

INTERNATIONAL GRADUATE STUDENT ENROLLMENT CHECKLIST Master of Science in Sport Management

This checklist will simplify and organize the application process.

Please refer to other admissions documents such as the budget and any correspondence with the Admissions Office for details.

Remain in contact with your admissions counselor.

- 1. Complete the **Application for Admission**, www.grandview.edu > Graduate Admissions.
- 2. A **baccalaureate degree** earned from a regionally accredited institution, evidenced by an official transcript. Transcripts must be sent directly from the institution(s) granting the credit. If college coursework from a foreign institution has been completed, official college transcripts must be sent directly from the institution. All documents must be translated and certified in English using an agency such as WES.
- 3. **Validated minimum undergraduate grade-point average of 2.75** on a 4.0 scale. If your GPA is less than 2.75, please address in a cover letter or an addendum.
- 4. A **statement of purpose letter** that addresses:
 - the student's interest in the program, including the identification of short-term and long-term career goals;
 - the skills and experiences the student will contribute to the program;
 - expectations the student has of the program.
- 5. A **professional resume**.
- 6. **Two letters of recommendation** (professional and/or academic) using the online form with the application for admission.
- 7. **All international applicants are required to submit an English Proficiency Exam** unless you reside in a country where English is the ONLY official language. Exam results must be less than two years old. Exam options and score requirements may be found at grandview.edu/admissions/international/requirements.
- 8. Demonstrate on the **Official Certification of Finances** form that you have adequate financial resources to cover the estimated annual expense budget. This form will be given to the student by the international admissions counselor. Current bank statements must also be submitted along with the financial form.
- 9. **Copy of Passport** and/or Photo ID. The I-20 needs to match the passport/ID exactly.
- 10. **Complete the I-901 form and pay the \$350 processing fee.**
You can do this online at <https://www.fmjfee.com/i901fee/>.