (18 semester hours)	
Tuition and Fees ³	\$15,546
Maintenance ⁴	\$11,860
Books and Supplies	\$1,200
Medical Insurance ⁵	<u>\$1,832</u>
Total	\$30,438

¹ Based on 2009-2010 costs.

² Admitted for Fall 2006 or thereafter.

³ Tuition and fees are subject to change. Fees include: Per credit fees: \$66.59 per credit. Per Semester fees: Student Health Fee (\$67.20 per semester), the Athletics Fee (\$10.00 per semester) and Transportation Access Fee (\$82.39). Amounts shown reflect 9 graduate credit hours during Fall and Spring terms only.

⁴ Maintenance is estimated at \$1,317.77 per month to cover room, board, transportation, and personal expenses. This cost is for twelve months.

⁵ All international students are required to carry medical insurance. This cost is for twelve months.

Declaration and Certification of Finances

Upon receipt of the program's recommendation for admission, the Declaration and Certification of Finances will be mailed to the applicant. It must be completed and returned to the Graduate Admissions Office. A Certificate of Eligibility (Form I-20A) will be issued once the applicant has been found admissible to the University.

The University is required by immigration authorities to check carefully the financial resources of each applicant prior to issuing the Form I-20A. Therefore, it is important that applicants are aware of the cost of attending the University and have the necessary support funds for the period of enrollment. Applicants should refer to the Annual Estimate of Cost Chart.

The total funds available for the student for the first or second academic year, or both, must equal the total estimate of institutional costs and living expenses. All items in the Declaration and Certification of Finances must be accurately answered to avoid unnecessary delay in processing. This document must be received by the Graduate Admissions Office two months prior to the anticipated entry date.

A married student should plan on an additional \$6,000 in costs to cover the living expenses of a spouse.

A couple with children should anticipate further yearly additional costs of no less than \$4,000 for each child.

MEDICAL INSURANCE

The State of Florida requires that all international students maintain health insurance coverage to help defray the costs in case of catastrophic medical emergency. The policy must provide specific levels of coverage which have been established to ensure that the policy is adequate to provide for costs at U.S. hospitals, usually much higher than costs in many other parts of the world. In addition, a policy must have a claims agent in the United States who may be contacted by medical providers and who facilitates prompt payment of claims. The University has approved a plan which meets the state requirements and which meets the needs of most students; however, a student may select alternate coverage provided it meets the state requirements for minimal coverage. A copy of these requirements is available from University Health Services. Students are advised not to purchase insurance policies

prior to arrival without verifying that the policies meet FIU/SUS requirements. Compliance with the insurance regulation is required prior to registration.

FULL-TIME ENROLLMENT

Non-immigrant alien students in F-1 visa status are required by United States immigration regulations to be enrolled full-time, except for the Summer Terms, and to make satisfactory progress toward the degree program in each term; otherwise the student's immigration status will be jeopardized. Full-time graduate enrollment is defined as a minimum of nine semester hours during Fall and Spring terms and six credits during Summer terms. Doctoral students who have reached candidacy are considered active when registered for three credits per term. Master's students who have completed all requirements except for the thesis, and have an approved thesis on file in the University Graduate School, are considered active in program when registered for one credit per term.

It is the student's responsibility to comply with all non-immigrant alien requirements as stated under the United States laws Section 101(a)(15)(f)(i) of the Immigration and Nationality Act and the provisions of the USA PATRIOT Act.

EMPLOYMENT

The legal regulations governing F-1 student employment are complex, and advisors are available in the Office of International Student and Scholar Services to explain these regulations. In general, however, employment is available only to students who maintain their legal status in the U.S. and is regulated under three categories:

- 1) On-campus employment: F-1 students may be employed on the FIU campuses for a maximum of 20 hours per week during fall and spring semesters while school is in session, and full time during holidays, vacations, and summer. On-campus employment includes teaching and research assistantships for graduate students and hourly part time work. Students must contact individual campus departments to inquire about employment opportunities.
- 2) Off-campus employment: F-1 students may request off-campus employment under very limited conditions and only after maintaining F-1 status for at least one full academic year. Off-campus employment opportunities are not readily available, and students should not rely on off campus employment as a source of income to finance their studies.
- 3) Practical training: F-1 students may request optional practical training employment to accept jobs related to their studies. Students usually pursue practical training employment after completion of degree requirements, although in some cases practical training may be authorized prior to completion of studies. Since practical training employment is limited to one year of full-time employment for each degree level, students cannot rely on it as a source of income to finance their studies.

Note: An international student will not be granted admission to the University until all academic and non academic requirements have been met. Under no circumstances should a student come to the University

without having received the official Letter of Admission and the SEVIS Form I-20.

All correspondence and document submissions should be directed to: Graduate Admissions Office, Florida International University, P.O. Box 659004, Miami, Florida 33265-9004.

CREDIT FOR NON-COLLEGE LEARNING

Graduate credit will not be awarded for life experiences.

In cases where a student's learning experience would appear to have been sufficient to develop the understanding and skills associated with a course that would otherwise be included in his or her graduate program of study, he or she will be allowed to register for Independent Study credits and demonstrate competency through development of an appropriate project acceptable to the faculty member who represents that specific area of specialization.

Not more than 10 semester hours of a 30 semester hour master's degree, nor 15 semester hours of a 60 semester hour master's degree, may be so earned.

TRAVELING SCHOLAR PROGRAM

The University participates in a traveling scholar program which enables a graduate student to take advantage of special resources, special course offerings, research opportunities, unique laboratories and library collections available on another campus but not available on his or her own campus. Further information may be obtained from the Graduate Program Director of the program in which the student is enrolled.