ADMISSIONS

Applying to the Online Programs
If students would like to apply to a UOnline program, they will need to create a profile and apply online via our on line application portal found at https://myonline.miami.edu. Here students will be assigned a personal Enrollment Advisor who will help guide them as the student submits all the components and required documents for their application. Students’ Enrollment Advisors will also guide them through the onboarding process and be available to answer any questions.

TOEFL (Test of English as a Foreign Language)
If students do not hold a U.S. undergraduate degree, they may be required to take the TOEFL exam. If they are required to submit a TOEFL score, students should visit http://www.ets.org/toefl to arrange to take the test. The TOEFL code for the University of Miami is 5815.

The University will consider candidates with these minimum TOEFL scores; however, TOEFL score requirements may vary by program:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Minimum Score</td>
<td>94</td>
</tr>
<tr>
<td>Computer Minimum Score</td>
<td>240</td>
</tr>
<tr>
<td>Paper Minimum Score</td>
<td>600</td>
</tr>
</tbody>
</table>

The TOEFL requirement may be waived for non-native English speakers provided they meet one of the following criteria:

- Students earned their undergraduate degree in a country where the official language is English (this does not include degrees from just English-speaking institutions or just a country where English is spoken).
- Students studied in the United States at an undergraduate level for at least one year or the equivalent of 30 consecutive credit hours.
- Students have lived and worked in an English-speaking country for the past two or more years.

Letters of Recommendation
Letters of Recommendations must be submitted directly by the student’s recommender to the student’s Enrollment Advisor and are not submitted through the Online Application. Letters of Recommendation submitted by the student through the Online Application will not be accepted. The student’s Enrollment Advisor will provide the student with the Letter of Recommendation guidelines and submission criteria that the student can give to their recommenders.

Letters of Recommendation will only be accepted in a pdf format sent directly from the recommender to the student’s Enrollment Advisor and must have all of the required components as per the submission criteria provided. Letters of Recommendation received in a Word document, body of an email, or any other format will not be accepted.

Admissions & Admissions Decisions
Once the University receives the student’s complete application with all required documents, the admissions review process will start.

Regular Admit (with Official Transcripts)
If the application meets the standard admissions requirements and the University has received all official transcripts (please see the Transcripts section), the student will receive an offer of full admission in approximately 48 business hours after the University has received the completed application. The student will receive an official email from the Enrollment Advisor and be able to view the admissions decision via their Online Application portal.

Conditional Admit (with Unofficial Transcripts and/or Test Scores)
If the application fully meets the standard admissions requirements, the student may be conditionally admitted if the University has received and accepted the unofficial transcripts for all institutions attended and/or the student’s unofficial test scores (if required). Unofficial transcripts may be considered acceptable ONLY IF ALL the following items are legible on the transcript document:

- Name of the institution
- Student name
- Cumulative Grade Point Average (preferred)
- Course numbers
- Course names
- Credit hours earned
- Grades earned
- Degree conferred with date (if applicable)
- No other documents will be accepted

Students receive notification typically within 48 business hours after the University has received a complete application (including other required documentation) that the student has been Conditionally Admitted. The notification of Conditional Admission will also address the requirements the student will have to satisfy in order to be officially admitted. The failure to meet any of these conditions will be grounds for the withdrawal of the Conditional Admission and/or the withdrawal from all programs. The student will receive an official email from his/her Enrollment Advisor and be able to view the admissions decision via your Online Application portal.

Students MUST pay their tuition bill or have accepted their Financial Aid Award, no later than by the payment due date. Once students are fully admitted and have paid their non-refundable enrollment deposit, they can receive financial aid within the same term, provided the University has granted the student full admission during the same academic year. Students may start their course and continue through the term as long as they have been awarded Financial Aid, and have accepted their Financial Aid award no later than the first day of class. Student’s Financial Aid funds will not be disbursed until all official admissions documents and all required Financial Aid documents have been received.

Students will not be registered for the next term until their current balance is paid in full. In the event the student’s financial aid award is delayed, students should work directly with their Enrollment Advisor to determine the appropriate next steps and ensure they meet the appropriate payment deadlines. Students should refer to the Academic Calendar (http://www.miami.edu/index.php/registrar/calendar) for
important deadlines regarding Financial Aid Application due dates. Students may submit their FAFSA after the Financial Aid application priority consideration due date, but may have to use an alternative form of payment if their Financial Aid is not processed by the required payment deadlines.

Students should review the Monthly Payment Plan (MPP) section for guidance on setting up a monthly payment plan. Also, the Payment Policies section for payment options and consequences for non-payment. Monthly payment plans are available for students at the beginning of each term. Fall and Spring MPP consist of four (4) payments; however, Summer MPP consist of three (3) payment options.

Students should review the Transcripts section for official transcripts deadlines and consequences if the University has not received all official transcripts. Students should also review the UOnline Academic Calendar (http://www.miami.edu/index.php/registrar/calendar) for official transcript deadlines.

Accepting Admission
When a student’s admission decision has been made, the student will receive an official Admissions decision email from the Enrollment Advisor. Students can also view the admissions decision and receive next steps via the online application portal found at https://myonline.miami.edu.

A student’s Enrollment Advisor will guide him/her through the next steps to accept their offer of admission and pay their non-refundable enrollment deposit. A student’s offer of admission has not been accepted until their non-refundable enrollment deposit has been paid.

Offer of Admission Expiration
Offers of Admission are valid 1 calendar year (or 365 days) from the date of the admission offer as noted on their official admission letter sent via email. To officially accept the offer of admission, a student must log into Canelink and pay their non-refundable enrollment deposit. If a student has not accepted an offer of admission within a year of issuance, he/she must reapply to the University and program. Student should contact the Online Enrollment Office to verify what documents must be submitted for consideration.

Reapplying/Readmission
There are a few situations in which students have to reapply to a program. Students will have to reapply to a program if:

- A student’s original Offer of Admission has expired and he/she never started the online program.
- A student requests to change to a different program.
- A student has been withdrawn from his/her program for more than 1 year.
- A student failed to meet the requirements of a Conditional Admission.

To reapply, students can login and start the Online Application (https://applyonline.miami.edu/SignIn) using their previous log-in credentials. A student should contact the Online Enrollment Office at 1-800-411-2290 if they have questions regarding the application.

If a student’s application does NOT meet the standard admissions requirements, he/she will receive a notification that he/she has not been admitted into the program typically within 48 business hours after the University received the student’s completed application. Students will receive an email from their Enrollment Advisor and be able to view their admissions decision via their Online Application portal (https://applyonline.miami.edu/SignIn).

If a student is not admitted into a program, he/she will receive an explanatory email from the Enrollment Advisor and will be able to view their admissions decision via their Online Application portal. Students may be eligible to reapply once they have met the admission requirements or choose to apply to a new program. A student’s Enrollment Advisor will contact a student to discuss their options.

Transcripts for Admissions

Official Transcripts

- MUST Arrive in a sealed envelope with the school’s stamp/seal across the back or on the institution’s official envelope
- Be opened only by a member of the University of Miami admission staff
- Have a Registrar’s signature and/or watermark and/or indented seal which appears on the transcript

Mailing Address for submission of transcripts:
University of Miami Online Enrollment Office 1320 South Dixie Highway Gables One Tower – Suite 902, Locator Code: 2991 Miami, FL 33146

Please ensure that the locator code is included in the address. Transcripts may not be received if address is missing the locator code.

Electronic Transcripts

Electronic transcripts will be considered official if they are sent directly from the accredited institution and received directly by the Online Enrollment Office at etranscripts@miami.edu. A transcript sent directly to the student’s Enrollment Advisor will be considered as unofficial and will need to be re-sent to the official etranscripts address.

Official Transcripts, Scores & Conditional Admission

The University must receive official transcripts for all institutions attended before any student can be considered fully admitted into the University.

Official Transcripts Due Date

If a student was Conditionally Admitted into a program with unofficial transcripts, the University MUST receive the student’s official transcripts from all institutions attended by the last day of the 1st session of the first term as entered on their online application. A student’s Admissions letter will provide the exact due date for the official transcript(s) and he/she may check Canelink to verify that the University has received the student’s official transcripts. Students should refer to the Academic Calendar for important due dates.
Official Test Scores Due Date
If a student was Conditionally Admitted into a program with unofficial test scores and is required to submit official GRE, GMAT or TOEFL official test scores, the University MUST receive their official test scores by the last day of the 1st session of their first term. A student’s Admissions letter will provide the exact due date for the student’s official test score(s) and he/she may check Canelink to verify that the University has received the student’s official test scores. Students should refer to the Academic Calendar for important due dates.

Financial Aid & Tuition Payment
If students apply for Financial Aid, Financial Aid will be NOT be awarded until the University has received the official transcripts from all institutions attended and/or test scores, if required. Please see the Financial Aid (http://bulletin.miami.edu/general-university-information/financial-assistance) section for more information about Financial Aid eligibility and awarding.

Because Financial Aid will not be awarded until official transcripts from all institutions attended and test scores are received, a student MUST pay the tuition bill by the payment due date. Students should review the Payment policies for payment options and consequences for non-payment.

Official Transcripts and Test Scores Not Received
If Official Transcripts and/or Test Scores (if required) are NOT received by the due date:

• A student will be removed from the next course
• A student will be administratively withdrawn and may be reinstated if the University receives the student’s official transcripts.

Enrollment Deposit
Once students have received their offer of admission or conditional admission, they will pay a non-refundable enrollment deposit in order to accept their offer of admission. Once the deposit in full has been received, students will be registered for their online orientation and first courses by their Enrollment Advisor.

What the Enrollment Deposit Is
The enrollment deposit payment is:

• Paid one time per UOnline program
• Non-refundable including if the student’s Offer of Admission has expired and he/she never started the program or if they were conditionally admitted and did not meet the conditions for full admission.
• Due no later than the date listed on the academic calendar.
• Applied against a student’s 1st tuition bill
• Valid for as long as the Offer of Admission is valid:
  • If a student’s Offer of Admission for their UOnline program has expired and he/she reapplies to any program (campus-based or online), a student will be required to pay the deposit again and any applicable fees.
  • Transferrable to a new UOnline program: if a student applies to a new UOnline program while the existing Offer of Admission is still valid, the student will not have to pay the deposit again.

• Not transferrable to any campus-based program.

Paying the Enrollment Deposit
After a student has received the Offer of Admission, the student will be provided access to Canelink to pay the student’s enrollment deposit with the following payment options:

• Online Credit Card payment:
  • MasterCard
  • Visa
  • American Express
  • Discover
• E-check (drawn on a US bank only)
  • Bank-to-Bank, Exchange Bureau or Wire Transfer.
    • Students are responsible for any fees or currency exchange processing charged by their bank or exchange bureau when transferring funds and should account for this when sending tuition payments.