

# UOnline Application Checklist

This checklist will ensure you have completed all documents necessary to submit your application for one of the University of Miami's online programs. You can create your student profile and begin your application at any time.

You do not need to submit your application all at once and can upload documents at a later time. Once you upload and submit all required documents, contact your EA for final confirmation to ensure the file is ready for review.

If you have any questions about your application or the documents required, please contact an enrollment advisor at 800.411.2290 or request information at [www.miami.edu/online](http://www.miami.edu/online).

## 1. Official Transcripts

Please submit official transcripts from ALL academic institutions attended. Upload any unofficial transcripts to the online application (Please note: Any transcripts uploaded to the application can be used to determine application status, but are not considered unofficial).

Send official transcripts electronically (preferred) or by regular mail:

Electronically: [etranscripts@miami.edu](mailto:etranscripts@miami.edu)

By mail:

Attn: Online Enrollment - Admissions Office

1320 S Dixie Hwy, Suite 902 Locator-2991

Coral Gables, FL 33146 - 2991

## 2. Test Scores

Before applying to the program of your choice, check if your program requires official test scores from the GMAT or GRE. UOnline may waive test scores for qualified applicants with appropriate academic and professional experience. Students with the following credentials may qualify for a waiver (we recommend all prospective students inquire before submitting):

- Applicants who have graduated with an undergraduate degree from an accredited U.S. educational institution with a cumulative GPA of 3.0 or higher
- Applicants with four years or more of professional full-time work experience
- Applicants who earned a prior Master's degree at a US University
- Active Duty Military applicants

To determine if your admission requires completion of the GRE or GMAT, please contact an enrollment advisor at 800.411.2290 or you can **chat** with them online.

Test scores must be no less than 5 years old and must be valid at the time of admission. Unofficial test scores may be uploaded to the online application for an admissions decision. Official test scores should be sent to UM using the following school codes:

- GRE: 5815
- GMAT: 7NV-S1-96

To schedule the GRE or TOEFL please contact the Educational Testing Service to schedule an appointment by visiting their website at [www.gre.org](http://www.gre.org) or calling (800) GRE-CALL. To schedule your GMAT please visit the website at <http://www.mba.com/us>

## 3. Resume

Please upload an update to date resume that lists your employment history, academic history, publications, military experience, leadership roles, honors/awards, community activities and volunteering efforts.

## 4. Personal Statement

Please upload a one-page personal statement addressing your interest in the program you have chosen in relation to your professional background and career aspirations.

## 5. (2) Letters of Recommendation

To submit your letters of recommendation, first enter names and contact information for two (2) people who can comment on your professional ability in the online application.

Recommenders automatically receive an email to fill out your recommendation online, so please remember to contact your recommenders before you enter their information into the application. You can then track the status of each recommendation in the online application. Recommendations must be received by the application deadline to be considered for admissions.

We recommend requesting letters from professional or academic references who are able to provide an accurate assessment of your performance while under their supervision and can speak to why you would be a good fit for the program. Please refrain from using personal contacts.

## Once You Complete Your Documents

### 1. FAFSA & Student Readiness

It is recommended that students do not wait until the final application deadline to submit their completed application file, as admitted students will need to complete a mandatory online Student Readiness Orientation (SRO) within 4 weeks of accepting their admissions offer in order to be eligible to start class. We also recommend that students submit their FAFSA (school code: 001536) during their application process in order to meet all required Financial Aid deadlines.

For the GMAT/GRE exemption parameters, the following would be a good start:

We encourage applicants with the following credentials to reach out to their Enrollment Advisor, as you may be eligible for a GMAT/GRE test waiver:

- Applicants who have graduated with an undergraduate degree from an accredited U.S. educational institution with a cumulative GPA of 3.0 or higher
- Applicants with four years or more of professional full-time work experience
- Applicants who earned a prior Master's degree at a US University
- Active Duty Military applicants