



**University
Graduate
School**

FLORIDA INTERNATIONAL UNIVERSITY

Frequently Asked Question by Students

Graduate Admissions: Admissions Requirements

- What are the admissions requirements?
Requirements vary depending on program. For list of admissions requirements, please visit:
<http://gradschool.fiu.edu/admission-requirements.shtml>

Graduate Admissions: Application Information

- As an international student, do I need to provide the Declaration of Finance, bank letter and sponsor letter along with my academic credentials?
You may provide the documents at the same time you apply. However, financial documents are not used as part of the evaluation for admissions but rather to issue the I-20 for the F-1 student visa or DOS-2019 for the J-1 student visa.
- How do I pay the application fee online if I choose to pay after I submit my application?
Log into <http://my.fiu.edu> and click on "View Application Status", click on "Application fee" and then the "Make a Payment" button.
- What are the application deadlines?
Some academic departments have specific application deadlines. To view program deadlines, please visit: <http://gradschool.fiu.edu/admission-requirements.shtml>

If a program does not have a specific deadline, the following apply:

Domestic Students

The deadlines to apply are:

Fall= June 1st

Spring= October 1st

Summer=March 1st

International Students

The deadlines to apply are:

Fall= April 1st

Spring= September 1st

Summer= February 1st

The deadlines to submit all required documents are:

Fall= June 1st

Spring= October 1st

Summer= March 1st

- What is a panther ID and how do I obtain one?

The Panther ID number is your student identification number at FIU. It will be assigned to you a few days after receipt of the online application. The confirmation of receipt of application will be sent via email and include the Panther ID.

- Where do I send my additional application materials?

If you are mailing documents from within the United States:

Florida International University

Graduate Admissions Office

PO Box 659004

Miami, FL 33265-9004

If you are mailing documents from outside the United States or using a courier service:

Florida International University

Office of Graduate Admissions

11200 SW 8th Street, PC 230

Miami, FL 33199

Students applying to programs within the College of Engineering should mail their documents to:

FIU College of Engineering and Computing

10555 West Flagler Street EC 2430 - Dean's Office

Attn: Graduate Admissions Coordinator

Miami, Florida 33174-1630

Students applying to programs within the Chapman Graduate School of Business should mail their documents to:

Florida International University

Chapman Graduate School of Business

College of Business Complex Attn: (list your program)

1050 SW 112th Avenue

Modesto A. Maidique, CBC 2nd floor

Miami, FL 33199-0001

- How can I check the status of my application?
To check the status of your application, please log into Panthersoft at <http://my.fiu.edu>, type your Panther ID and your Password. Once you log in, Panthersoft will immediately prompt you to change the password. If this is your first time logging in, your password will be your date of birth in the following format: ddMonyyyy.
- How do I login if I forgot my password?
Click on the link that says "forgot password". You will need to answer a security question and then your password will be reset to your birthday (ddMonyyyy format). If you are not able to reset your password, you will need to contact our University Technology Services at 305-348-2284 or go to their LiveChat option directly from their website at: <http://uts.fiu.edu>
- How do I apply for graduate admissions?
Here is a list of the documents you will need to provide in order to apply. All of this information is explained in more depth at: <http://gradschool.fiu.edu>
 - Graduate application (available online at <http://gradschool.fiu.edu>)
 - \$30 non-refundable application fee. This can be paid online with a credit card or by mailing a check or money order in U.S. funds payable to Florida International University.
 - GRE or GMAT test scores (if your program requires it) sent officially from the testing center. Our GRE school code is 5206. To check program requirements and deadlines, please visit: <http://gradschool.fiu.edu/admissions-requirements.shtml>
 - TOEFL scores sent officially from the testing center. Students need a minimum score of 550 paper-based or 80 internet-based. We also accept IELTS scores sent directly from the testing center. Students need a minimum score of 6.5.
 - Official University/College transcripts from all institutions previously attended in an official, sealed envelope. (If the transcripts issued by your institution are not in English, you must submit a translated copy in addition to the official transcripts. The translation must be done by an official translation service or official translator duly accredited in the United States or your home country).
 - Any other documents such as recommendation letters, resume, and/or statement of purpose may be required by your department. Their formats may also vary so you will need to contact the specific department in this regard. For department requirements and deadlines, please visit: <http://gradschool.fiu.edu/admissions-requirements.shtml>
 - Additional documents needed for international students (F-1/J-1 visas):
 - Declaration and Certification of Finance form (The DCF form may be found online through this link <http://gradschool.fiu.edu/student-forms.shtml>)
 - Bank and Sponsor letters
 - F-1 Transfer form (For international student holders of F-1/J-1 visas currently attending a U.S. institution).The F-1 Transfer form can be found online at <http://gradschool.fiu.edu/student-forms.shtml>
- Is there a paper application available?
No, graduate applications can only be submitted online at <http://gradschool.fiu.edu>. By applying online, your application is received immediately. Some programs may require a departmental application. Students are advised to check with their academic department.
- Do I need to pay an application fee?
Students must pay a \$30 non-refundable fee in order for the combined program application to be processed accordingly.

- Do you offer graduate programs online?
Yes. Information on which graduate programs are available online can be found at <http://gradschool.fiu.edu/admissions-requirements.shtml>. For specific details however you must go to the department-specific website.

Graduate Admissions: Conditional Admissions

- What does it mean to be admitted as a two term conditional student?
A graduate program may conditionally admit 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.

- What do I need to do to be fully admitted?
All students admitted under a conditional two term admission receive a letter explaining the conditional admission. Students must sign the letter indicating that they understand and accept the conditions. This letter must be returned to the University Graduate School.

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** to complete these 12 credits within first *two* consecutive semesters. Students who meet the conditions will be fully admitted into the university upon completion of the second consecutive semester.

- What happens if I do not meet the condition?
Students who do not meet the above condition will be dismissed from the University and will not be able to enroll for one year. After one year, students can apply again to FIU.

Graduate Admissions: Financial Assistance

- Where can I find current tuition and fees information?
To find the current tuition and fees, please click on the following link:
http://finance.fiu.edu/controller/UG_Calculator.htm

Currently, in-state tuition is \$441.49 per credit and out-of-state tuition is \$945.57 per credit. International students (F-1/J-1 visas) pay out-of-state tuition.

- Do you have financial aid/scholarship opportunities available?
Please click on the links below for more details on scholarship/financial aid opportunities.
Other graduate assistantships and scholarships are awarded directly through the department.

<http://gradschool.fiu.edu/fellowships.shtml>

[Fellowships/Scholarships Opportunities](#)

[Dissertation Year Fellowship](#)

[Presidential Enhanced Assistantships](#)

[Presidential Fellowships](#)

[McKnight Doctoral Fellowships](#)

<http://www.fiu.edu/scholarships/>

[University Wide Scholarships](#)

<http://gradschool.fiu.edu/current-students-funding.shtml>

[Financial Assistance Available to Graduate Students](#)

[Financial Assistance for Minorities Students](#)

[Florida Linkage Institutes \(for international students\)](#)

- How do I apply for Financial Aid?(Domestic Students Only)
To receive financial assistance you must be fully admitted to an FIU degree program or be enrolled in a qualified certificate program. For need-based aid, complete and submit the Free Application for Federal Aid (FAFSA). For complete information on applying for aid at FIU, please visit: <http://finaid.fiu.edu/>.
- What is FIU's institutional FAFSA code?
Our institutional FAFSA code is #009635.
I'm interested in Research/Teaching Assistantships. How can I obtain more information?
For RA/GA/TA opportunities, contact the academic department to which you are applying. For contact information, please visit: <http://gradschool.fiu.edu/admissions-requirements.shtml>

Graduate Admissions: Florida Residency Information

- How can I qualify for Florida residency?
In order to be eligible to qualify for Florida Residency an applicant must belong to one of the following categories:
 1. U.S. Citizen or Legal Resident Alien 2
 2. Holder of (or dependent of) one of the following visas: A, E, G, H1, I, K, L, N, O1, R, NATO, I-7, T or V.

To establish Florida residency you must provide at least two of the following forms of proof. They must be dated one year prior to the term you are seeking admission:

1. Driver's license
2. Vehicle Registration
3. Florida ID with Declaration of Domicile
4. Voter's Registration
5. Tax Return with Declaration of Domicile
6. Professional License issued by the State of Florida

If there are any discrepancies or if additional forms of proof are requested, you must provide one or more of the following:

1. Employment letter with current W-2 or W-4
2. Bank letter- Indicating activity in checking account for 12 consecutive months
3. In-state tuition receipt from another Florida State School (within the last 12 months)
4. Active Military orders
5. Letter from a Utility company
6. Lease, rental or mortgage contract
7. Warranty Deed
8. Current Florida Public School Contract
9. Marriage Certificate (dependent of Florida Resident)
10. Immigration papers (Alien Card, Work Permit, Asylum Approval, Visa Approval, etc. as required by the Graduate Admissions Office)

All applicants must also complete the Residency Classification form. The form may be obtained from the following link: <http://gradschool.fiu.edu/student-forms.shtml>. The form must be completed, signed, and submitted along with photocopies of the respective documents.

Graduate Admissions: General Questions

- What are considered official transcripts?
Official transcripts are transcripts that are issued and sealed by the institution. Often, official transcripts have the university's seal on the envelope. Transcripts are not considered official if they have been opened. In order to process an application, we need official transcripts from all previously attended schools.
- I received my undergraduate degree from FIU. Do I need to request transcripts for the Graduate Admissions office?
No. If you list FIU as one of the institutions previously attended, we will automatically obtain your official transcripts from Student Records in the Office of the Registrar.
- What is considered full-time enrollment?
Full-time enrollment at the graduate level is considered nine (9) credit-hours per semester in the Fall and Spring semesters, and (6) credits in the Summer semester (for those students who were admitted for that semester).

Graduate Admissions: Graduate School Policies

- How do I apply for graduation?
The Graduation Office is located in the Office of the Registrar. However, students can apply for graduation online at: <http://my.fiu.edu>. You may also visit <http://commencement.fiu.edu> for additional information or call (305)348-2341. Students are encouraged to meet with their advisor to ensure that there are no delays in the graduation process.
- When do I apply for graduation?
Students traditionally apply for graduation at the beginning of the semester in which they wish to graduate. Please be sure to adhere to the graduation deadlines posted in the academic calendar available at: <http://onestop.fiu.edu/>, click on Calendar & Deadlines.
- How much time do I have to complete a Master's degree?
Master's level students have six years to complete their degree. MFA students have eight years to complete their degree.
- How many credits can I transfer into a master's program?
Graduate students may transfer up to six credits from another institution.
- Do I have to be currently registered for classes to graduate?
Yes, master's students must be enrolled for at least one graduate credit in the semester they wish to graduate and doctoral students must be enrolled for at least three graduate credits in the semester they wish to graduate.
- When do my credits expire?
Master's level credits expire after six years and doctoral credits expire after nine years.
- How much time do I have to complete a Doctoral degree?
Doctoral students have nine years to complete their degree.
- Can I apply to graduate program if I have not finished my Bachelor's degree yet?
We encourage students to apply to a graduate program as early as the beginning of their senior year in college. However, students will need to request an updated set of transcripts that show the completed degree awarded in order to finalize their admission.

Graduate Admissions: Immunization Information

- I am an international student who is admitted into a fully online program. Do I need to provide proof of immunization?
International students who are admitted into fully online programs or programs hosted in the home country do not need to submit proof of immunizations. Students pursuing these programs should contact their advisor if the immunization hold appears. The advisor is responsible for sending the immunization office a list of students who are exempt from this requirement.
- I have questions about the immunization requirements. Who should I contact?
The immunization office can be reached at 305-348-2401 or 305-919-5620 or via email at immune@fiu.edu. Answers to many of your questions can be found on their website: <http://studenthealth.fiu.edu>, click on immunization.

Graduate Admissions: Program Information

- What is considered full time enrollment?
Full-time enrollment at the graduate level is considered nine (9) credit-hours per semester in the Fall and Spring semesters, and (6) credits in the Summer semester (for those students who were admitted for that semester).
- How can I receive information about the joint law and graduate degree listed in the catalog?
Current law students can apply to one of the approved graduate programs after the first year of law school is completed with the permission of the College of Law.
- How do I receive information about the College of Medicine?
For information about the College of Medicine, including admissions information, please visit their website at <http://medicine.fiu.edu/>
- How do I receive information about the College of Law?
For information about the College of Law, including admissions information, please visit their website at <http://law.fiu.edu>.

Graduate Admissions: Readmissions Information

- How do I re-apply to the university?
In order to re-apply to university, students should go to <http://gradschool.fiu.edu> for instructions on how to submit a graduate application. Students do not need to provide new transcripts unless they have attended another institution during the time they have been away from FIU.
- I have been out of the university for a few semesters. Do I need to re-apply?
If the student has been out for consecutive Fall/Spring semesters, then the student will be discontinued and must re-apply.

Graduate Admissions: Test (GMAT, GRE, TOEFL) Questions

- Am I required to take the GMAT or GRE exam?
Certain programs require the GRE exam or the GMAT exam. Some programs do not require these tests at all. To find out if your program requires the GRE or GMAT, please visit: <http://gradschool.fiu.edu/admissions-requirements.shtml>
- Is it necessary to list a department code on the GRE?
No, it is not necessary to list a department code. By listing the institutional code 5206, both the Graduate Admissions Office and the academic department will be able to obtain the scores.
- What is the difference between the TOEFL and the Institutional TOEFL?
The institutional TOEFL is offered at the English Learning Institute on our campus. We automatically receive these scores within two weeks to one month from the test date. Please note that these scores are only valid at FIU. For more information about this option visit <http://eli.fiu.edu> or call (305)348-2222.

- How do I send my test scores to you?
All GRE and TOEFL scores must be sent directly from the testing center to FIU (www.ets.org). Our institutional code is 5206.

All GMAT scores must be sent directly from the testing center to FIU (<http://www.mba.com>).
- I graduated from an institution outside of the United States. Do I need to take the TOEFL?
Students who completed their undergraduate degree in a non-English speaking country need to take either the TOEFL or the IELTS. For a list of exempt countries, please visit: <http://gradschool.fiu.edu/future-students-international.shtml>.

Graduate Admissions: Transcript Questions

- What are considered official transcripts?
Official transcripts are transcripts that are issued and sealed by the institution. Often, official transcripts have the university's seal on the envelope. Transcripts are not considered official if they have been opened. In order to process an application, we need official transcripts from all previously attended schools.
- I received my undergraduate degree from FIU. Do I need to request transcripts from the Graduate Admissions Office?
No. If you list FIU as one of the institutions previously attended, we will automatically obtain your official transcripts from Student Records in the Office of the Registrar.
- Does my previous institution have to send my transcripts directly to the Graduate Admissions office?
While we prefer to receive transcripts directly from the institution, students may hand deliver or mail transcripts to our office. Once again, transcripts must meet the afore-mentioned criteria to be considered official.
- I graduated from a university in Cuba and it is very difficult to obtain my official transcripts. What should I do?
Cuban transcripts can be obtained through the following agency:

*BES, Bufete De Servicios Especializados
Servicios Internacionales y Nacionales
Calle 23 No. 501 esq. a J, Vedado, C. Habana, Cuba
Tels: (537)832-6813, 832-6024, Fax: (537)66-2159
Email: besnet@ceniai.inf.cu*
- I studied outside of the United States. Does the same policy apply to non-US institutions as well?
Yes, students who attended schools outside of the United States need to submit an official transcript from each previously attended institution, too. If the language of the transcript is not in English, students need to submit an official translation from an official translation service too.
- If my transcripts are not in English, do I need to provide both a translation and an evaluation?
It is only necessary to provide an official translation. We have trained evaluators on staff who will evaluate your transcripts. It is not necessary to pay the extra cost for an official evaluation as we complete our own.

Graduate Admissions: 4+1 Program

- Do I need to pay an application fee?
Students must pay a \$30 non-refundable fee in order for the combined program application to be processed accordingly.
- Can I apply online to the 4 +1 program?
Students seeking admissions to a combined program cannot apply online. However you must go to <http://gradschool.fiu.edu/student-forms.shtml>. It must then be given to the graduate program director for approval and submitted either in person in PC 230 or via mail to the address provided on form.
- What is the 4 + 1 program?
The combined 4 + 1 program allows students to complete a bachelor's and master's degree in less time. If a student were to complete a bachelor's and master's degree independently it would normally take six years, while a combined program allows a student to earn the same credit in a shorter time period. Combined programs may allow up to 12 credits to be shared between degrees.
- Who qualifies for the 4 + 1 program?
Students who are currently in their senior year of undergraduate studies (working towards a bachelor's degree) and have earned at least 90 credits are eligible to apply for the combined program.
- How do I apply for the 4 + 1 program?
After speaking with your academic advisor students can obtain a paper application from our website at: <http://gradschool.fiu.edu/student-forms.shtml> underneath Combined Bachelor's/Master's form link. The form must be completed, signed by graduate program director and submitted to the Graduate Admissions Office in PC 230 along with a \$30 application fee.