



The International University

ADMISSIONS PROCESS

The University is open to all persons who are academically qualified, without regard to age, ethnic origin, nationality, race, religion, or gender who are academically qualified. New students may be admitted at the beginning of each semester (September, January or in intensive summer sessions, May, June or July).

Undergraduate Admissions

Applicants for admission from a recognized secondary school or from an approved university must complete the following for consideration for admission to the University:

General Admissions Criteria

1. Completed application form
2. Letter of motivation
3. Diplomas and certificates
4. The payment of a non-refundable application fee of 50 Euros.
5. Complete official secondary school transcripts and transcripts from other university-level institutions attended, which mailed directly to IU by the school. Official Documents must be in English or German. With unofficial transcripts, a student may be admitted provisionally as a temporary concession until the official transcripts can be obtained.
6. Financial Resource Statement including necessary notarized documentation
7. Two recent passport photos accompanying the application form.
8. Official documentation of English Proficiency (i.e. TOEFL, IELTS or FCE).
9. A copy of your passport
10. A copy of your 'Meldezettel' (for international applicants – to be presented upon arrival in Austria)
11. Proof of health insurance (for non EU citizens – to be presented upon arrival in Austria)

Upon receiving all the required data, the University will evaluate the application and notify the applicant of his/her acceptance or rejection. Typical of the American educational system, IU generally maintains an open admissions policy. This means that nearly every student with a secondary school education is given an opportunity to prove his ability to achieve on a university level. It is understood that failure to succeed in freshman classes (first level) determines which students will continue to upper-level courses.

International students (except EU citizens)

Deposit of 2.000 Euros after acceptance (required for all international students who need visa to study at IU; please submit the *Student Guarantee Deposit form* along with the deposit). If a visa is needed, it must be acquired before travel to Austria. Upon fulfillment of all enrollment criteria and notification of acceptance, an official letter will be issued for visa purposes. Please understand that the deposit can only be applied toward tuition costs and not before the completion of the first enrolled year.

Applying to transfer from another university: Upon receiving all the required data, the University will evaluate the application and notify the applicant of his/her acceptance or rejection. Generally, an applicant must have been a student in good standing at the former recognized university to be admitted to IU. An exception may be granted permitting a student provisional/probationary admittance pending satisfactory completion of the first semester's work.

Types of Undergraduate Admission

Admission to the University may be granted in one of the following categories:

1. Early admission. An applicant in the last year of secondary school (high school) may be admitted to some university courses on the basis of individual exceptional academic qualifications such as Advanced Placement (AP) or International Baccalaureate (IB) status. Such credit is held in escrow until the individual completes the secondary school (high school) program.
2. Regular admission. All qualifications are met for standard university level work to be engaged in by the applicant. Students whose Grade Point Average (GPA) does not meet the minimum standard of IU students will be admitted on probation and will need to follow the same procedures to come to A Good Standing as required of IU students.
3. Probationary admission (Provisional). Students who have not completed all requirements for admission may be admitted for one semester on Probation. This status is removed when all requirements are met or when the student successfully completes 15 semester hours at IU. Transfer students who are not in A Good Standing with their previous University may be admitted on probation for one semester, but must do AC@or above work to continue.
4. Special student admission. An applicant who wishes simply to take courses without seeking a degree, or one who has an earned university degree but wishes to take additional courses in some area for career or personal development may be admitted in this status.
5. Joint admission. An applicant who wishes to take a course at IU while enrolled in another university may be permitted to do so on an individual evaluation basis. Failure to report to either university the enrollment in the other university may result in dismissal and loss of credit at either or both universities.

Graduate Admissions

Master of Business Administration Program and Master of International Business

The applicant must:

1. Present a completed application form, including a one or two-page essay on: How the MBA/MIB will help me achieve my career goals.
2. Pay a non-refundable application fee of 60 Euros.
3. Letter of Motivation
4. Two letters of reference
5. Submit two letters of recommendation.
6. Official documentation of English Proficiency (i.e. TOEFL, IELTS or CAE).
7. A copy of your passport
8. Financial Resources Statement (including necessary notarized documentation)
9. Have official records evidencing an earned bachelor's degree sent to the University by the institution issuing the degree. With unofficial transcripts, a student may be admitted provisionally until the official transcripts can be obtained.
10. Have a major or minor (or the equivalent) in business studies-related courses in the undergraduate degree program. In the instance of conditional admission to the program, undergraduate courses may be required as leveling work before taking graduate-level courses. Leveling courses must be completed with a grade of "B" or above.
11. A copy of your 'Meldezettel' (for international applicants – to be presented upon arrival in Austria)
12. Proof of health insurance (for non EU citizens – to be presented upon arrival in Austria)

Master of Arts in Diplomatic and Strategic Studies and Advanced Master of Arts in Diplomatic and Strategic Studies

The applicant must:

1. Present a completed application form, including a two-page essay on one of the topics listed below:
 - Diplomacy and diplomatic relations serve many purposes. Name and discuss some of them.
 - Discuss an event/instance in your own country's history (preferably recent, i.e., the 20th century) where diplomacy played an important role and had a significant effect on your country's political development. If there are no such examples in your own country, choose another country.
 - Diplomacy is one of the most important tools for solving international political conflicts. Give examples and discuss them in detail.
2. Pay a non-refundable application fee of 60 Euros.

3. Letter of Motivation
4. Two letters of reference
5. Submit two letters of recommendation.
6. Official documentation of English Proficiency (i.e. TOEFL, IELTS or CAE).
7. A copy of your passport
8. Financial Resources Statement (including necessary notarized documentation)
9. Have official records evidencing an earned bachelor's degree sent to the University by the institution issuing the degree. With unofficial transcripts, a student may be admitted provisionally until the official transcripts can be obtained.
10. Have a major or minor (or the equivalent) in diplomatic studies-related courses in the undergraduate degree program. In the instance of conditional admission to the program, undergraduate courses may be required as leveling work before taking graduate-level courses. Leveling courses must be completed with a grade of "B" or above.
11. A copy of your 'Meldezettel' (for international applicants – to be presented upon arrival in Austria)
12. Proof of health insurance (for non EU citizens – to be presented upon arrival in Austria)

International students (except EU citizens)

Deposit of 2.000 Euros after acceptance (required for all international students who need visa to study at IU; please submit the *Student Guarantee Deposit form* along with the deposit). If a visa is needed, it must be acquired before travel to Austria. Upon fulfillment of all enrollment criteria and notification of acceptance, an official letter will be issued for visa purposes. Please understand that the deposit can only be applied toward tuition costs and not before the completion of the first enrolled year.

Types of Graduate Admission

1. Regular Admission: All conditions are met; the student is fully qualified to pursue the degree.
2. Conditional Admission: Student is admitted on a provisional basis until all conditions are met. For example, if the student lacks the necessary leveling courses, any course taken in the graduate program will be held in escrow until the prerequisite courses are completed.
3. Joint Admission: A student with senior standing doing undergraduate studies may be permitted to take graduate courses. Credits will be held in escrow until the student completes the bachelor's degree.