

How to Apply

Thank you for your interest in Iowa State University! Please read these instructions and the application questions carefully before completing the form to make sure you have everything you need to complete it.

Application fee

The application fee is \$40 for Summer 2010, Fall 2010, and Spring 2011. (Students applying for Spring 2010 pay only \$30.) This is a nonrefundable fee. The only fee waivers are given to McNair Scholars (see below). If you are not able to submit your online application because you are not able to pay the application fee by credit card or online check, you may still complete the online application, print it off, and attach your personal check. All checks or money orders should be made payable to Iowa State University.

Applying for multiple programs

Students are cautioned against selecting multiple programs on their application, as our programs will be able to see that you are applying to more than one graduate program, and it may impact their decision. However, we do make that option available on the application. **Please be aware that by selecting multiple programs, you will incur multiple application fee charges. You will be charged \$80 for two programs, and \$120 for three programs.** You will not need to submit additional copies of your academic transcripts or letters of reference, as those will be made available to all departments to which you apply. However, you will have to provide any supplemental materials required by the various programs to which you apply. You may wish to leave the Statement of Purpose on the application blank and submit separate ones directly to each department instead.

Note for former Iowa State students

If you were previously enrolled at Iowa State University as a degree-seeking student, you can apply online for an electronic processing fee of \$6.00. If you would rather not pay that fee, simply print your application as instructed above and mail it to us. You do not need to request your Iowa State University transcripts; the Office of Admissions obtains them directly.

Note for McNair Scholars

If you are a McNair Scholar, the Graduate College at Iowa State will waive the \$40 application fee. You will need to pay the \$5.00 electronic processing fee,

but that fee will be refunded if you enroll at Iowa State. If you prefer not to pay that fee, you may print your application and submit it by mail along with a note indicating that you are a McNair Scholar and are requesting a fee waiver.

Degree requirement

In order to be considered for admission, your degree must have been received from a college or university that is accredited by a US regional accreditation body. If you have attended a non-US institution, your undergraduate degree must be recognized by the Ministry of Education in the country in which it was earned, and your degree must be accepted by Iowa State as the equivalent of a US bachelor's.

Graduate Records Examination (GRE)

The university requires official results be sent directly by the Educational Testing Service. You may register for the GRE at www.ets.org. Our School Code is 6306. Please note: All official GRE scores come to the Office of Admissions, regardless of the Department Code you select. To expedite the processing of your application, the graduate program to which you are applying may request that you send photocopies of your official GRE results to them.

Graduate Management Aptitude Test (GMAT)

The GMAT is accepted or required of applicants to business-related programs. You may register for the GMAT on the Internet at www.mba.com. Use the following program codes:

- TNQ-WX-51 Masters in Accounting
- TNQ-WX-01 MS in Information Systems
- TNQ-WX-43 MBA, Evening
- TNQ-WX-70 MS in Information Assurance
- TNQ-WX-93 MBA, Full Time
- TNQ-WX-94 MBA, Saturday
- TNQ-WX-28 Apparel, Educ. Studies & Hospitality

Letters of recommendation

The Graduate College requires three letters of recommendation, and prefers that you use the online letter of recommendation process. By including your recommenders' names and e-mail addresses on the application form, they will be sent instructions on how to submit their letter electronically. If recommenders insist on submitting a hard copy, they must complete the Letter of Recommendation form available on our website, and submit it directly to the graduate program(s) to which you are applying (NOT the Office of Admissions). Please remember to provide the recommender with the address of the graduate program to which you are applying.

Official academic records

Iowa State requires official academic records and statements of all degrees earned from all institutions attended since secondary school. **Faxed, scanned, and notarized copies are not considered official and will not be accepted.**

Any academic records, certificates, translations, or examination results that appear irregular will be verified with the appropriate school or examination authorities, and the application process will be delayed until verification is received. If it is determined that an applicant has submitted false records, or omitted information about their previous school attendance, his/her application will be denied, and legal action may be taken.

Nonnative English speakers

For the purpose of applying to Iowa State, English may be considered your primary language if you have been raised in an environment where English is the only official language of your locality and nation, and English is the language used in your home. If your primary language is not English, you must submit scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

This requirement is waived for nonnative English speakers if you have earned a bachelor's or master's degree from a country where English is the only official language, such as the United States.

You may register for the TOEFL at www.ets.org. When requesting official test scores be sent to Iowa State by the Educational Testing Service, use School Code **6306**. IELTS registration information is also available online at www.IELTS.org.

The Graduate College has a minimum English proficiency requirement (listed below) **but most programs require higher scores**. Therefore, you should check the requirements in the [Program Requirements](#) section for each program's minimum.

- Internet Based TOEFL (iBT) 79
- Paper-Based TOEFL (PBT) 550
- IELTS 6.5

Mailing materials

It is very important for prompt processing of your application that you separate any materials that go to Admissions from the materials that go to the graduate program, and send them in separate envelopes. **Admissions will NOT forward materials to the department to which you apply.** (NOTE: Some graduate departments require that you send everything to them. Consult the [Program Requirements](#) section for instructions.)

1. Office of Admissions, 100 Enrollment Services Center, Iowa State University, Ames, IA 50011-2011

- The online application for admission and application fee will go to the Office of Admissions. (Please do NOT send a paper copy of your application unless you do not apply online.)
- Official university transcripts and degree statements (do **not** send high school records please)
- Official examination results are to be sent to us directly by the appropriate testing service, not the applicant.

2. Graduate Program (The address to which Graduate Program materials are to be sent is listed in [Program Requirements](#).)

- Letters of reference, and additional supporting materials required by the graduate program to which you are applying should be sent to the program. (These requirements are listed in [Program Requirements](#).)

Checking your status

We ask for your patience as we complete our processing. Due to the high volume of materials received in our office during our peak review season (December through March), we cannot automatically acknowledge receipt of applications and supporting materials. It is your responsibility to ensure that you have submitted all the required documents; our volume of applications does not allow us to routinely notify applicants of missing application materials.

If you would like to make an inquiry, go to URL: www.admissions.iastate.edu/forms/statuscheck/gr_statuscheck.php. Please include your name, your date of birth, and the graduate program to which you are applying. That will make it much easier for us to locate your application.

Notification

When your file is complete, it is made available for review by the program to which you have applied. When the decision is made by the admissions committee, their recommendation must then go to the Graduate College for approval by the Dean. After that, the letter of admission is sent to you by the Office of Admissions.

Questions?

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