GRADUATE ADMISSION

Application for Admission

Application information and forms for degree and non-degree admission may be accessed by visiting admissions.iit.edu/graduate.

All documents submitted in support of an application must be the original. Documents may not be duplicated, transferred, forwarded, or returned once they have been submitted to the university. A non-refundable application/processing fee must accompany the application. Students will find current application fees, applications, and instructions at admissions.iit.edu/graduate. Students applying to Stuart School of Business, Chicago-Kent College of Law, Institute of Design, Department of Psychology, and College of Architecture should visit their respective websites for information. Any applicant or student who has attended the university previously is not required to submit an additional application fee.

Students who do not register for the semester they originally applied for must contact the Office of Graduate Admission and request to defer their admission for up to one year. Deferral requests may be submitted to grad.admission@iit.edu. Transcripts must be submitted for all courses attempted at other institutions. Students wishing to register more than one year after the initial application must apply as a new student and resubmit all documents and fees.

Applications and information for graduate programs in business may be obtained from Stuart School of Business by visiting stuart.iit.edu.

Applications for programs in law may be obtained from Chicago-Kent College of Law by visiting kentlaw.iit.edu, by calling 312.906.5020, or by writing to the college at 565 W. Adams, Chicago, IL 60661.

Applications for the College of Architecture are available by visiting arch.iit.edu or by phoning 312.567.3260. The college’s mailing address is Crown Hall, 3360 S. State, Chicago, IL 60616.

Degree-Seeking Versus Non-Degree Status

A degree-seeking student is a registered student who submitted an application for admission as a degree-seeking student, was accepted by an academic unit in a specific degree program, and received a formal letter of admission. Degree-seeking students are required to register every semester except summer unless they are granted an official leave of absence from the Office of Graduate Academic Affairs (see the Leaves and Withdrawals section of this bulletin for more information).

A non-degree student is a registered student who holds an undergraduate degree from an accredited institution, submitted an application for admission as a non-degree student, and was admitted. Non-degree students are those who wish to improve their professional or personal development without being required to fulfill degree requirements, are not certain about their prospective field of study, have less than a 3.0/4.0 undergraduate GPA, or are unable to submit a completed regular application prior to the beginning of the semester. Non-degree students are not accepted into a graduate degree program and are not classified as degree-seeking students. (See below for procedures on becoming a degree-seeking student.)

Admission as a Degree-Seeking Student

To apply, please submit an application, including all supporting documents and application fee, prior to the published deadlines. Applications received after the specified dates will be considered only if circumstances permit. In addition to the application form, the applicant must submit the following:

1. Official transcripts of all academic work at the college level or above
2. Professional statement
3. Required test scores
4. Letters of recommendation
5. Application fee

All applicants are required to submit GRE general test scores. A minimum score of 292 (quantitative + verbal) and 2.5 (analytical writing) is required for M.S. and professional master’s degree applicants. Ph.D. applicants must meet the minimum requirements of 298 (quantitative + verbal) and 3.0 (analytical writing). Individual departments, colleges, and institutes may require higher scores. Students should see the specific admissions requirements listed for each academic unit in the relevant sections of this bulletin. GRE scores may be no more than five years old.

The Illinois Institute of Technology code number is 1318. The GRE requirement may be waived for applicants to professional master’s degree programs who hold bachelor’s degrees from an accredited degree program at a U.S. college or university with a cumulative GPA of 3.0/4.0 or higher. The required minimum cumulative undergraduate GPA for regular admission is 3.0/4.0. Students with a 2.5/4.0 GPA may be admitted as non-degree students with a probationary status (see Admission as a Non-Degree Student (p. 2)). Applicants to Chicago-Kent College of Law must submit LSAT scores and other documentation as required by the law school. Stuart School of Business applicants are required to submit GMAT or GRE and other documentation as required by the business school. Prospective students can
obtain more information about admission requirements for Chicago-Kent College of Law at kentlaw.iit.edu and for Stuart School of Business at stuart.iit.edu.

Meeting the minimum required test scores and GPA does not guarantee admission. Specific requirements and factors considered by academic units in admission decisions for specific degree programs are outlined in the relevant sections of this bulletin.

**Admission as a Certificate Student**

Admission as a certificate student requires that the student submit the online application form and official transcripts of all college-level coursework. A certificate student must possess a bachelor’s degree with a cumulative GPA of 2.5/4.0. A certificate student whose bachelor’s degree(s) is not in the field of certificate study or a closely related field may be required to take additional prerequisite courses that may not count toward the certificate. Certificate students are permitted to enroll in as many credit hours as are necessary to complete the certificate.

Certificate students who later apply and are admitted to a master’s degree program may apply only approved certificate coursework with a grade of "B" or better to the master’s degree.

Citizens and permanent residents of the United States may apply as a non-degree student under the following classifications:

1. Applicants with incomplete degree seeking applications; who have a minimum undergraduate GPA of 2.5/4.0; or who cannot submit required documentation by the application deadline; or who are undecided on their long-term status or degree program.

   A final degree-seeking admission decision may be deferred until the requisite GPA has been achieved in study as a non-degree student, or until the required documents are submitted. Non-degree students seeking to convert to degree-seeking status must complete a regular online application to a degree program prior to the completion of nine credit hours of study. If a non-degree student applies for and is granted admission to a degree program, a maximum of nine credit hours of approved coursework taken as non-degree student and passed with a grade of "B" or better may be applied to the degree.

2. Applicants who must complete specific prerequisite courses prior to consideration of admission to a degree-seeking program. Courses taken in this classification are not counted toward degree requirements.

3. Applicants who do not intend to acquire a graduate degree in any specific discipline and wish to enroll in a variety of courses. Students may not pursue or earn a graduate certificate or degree while admitted in this status. Course credits earned are for continuing professional education.

Students should also refer to the section on Transfer Credit.

**Admission as a Non-Degree Student**

Citizens and permanent residents of the United States may apply as a non-degree student under the following classifications:

1. Applicants with incomplete degree seeking applications; who have a minimum undergraduate GPA of 2.5/4.0; or who cannot submit required documentation by the application deadline; or who are undecided on their long-term status or degree program.

   A final degree-seeking admission decision may be deferred until the requisite GPA has been achieved in study as a non-degree student, or until the required documents are submitted. Non-degree students seeking to convert to degree-seeking status must complete a regular online application to a degree program prior to the completion of nine credit hours of study. If a non-degree student applies for and is granted admission to a degree program, a maximum of nine credit hours of approved coursework taken as non-degree student and passed with a grade of "B" or better may be applied to the degree.

2. Applicants who must complete specific prerequisite courses prior to consideration of admission to a degree-seeking program. Courses taken in this classification are not counted toward degree requirements.

3. Applicants who do not intend to acquire a graduate degree in any specific discipline and wish to enroll in a variety of courses. Students may not pursue or earn a graduate certificate or degree while admitted in this status. Course credits earned are for continuing professional education.

The Office of Graduate Admission will notify non-degree students of the conditions under which they are admitted. Students should also refer to the section on Transfer Credit.

International students on an F-1 visa cannot be admitted as non-degree students in any classification.
International Applicant Requirements

General Requirements

International applications are incomplete until the following are received:

1. Application fee
2. English proficiency test scores (TOEFL, IELTS, or PTE, if required)
3. GRE scores
4. Official transcripts of all academic work at the university level or above
5. Professional statement and portfolio (if required)
6. Two letters of recommendation (three for Ph.D. applicants)
7. Resume (business and clinical psychology applicants only)
8. Financial Support Documents
9. Passport Identity Page
10. School Transfer Form (International Transfer applicants only)

If your prior institution does not issue transcripts in English, both the original and a professional English translation are required. We recommend an ATA translator (atanet.org). If your prior institution does not use the 4.0 scale grading system, your admission specialist in the Office of Graduate Admission will evaluate your grades with respect to that system upon review of your transcripts. In the case that we are unable to evaluate and interpret credentials, applicants will be required to have their documents professionally evaluated. Applicants must use Educational Credential Evaluators or Educational Perspectives. Professional evaluations along with official, original documents should be uploaded with the application. If you are admitted you will be required to have the official evaluation submitted to Illinois Tech by the issuing service.

Students should see the specific admissions requirements listed for each academic unit in the relevant sections of this bulletin. GRE scores may be no more than five years old.

Certification of Official Transcripts

Completion of graduate studies and conferral of the higher degree requires degree-seeking admission to Illinois Institute of Technology (Illinois Tech), and prior completion of the prerequisite degree requirement, as outlined in the current Graduate Bulletin. Admitted graduate students are required to have earned the prerequisite degree(s) prior to enrollment in the first semester, and to present certification of the earned degree(s) during that semester. Students with an earned degree from Illinois Tech, or prior college-level work at Illinois Tech, may be exempted from the degree certification policy at the discretion of the Office of Graduate Admission.

Degree certification will be completed during the first semester of enrollment. The student is responsible for requesting all required official documents and services and for the associated costs. The university reserves the right to deny degree conferral to any student who fails to provide the required certification of official documents as outlined. In all cases, a student may not directly submit official documents to satisfy the degree certification requirement.

Master’s degree students with an earned baccalaureate degree from an accredited U.S. Institution of Higher Learning: Verification of the baccalaureate degree will be satisfied by the submission of the official certified transcript for the earned degree, sent directly from the institution conferring the degree to the university’s Office of Graduate Admission during the first semester of enrollment.

Master’s degree students with an earned baccalaureate degree from a foreign institution of higher learning: Verification of the baccalaureate degree will be initiated by the submission of the required documents (and English translations), sent directly from the institution(s) conferring the degree(s) to the accepted international credential evaluation service (and English translation service as required). Credential certification will be satisfied when an affirmative report of the earned degree is received by the university from the accepted international credential evaluation service. Visit the Office of Graduate Admission website (admissions.iit.edu/graduate) for details on submitting the official documents to an accepted international credential evaluation service.

Doctoral students with master’s-level and/or baccalaureate degree(s) from an accredited U.S. Institution of Higher Learning: Verification of all earned degrees will be satisfied by the submission of the official certified transcript, for each earned degree, sent directly from the institution conferring the degree(s) to the Office of Graduate Admission (admissions.iit.edu/graduate) during the first semester of enrollment at the university.

Doctoral students with master’s-level and/or baccalaureate degrees from a foreign institution of higher learning: Verification of all earned degrees will be initiated by the submission of the official required documents (and English translations), sent directly from the institution(s) conferring the degree(s) to the accepted international credential evaluation service (and English translation service as required). Credential certification will be satisfied when an affirmative report of the earned degree(s) is received by the university from the accepted international credential evaluation service. Visit the Office of Graduate Admission website (admissions.iit.edu/graduate) for details on submitting the official documents to an accepted international credential evaluation service.
Failure to provide the required certification of the earned degree(s) will prevent degree conferral. Should the review of official documents fail authentication, the student will be dismissed from graduate study at the university.

For any questions regarding the submission and/or certification of official transcripts, please contact the Office of Graduate Admission (admissions.iit.edu/graduate).

**English Competency**

Any applicant whose undergraduate degree was earned at an institution where the primary language of instruction is not English must submit Test of English as a Foreign Language (TOEFL), Pearson Test of English (PTE), or International English Language Testing System (IELTS) scores.

Applicants should have the official test results sent from the appropriate testing agency to the below address:

Office of Graduate Admission  
Illinois Institute of Technology  
10 W. 33rd Street, Room 203  
Chicago, Illinois 60616

The Illinois Institute of Technology school code number is 1318.

*By accepting admission to the university, the student is agreeing to take any additional English courses that Illinois Institute of Technology deems necessary. Academic departments always reserve the right to require an English language assessment from any applicant. The below policy does not apply to Stuart School of Business students, who should reference the Professional Communication Advancement section for the correct English assessment policy.*

To be considered for admission without an English language requirement, the minimum total and section scores for each examination are listed in the table below.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Minimum Total Score</th>
<th>Minimum Section Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet-Based TOEFL</td>
<td>90</td>
<td>20</td>
</tr>
<tr>
<td>Paper-Based TOEFL</td>
<td>600</td>
<td>55</td>
</tr>
<tr>
<td>PTE</td>
<td>63</td>
<td>53</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.5</td>
<td>6.5</td>
</tr>
</tbody>
</table>

Students admitted with the scores below are required to take an English language assessment. Students will be assessed in any skill area according to the section score.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Minimum Total Score</th>
<th>Minimum Section Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet-Based TOEFL</td>
<td>70-89</td>
<td>&lt;20</td>
</tr>
<tr>
<td>Paper-Based TOEFL</td>
<td>550-599</td>
<td>&lt;55</td>
</tr>
<tr>
<td>PTE</td>
<td>47-62</td>
<td>&lt;53</td>
</tr>
<tr>
<td>IELTS</td>
<td>5.5-6.0</td>
<td>&lt;6.5</td>
</tr>
</tbody>
</table>

Upon completion of the English assessments, students will be given a placement report indicating the PESL course or courses they are required to take during their studies. If students score high on a test proving proficiency in that area, they can waive out of a course and will not need to take that course.

**Graduate English Proficiency Policies and Procedures**

- English language assessments are mandatory for newly admitted graduate students with low proficiency test scores. One to four corresponding exams may be administered. English language assessment may also be required by the academic department decision-maker during the admission review.
- Waivers are applied based on the assessment score results and entered directly by English Language Services. Waivers are not requested by the adviser.
- After the English language scores are populated in the student’s record, students are preregistered in a generic PESL 000 course for three credit hours using an automated process.
- After student-initiated academic course selection and registration, the appropriate PESL course section registration is manually entered on the Friday before PESL courses begin; students may check the final registration schedule via the MyIIT portal (my.iit.edu).
- A student with multiple English language requirements may reassess (in the following semester) after the first PESL course is completed. There is a fee associated with the reassessment.
- A PESL course enrollment (three credit hours) will apply to the full-time enrollment requirements of nine credit hours per regular academic semester.
Students MUST make a reservation in order to take the English language assessment at english.iit.edu/assessments. Continuing students are automatically registered for each remaining PESL course requirement, one per semester, after the student’s academic course registration is completed unless a waiver(s) has been applied from the assessment or reassessment results.

Assessment Placement and Waiver Scores

<table>
<thead>
<tr>
<th>Level 0 PESL Course</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>PESL-040</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1 PESL Course</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>PESL-021</td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>PESL-061</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>PESL-031</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>PESL-041</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2 PESL Course</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>PESL-022</td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>PESL-062</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>PESL-032</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>PESL-042</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Waiver Auto Applied with ESL Score</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>110+</td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>63+</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>117+</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>7+</td>
<td></td>
</tr>
</tbody>
</table>

Financial Support

Institutional funds available to assist international students are limited and are usually awarded to a small number of selected students with outstanding academic credentials. Applicants on F-1 student visas are not eligible for part-time employment during their first year of enrollment. International students must provide a certified financial affidavit from a responsible government official, or an official of a recognized financial institution, certifying that the student has (or will have available) funds to cover their entire period of study at the university, and that the funds are free from restrictions and immediately available to cover a period equivalent to one calendar year. The I-20 or DS-2019 cannot be issued until an acceptable affidavit of financial support is received. Additional funds will be needed for travel expenses. Simple statements from parents or relatives to pay all expenses are not acceptable. Bank statements are not acceptable unless accompanied by a certified statement that the funds may be transferred to the United States for the student’s use. Documents must be dated within six months of the student’s beginning date.

All credentials for international students should be received by the published deadlines. Completion of applications after that date may not allow time for a decision to be made and/or a visa to be issued for the semester requested. It is also helpful for applicants to submit a copy of their passport with their application materials to verify accuracy of the applicant’s name. Applicants are warned not to make definite arrangements for attending the university until they have received a formal notice of admission. Students will be advised of their admission decision as soon as possible after the university’s receipt of all credentials, usually within six weeks.

Readmission for a Second Graduate Degree

A student who earns a graduate degree at Illinois Institute of Technology is not automatically accepted as a student in a second-degree program in either the same or a different academic unit.

Continuation for a second degree is contingent upon admission in the second program. Additional information is available from the Office of Graduate Admission.
Newly Admitted Students

Accompanying the admission letter will be a website link to the Intent to Enroll form, housing information, initial registration instructions, medical examination form, and an immunization form. For international students the admission packet will include the I-20 or DS-2019. To register in the semester for which they were admitted, students must return the completed medical form and immunization form.

Arrangements for campus housing must be made directly with the below office:

Director of Housing
Illinois Institute of Technology
3303 S. State St.
Chicago, IL 60616
phone: 312.567.5075 or email housing@iit.edu

Admission does not include commitments for room and board. A cash deposit is required with the application for housing. In general, the university cannot provide housing assistance for students who wish to live off-campus.

Newly admitted students should consult their academic units concerning program, degree requirements and special departmental regulations, and should make every effort to arrive at the university in time for the initial registration advising date. If students cannot arrive before the last day of late registration, the Office of Graduate Admission must be notified at grad.admission@iit.edu.

Enrollment Confirmation and Deferral Requests

At the time of admission, the student should submit a non-binding Intent to Enroll Form in the applicant portal to reserve a place in the program. All students who wish to defer their enrollment to the subsequent semester must request the deferment by contacting the Office of Graduate Admission (grad.admission@iit.edu, 312.567.3020). International students may be required to submit a new bank statement.

Immunization Requirement

In accordance with Illinois law, all students born on or after January 1, 1957 and enrolling at Illinois Institute of Technology for the first time after July 1, 1989, must supply health provider-documented evidence of vaccination for meningitis, diphtheria, tetanus, measles, rubella, and mumps. Transfer students are considered as first-time enrolled students. Students enrolling for the first time during a summer session may be permitted to enroll in the subsequent fall semester before providing proof of immunity. Students who wish to enroll only in one class per semester or via IITV at corporate sites may file a written request for an exemption. Exemption from one or more of the specific requirements may also be granted based on documented medical or religious reasons. A student who fails to provide acceptable evidence of immunity shall be prevented from registering for classes in the next semester. Individuals who are not properly immunized or who do not have proof of immunization may receive the required immunizations at the Student Health and Wellness Center for a nominal fee. The Certification of Immunization form is available at iit.edu/shwc/immunizations. Questions regarding this policy should be directed to:

Student Health and Wellness Center
Illinois Institute of Technology
IIT Tower, Suite 3D9-1
10 W. 35th St.
Chicago, IL 60616
312.567.7550 or student.health@iit.edu