International American University
Office of Admissions

IAU | INSTRUCTIONS FOR APPLICATION FOR ADMISSIONS

All applicants applying to an academic program must go through International American University's admissions process. Although the application process may seem rather daunting, we are here to guide you through it. The Admissions process is a series of steps that assist the student in achieving his or her educational goals. It also serves as an agreement between the college and applicant enrolling for credit. IAU asks that you participate in the matriculation process with us to ensure your educational success. If you commit to an educational goal, we commit to helping you succeed.

Applications for admissions are accepted throughout the year. There are (6) enrollment intakes per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term *especially if you are an F-1 applicant*. Admissions Portfolio (AP) should be submitted 30 days prior to the term of enrollment to ensure timely processing. F-1 applicants with a "change of status" should submit 60 to 90 days prior.

Spring (Jan-April)	**Summer (May-Aug)**	**Fall (Sep-Dec)**
Session 1 (Jan-Feb)	Session 1 (May-Jun)	Session 1 (Sep-Oct)
Session 2 (Mar-Apr)	Session 2 (Jul-Aug)	Session 2 (Nov-Dec)

IAU | ADMISSION PROCESS

STEP 1: SUBMIT ADMISSIONS PORTFOLIO (AP)

Applicants must submit a completed Admissions Portfolio (AP). The AP is an accumulation of all the necessary documents the Office of Admissions uses to evaluate if applicant meets criteria for the applied program. The required items are clearly listed on the Application for Admissions. Certain programs may have unique admissions requirements. Make sure you review the admissions requirements of the program to which you are applying. Use the checklist (next page) to ensure that all required documents are submitted.

Please include non-refundable application fee:
- All Applicants **$125**
- F-1 Applicants add a processing/courier fee of **$125**)

All materials must be submitted in English, and applicants must verify any translations by including the original or notarized copy of the original.

The completed AP and any supporting materials (such as transcripts and test scores) become the property of the University and will not be returned to the applicant or transmitted to a third party.

STEP 2: EVALUATION

After the Admissions Portfolio (AP) has been received, the Office of Admissions will evaluate if the applicant meets the criteria or is missing an element. IAU reviews every application individually. If an item is missing, the Office of Admissions will contact the applicant and request the missing items. If the Admissions Portfolio (AP) remains incomplete for over 30 days, the Admissions Portfolio (AP) will be discarded.

STEP 3: DECISION

Within 7-10 days of receiving a complete application, one of the following decisions shall be determined:

DENIED: If the applicant is not accepted, the Office of Admissions will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.

ACCEPTED: If the applicant is accepted for admission, an acceptance letter will be sent to the applicant along with an enrollment agreement and other admissions documents to formalize acceptance into the program.

STEP 4: ACCEPT ADMISSION OFFER

If you wish to accept the offer of admission, additional admissions enrollment documents are required to be filled, signed and returned in order to formally enroll in the program.

STEP 5: OFFICIAL ENROLLMENT

Once the admissions enrollment documents are received, you will be issued an official enrollment package, which includes an enrollment and letter, student identification number (SID#), and ID card. Also, included is a registration form for the term you wish to enter.

STEP 6: REGISTERING FOR CLASSES

Students are required to register for classes. A staff from the Office of Student Support will assist you with this process. Registration requires choosing the appropriate classes and paying tuition fees. Payment can be made via check, bank wire, credit, debit, or money order. Returned checks are subject to a $25.00 fee.

IAU | ADMISSIONS PORTFOLIO CHECKLIST

The Admissions Portfolio checklist is to help applicants monitor which requirements are complete or incomplete. Admissions forms can be found on our Forms & Downloads web page. Check off each item enclosed. Missing requirements may delay admissions processing. Once all documents are collected, please submit the documents to IAU through one of the following methods. If you have any questions regarding this section, please contact The Office of Admissions at **(213) 262-3939** or email us at **adm@iaula.edu.**

EMAIL. Please send ONE EMAIL with all required documents to: *adm@iaula.edu*

☐ *(Please note that Official Transcripts from institutions located in the United States must be official, sealed, and sent directly from the institution's office to our university.)*

IN PERSON. Please schedule an appointment with us to submit documents in person. Please note that in person submissions are <u>BY APPOINTMENT only</u>.

☐ **PLEASE CALL 213-262-3939 to make an appointment!**

MAIL. Please send all required documents to:

☐ **Office of Admissions International American University 3440 Wilshire Blvd., Suite 1000 Los Angeles, CA 90010**

PART 1. ALL APPLICANTS MUST HAVE THE FOLLOWING: (*RA) - Please submit this document if you are reapplying for admission.

☐ Open House Orientation (Required for all applicants)

☑ Application for Admissions Form (*RA)

☑ Signed Performance Fact Sheet (Link can be found on http://iaula.edu/forms-downloads/ for most current fact sheet) (*RA)

☑ Application for Admissions Fee (All Applicants $125/F-1 Applicants add an$125 I-20 Processing Fee (*RA)

☑ Photo Headshot (Emailed JPEG is acceptable)

☑ Academic Credentials (Original Transcripts or Foreign Credential Evaluations)

☑ High School Diploma, GED, OR ATB *(for undergraduate applicants only)*

☑ Evidence of English Proficiency - If English is not your native language, please provide us with one of the following:

- ***Exam scores:*** *TOEFL PBT/iBT, IELTS, iTEP, TOEIC, or GRE*
- ***Academic background:*** *a high school diploma or completion of 24+ semester or 36+ quarter college-level units taught in English.*
- ** *(Please view website for more information on test score and grade requirements)*

☐ Copy of Identification Card - Please provide us with one of the following:

☐ *Copy of U.S. Passport*   ☐ *Copy of Driver's License or other state photo identity card issued by Department of Motor Vehicles*

☐ *Copy of Permanent Resident Card*   ☐ *Copy of Foreign Government-issued Identification*

PART 2. FOR F-1 TRANSFER, CHANGE OF STATUS, AND INITIAL APPLICANTS

☑ Copy of Passport + passports for all dependents (if applicable) (*RA)

☑ Bank Statements showing financial capability (*RA)

☑ Sponsors: Affidavit of Support Form - IAU (*RA)

☐ Sponsors: Government Issued I.D. (*RA)

PART 3. FOR F-1 TRANSFER AND CHANGE OF STATUS APPLICANTS

☐ Copy of I-94 and/or I-797 Notice of Action for Change of Status Approvals (for applicants who changed status to F-1) (*RA)

☐ Copy of Visa (*RA)

PART 4. FOR F-1 TRANSFER APPLICANTS ONLY

☐ Copy of most recent Form I-20

PART 5. FOR DBA APPLICANTS ONLY

☑ Resume

☐ Letter of Interest

☐ Two Letters of Recommendation

PART 6 NOTES - *Please indicate below if you have any special circumstances or factors so that an IAU admissions advisor can better assist you.*

IAU | ADMISSIONS APPLICATION

Complete this Application for Admissions as a PDF form. **Please note that our university will NOT accept hand-written applications.** Once completed, print it, sign, and date. Submit this Application, Application Fee, and all other required admission documents. If you have any questions regarding this section, please contact The Office of Admissions at (213) 262-3939 or email us at **adm@iaula.edu.**

1) PLEASE FILL OUT THE FOLLOWING WITH YOUR PERSONAL INFORMATION:

LEGAL NAME: AMIT CHOUDHARY

FIRST NAME   MIDDLE NAME   LAST NAME   **GENDER:** Male

TELEPHONE #1: 6283545195   MAIN   **EMAIL:** amitchoudharyy03@gmail.com

DOB (MM/DD/YYYY): 10/02/2003   **SEVIS NO:** N   **IF YOU ARE REAPPLYING, WHAT WAS YOUR FORMER STUDENT ID #?**

F-1 Initial (Applying Outside US)
CURRENT STATUS:

HOW DID YOU HEAR ABOUT IAU: INTERNET

Asian/Pacific Islan	India	India	CHHABAR
ETHNIC SURVEY	**COUNTRY OF CITIZENSHIP**	**COUNTRY OF BIRTH**	**CITY OF BIRTH**

2A) IF YOU WILL APPLY TO TRANSFER YOUR CURRENT I-20 TO OUR INSTITUTION, APPLY TO CHANGE YOUR NON-IMMIGRANT STATUS TO F-1, APPLY FOR ONLINE DISTANCE LEARNING, OR A U.S. CITIZEN/ PERMANENT RESIDENT, PLEASE FILL OUT THE AREA BELOW WITH YOUR U.S. ADDRESS:

				State CA	ZIP CODE
STREET	APT#	CITY	COUNTY		

2B) IF YOU WILL SCHEDULE AN INITIAL VISA INTERVIEW TO APPLY AS AN F-1 STUDENT OR ARE IN THE U.S. APPLYING TO CHANGE YOUR NON-IMMIGRANT STATUS TO F-1, PLEASE FILL OUT THE AREA BELOW WITH YOUR FOREIGN ADDRESS:

VILL CHHABAR PO SATHANA TEH FATEHPUR		KANGRA	
STREET	APT#	CITY	
HIMACHAL PARDESH		India	176025
STATE	PROVINCE/TERRITORY	COUNTRY	POSTAL CODE

3) IF YOU ARE A F-1 APPLICANT AND HAVE DEPENDENTS, PLEASE FILL OUT THE AREA BELOW: (List additional dependents on a separate application only filing out Part3)

DEPENDENT 1 INFORMATION:

FIRST NAME	MIDDLE NAME	LAST NAME
Select RELATIONSHIP		DOB (MM/DD/YYYY)
Select GENDER		Select an Option COUNTRY OF CITIZENSHIP
CITY OF BIRTH		Select an Option COUNTRY OF BIRTH

DEPENDENT 2 INFORMATION:

FIRST NAME	MIDDLE NAME	LAST NAME
Select RELATIONSHIP		DOB (MM/DD/YYYY)
Select GENDER		Select an Option COUNTRY OF CITIZENSHIP
CITY OF BIRTH		Select an Option COUNTRY OF BIRTH

4) PLEASE SPECIFY PROGRAM OF STUDY:

PROGRAM OF STUDY: Bachelor of Business Administration (BBA)   **ENTERING YEAR:** 2023   **SELECT TERM:** Fall Session 1

METHOD OF INSTRUCTION: Classroom: Los Angles Main   **ENGLISH PROFICIENCY:** English is NOT my native language; I must provid

5) CERTIFICATION

I hereby affirm that the information provided by me in this application is true and correct, and that there are no omissions or misstatements in my application. I consent to IAU taking one or more of the following actions upon discovery, at any time, of any such omission or misstatement of mine in this application: (1) Voiding of my admissions & registration to IAU; (2) Voiding of credits for course work completed at IAU; and (3) Distribution of information relating to such omissions and/or misstatements to other academic institutions, governmental agencies, and other third parties. I have received and read a copy of the university catalog, schedules of fees, School Performance Fact Sheet, institution's cancellation and refund policies, and course descriptions. *I have read, understood, and will respect IAU's mission and faith statement as published in the catalog (*https://iaula.edu/ download/iau_catalog.pdf*) and the website* (https://iaula.edu/mission-objectives/). By signing my name, I hereby apply for admissions to the academic program selected. I understand that electronically typing my name in this document is considered to be the same legally-binding effect as signing my signature using pen and paper.

Amit   14/04/2023

(Applicant Signature - Electronic Signature)   Date

IAU | SKILL ASSESSMENT

To ensure that students will be successful, an assessment shall be made at the time of admissions evaluation. An assessment shall be made on whether each prospective student has the skills and competencies to succeed in an online learning environment, as well as a student's access to computer, software, and internet technologies. These will be taken into consideration before admitting a prospective student into the program. Applicants are to respond to the survey below so that IAU may assess the applicant's ability to be successful in an online learning environment. (NOTE: Answering "No" to any one question does not necessarily disqualify you from admissions.)

Yes No

1. [✓] [ ] I have access to a reliable computer with a stable internet connection.

2. [✓] [ ] I am capable of using standard hardware, such as a computer, USB drive, mouse, keyboard, etc.

3. [✓] [ ] I possess good computer software skills and can use Microsoft Office software (Word, Excel, Powerpoint), web browsers, and email programs.

4. [ ] [✓] I am a user/subscriber of web forums, blogs, social networking sites (LinkedIn, Facebook), e-commerce (Amazon, eBay) sites.

5. [ ] [✓] I have previously completed a course, academic program, and/or a professional training course online.

6. [✓] [ ] I am capable of conducting online searches and doing internet research using popular search engines (Google, Yahoo).

7. [✓] [ ] I am good at prioritizing tasks and often get things done ahead of time without being reminded by my instructor.

8. [✓] [ ] I can commit 10-15 hours to studying per week for every 3 unit course I enroll and can plan blocks of time to devote to my studies.

9. [✓] [ ] I possess good reading comprehension and can comprehend college-level texts with minimal guidance from an instructor.

10. [✓] [ ] I have local people around me (family, friends, and professional colleagues) who can provide moral, academic, and/or professional support to pursue my academic program.

Amit Choudhary	_Amit_	04/14/2023
APPLICANT'S NAME	APPLICANT'S SIGNATURE	DATE

IAU | ACKNOWLEDGMENTS

I hereby acknowledge the following statements are true and correct. I affirm that these statements will be considered as part of the admissions process and may influence a respective outcome. (NOTE: Answers should be Yes or No.)

Yes No

1. [ ] [✓] I am currently on an F-1 status OR intend to change/ reinstate to an F-1 status.

2. [ ] [✓] I am currently authorized to study in the U.S. and will reside within the State of California.

3. [ ] [✓] If I have been referred by a member of the IAU community, I have provided the referrer name on Page 3, Section 1, of the Application for Admissions Form.

4. [ ] [✓] I would like Transfer Credit (TRC) evaluated. By checking YES in this box, I understand that I must provide the appropriate transcript(s) or a Course-by-Course Foreign Credential Evaluation. I also understand that TRC is awarded at the sole discretion of the Office of Admissions.

IAU | EMERGENCY CONTACT INFO

LEGAL NAME: DARSHAN   KUMAR

FIRST NAME   MIDDLE NAME   LAST NAME

TELEPHONE #1: 7807393269   **TELEPHONE #2** _____   FATHER

HOME   MOBILE   RELATIONSHIP TO STUDENT