

## 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](http://www.grandview.edu) > Graduate Admissions.
- 2. Pay your **application fee** of \$40.00, nonrefundable.
- 3. 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.
- 4. **Validated minimum undergraduate grade-point average of 3.0** on a 4.0 scale. If your GPA is less than 3.0, please address in a cover letter or an addendum.
- 5. **Scores** from the Graduate Record Exam (GRE), the Graduate Management Admission Test (GMAT), or a written essay (in addition to the required cover letter). Go to [www.gmat.org](http://www.gmat.org) or [www.gre.org](http://www.gre.org). The GRE is most appropriate for those in education and nursing, the GMAT for those in business. Visit [www.grandview.edu](http://www.grandview.edu) > Graduate Admissions for more information on the entrance exams and instructions about the essay.
- 6. A **cover 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.
- 7. A **professional resume**.
- 8. **Three letters of recommendation**, including one from an undergraduate faculty member (or a substitute approved by the Council of Graduate Studies), one from an employer, and one from another person who can attest to the student's ability to successfully engage in graduate study. Instead of a letter of recommendation, you may ask your recommenders to fill out and submit the electronic recommendation form located on our website at [www.grandview.edu](http://www.grandview.edu) > Graduate Admissions.
- 9. **Official TOEFL, IELTS or iTEP scores** will be required if your native language is not English. Required minimum score ranges for overall and subtests for TOEFL paper exams are 500 – 550 and internet-based exams are 60-79. For IELTS, we accept minimum scores between 5.0 and 5.5 and for iTEP the minimum score range is 3.4 to a 3.9. For TOEFL reporting purposes our code is 6251.
- 10. 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.
- 11. **Copy of Passport** and/or Photo ID. The I-20 needs to match the passport/ID exactly.
- 12. **Complete the I-901 form and pay the \$350 processing fee**. You can do this online at <https://www.fmjfee.com/i901fee/>.