



# IE UNIVERSITY MASTER ADMISSIONS POLICY FOR CANDIDATES AND COUNSELORS

## 1. INTRODUCTION AND PURPOSE

IE University is committed to attracting a diverse, talented student body from around the globe. Our admissions policy seeks to identify students who demonstrate academic excellence, intellectual curiosity, creativity and exhibit strong potential of becoming agents of change. The university emphasizes innovation, entrepreneurship, and a global perspective, with an admissions process that is rigorous, transparent, and inclusive. The ultimate purpose is to foster positive change through education, research and innovation.

### SCOPE

This policy governs the graduate admissions process at IE University and applies to all prospective applicants, regardless of nationality, educational background, or intended field of study. The policy reflects our commitment to maintaining academic excellence while promoting diversity and equal opportunity. Certain programs may include additional specific criteria.

## 2. GENERAL ADMISSION CRITERIA

IE University employs a holistic admissions process, assessing both academic and personal qualities of applicants. The process, based on a scoring system, evaluates each applicant based on personal qualities, academic achievements, professional development, extracurricular involvement, global outlook, and alignment with the university's values.

In the case of Official Master's Degree programs, this admissions policy shall be applied in conjunction with the official enrollment and academic registration process conducted with the Registrar's Office only after formal confirmation of admission to the program, in accordance with applicable Spanish higher education regulations, including Royal Decree 822/2021. The formalization of official enrollment is an essential requirement for the acquisition of official student status and a prerequisite for the subsequent request and issuance of the Official Master's Degree upon successful completion of the program.

## 2.1 ACADEMIC REQUIREMENTS

**University Diploma:** All applicants to official programs must hold or be in the process of completing an official Spanish university degree (Bachelor's Degree, Master's Degree, or equivalent), or a qualification issued by a higher education institution within the European Higher Education Area (EHEA) that grants access to Master's level studies. Applicants holding qualifications from institutions outside the EHEA may be admitted subject to verification by the University that the qualification demonstrates a level of training equivalent to the corresponding official Spanish university degree and entitles access to postgraduate studies in the country of issuance.

**Academic Transcripts:** Applicants must provide official transcripts from all completed academic terms, as well as any grades received in the current year of application should they still be in the process of completing the degree. These transcripts will be validated with the school or delivered directly by them to IE University through different secure platforms.

**Grade Requirements:** GPA is not the sole factor in our review process; however, applicants should demonstrate strong academic achievement, particularly in subjects relevant to their chosen program. Minimum grade expectations vary by educational system, and specific subjects may be required for certain specialized programs.

**Admission Test:** Candidates may submit standardized test scores such as the GMAT Focus or GRE, if they have it. Otherwise, they must take IE's Global Admission Test (ieGAT) as part of their process. There is no minimum score required, but for standardized tests, the recommended minimum scores include:

- GMAT Focus: 605 or above.
- GRE: 310 or above.

Some programs may waive this requirement or require different exams. IE University or Master's alumni are generally exempt from the exam requirement.

## 2.2 ENGLISH LANGUAGE PROFICIENCY

Applicants whose first language is not English, or whose full Bachelor education was not conducted in English, must provide proof of English proficiency. Accepted forms of proof include:

- **TOEFL:** minimum score of 100, 105 recommended (5, 5.5 recommended for exams taken after January 21, 2026). The TOEFL Code for IE University is 3032.
- **Cambridge:** Cambridge C1 Advanced (CAE) or C2 Proficiency (CPE).
- **IELTS:** minimum 7; 7.5 recommended
- **Duolingo English Test:** minimum score of 130.
- **Exemptions:** Applicants who have lived and worked extensively (2+ years) in a fully English speaking environment may be exempt from this requirement, pending approval from the admissions office.

## 2.3 PERSONAL ATTRIBUTES

IE University values innovative thinkers, global perspectives, and individuals with a desire to make an impact. We assess candidates' involvement in extracurricular activities, leadership roles, community service, and personal and professional achievements.

- **Extracurriculars:** IE University seeks applicants who demonstrate active involvement in extracurriculars such as sports, arts, volunteer work, or leadership roles in professional or community organizations.
- **Global Perspective:** Applicants should demonstrate a global outlook and an openness to multicultural environments, which aligns with the university's diverse and international focus.

## 2.4 ADDITIONAL CONSIDERATIONS

- **Innovation and Creativity:** IE University values applicants who demonstrate creativity, problem-solving abilities, and an entrepreneurial mindset.

• **Personal Statements and Essays:** Candidates are required to submit a personal statement, video, presentation, or essay that reflects their motivations, interests, and fit with the university's culture and values. Creative essays or personal stories that highlight a candidate's individuality are encouraged.

• **Interviews:** A personal or virtual interview may be required to further assess an applicant's fit for IE University. The interview allows applicants to express their aspirations and clarify any aspects of their application. Some applicants may not interview, based on admissions committee discretion.

## 3. ADMISSION PROCESS

The admissions process described in this policy operates independently from the official enrollment and academic registration process administered by the Registrar's Office. Accordingly, applicants to Official Master's Degree programs are required, only after formal confirmation of admission to the program, to complete the official enrollment process with the Registrar's Office, which constitutes a separate procedure. Completion of the admissions process under this policy does not exempt candidates from fulfilling the official enrollment requirements, nor does it confer official student status or eligibility for the issuance of the Official Master's Degree.

### 3.1. APPLICATION PLATFORMS AND DEADLINES

IE University operates a rolling admissions process, with no fixed deadlines, though applicants are encouraged to apply early as seats in all programs are limited. Applications can be submitted through the IE University Online Application Portal.

### 3.2. REQUIRED DOCUMENTS

Applicants must submit the following:

- **Completed online application form:** Including personal information, program preferences, extracurricular activities, and professional and academic history, as well as a photo and passport copy.

- **Online Assessment (KIRA):** A three-question online assessment to be answered in a live format, to assess critical thinking and communication skills in the moment.
- **Resume/CV:** One page, detailed professional and academic history, as well as additional accomplishments or certifications.
- **University transcripts:** Official transcripts from all completed academic terms as well as any grades received in the current year of application, if still studying. The documents should be submitted in the language they were originally issued. If the documents are in a language other than English, Spanish, French or German, please also submit a translation into English. Official translation into English and Spanish is not compulsory unless expressly requested by the Admissions department during the evaluation process.

Final transcripts & diploma must be provided upon graduation. The Admissions department will provide students with detailed information depending on their educational system, on which documents and official translations are required to comply with their official enrollment, based on the requirements of the Spanish Ministry of Education.

It is not mandatory to submit transcripts or diplomas from Master's degrees or other higher education, but they are encouraged as additional supporting documentation.

- **Contact information of 2 Recommenders:** Typically, from professors, supervisors, or business partners that can speak to the applicant's academic or professional capabilities and personal qualities. These references may not be family members, personal friends, or direct reports.
- **Personal essay:** Candidates must complete an essay, video essay, or presentation as part of the application. Topics may vary, focusing on the applicant's motivations for choosing IE University, career aspirations, or life experiences that have shaped their character.
- **Proof of English proficiency:** If applicable, provide TOEFL, IELTS, Duolingo, or Cambridge test scores.

- **Application fee:** Payment of the non-refundable application fee. Fee waivers may be available in exceptional cases.

### 3.3. OTHER DOCUMENTS

- **Additional Standardized Test Scores (GRE, GMAT):** While optional if the ieGAT is taken, these can enhance an applicant's profile. For the Master in Finance, a standardized test such as GRE, GMAT, CFA, or CAIA is required, and the ieGAT is not accepted.
- **Additional requirements:** Applicants to programs such as the Global MBA or Global Executive MBA and others are required to submit a work verification letter and organizational chart. For some Architecture programs, a portfolio could be required. Please refer to the specific Master's program requirements for more information.
- **Other supporting documents:** could include certifications, awards, additional degrees, etc.

### 4.1. HOLISTIC REVIEW PROCESS

IE University takes a holistic approach to admissions, evaluating candidates on their academic potential, personal strengths, and alignment with the university's purpose. The admissions committee carefully reviews each application, with no single factor (such as grades or test scores) being the sole determinant for admission. The process is based on a scoring system that provides a comprehensive overview of the candidate's fit with IE University.

### 4.2. INTERVIEWS

Selected candidates may be invited for an admissions interview. They help the admissions team better understand an applicant's motivation or context. They are meant to provide further clarity on an applicant's candidacy. Interviews can be conducted:

- **In-person** at one of IE University's campuses or regional offices.
- **Online** via video conferencing platforms.

Consultation calls may also be scheduled if the applicant has questions or wants to further explore the university's values and offerings.

### **4.3. DECISION TIMELINE**

Admission decisions are communicated to applicants typically within 1 to 3 weeks of completing their application. Decisions will be communicated via email.

Applicants who apply before completing their bachelor studies are required to promptly submit their final diploma and transcripts to the Admissions Department immediately upon receipt. This will allow for timely confirmation of their admission status and provide further instructions for enrollment.

## **5. SPECIAL ADMISSIONS CASES**

### **5.1. INTERNATIONAL APPLICANTS**

IE University is proud to host a diverse student body representing over 160 nationalities.

International students are required to meet the same admissions criteria as domestic applicants. Throughout the admissions process, IE's Student Services team is available to address any questions regarding visa procedures and relocation matters. Following enrollment, the team will assist in guiding non-European students through the student visa application process.

Additionally, for the Official Master's Degree programs, official student status is acquired only upon completion of the official enrollment process administered by the Registrar's Office. Admitted students must submit the required documentation within the deadlines and in the manner specified by the Registrar's Office.

The Admissions Department will be available to help students with the studies recognition process.

### **5.2. DEFERRAL AND PROGRAM CHANGE POLICIES**

Admitted students may request to defer their offer of admission one time to the immediately following intake of the program. Deferral requests should be submitted in writing to the Admissions Department, and additional documentation may be required. Approval is granted on a case-by-case basis.

If requesting a different program, an additional interview or admissions process could be required.

### **5.3. SPECIAL EDUCATIONAL NEEDS**

IE University provides a range of special accommodations for students with Special Educational Needs (SEN) during both the application process and throughout their studies. For applicants with SEN, the Admissions process offers adaptations to the Admissions Test and online assessment, including additional time and other adjustments as needed, based on individual circumstances. To request these accommodations, applicants must submit a report from a qualified professional, translated into English or Spanish, that includes a diagnosis supported by objective and standardized test results.

All information submitted is treated confidentially and will be used solely for its intended purpose.

## **6. FINANCIAL AID**

### **6.1. MERIT-BASED AWARDS**

IE University offers several merit-based awards. These awards can offer partial coverage of tuition fees. They are granted automatically to candidates upon admission, based on criteria such as academic performance and extracurricular achievements. All admissions applicants are considered, and it is not necessary to submit an application.

### **6.2. SCHOLARSHIPS**

IE University and IE Foundation offer a range of scholarships to admitted candidates. Candidates must submit an application, which includes uploading an essay and financial documentation, such as tax returns and payslips in order to be considered. The IE Scholarship Committee considers both economic need and merit (academic performance, leadership qualities and other achievements) in the evaluation process. Several types of scholarships are available:

- **IE Scholarships** are open to candidates from all regions, for all graduate programs, unless otherwise specified. IE Scholarships can cover 10-40% of tuition fees. The deadline for these scholarships is the start date of the program.

- **Partner Scholarships:** IE University collaborates with several partnering organizations to offer these scholarship opportunities. Some of them require candidates to submit an external scholarship application.

### 6.3. LOANS

IE University has agreements with several external financial institutions that may be able to provide student loans to eligible candidates.

Candidates would need to apply directly to these external institutions, not through IE, and would be subject to their terms and conditions. Many IE students also take out loans with institutions that do not have an agreement with IE University.

### 7. REVOCATION OF ADMISSION

IE University reserves the right to revoke an offer of admission under the following circumstances:

- **Academic underperformance:** If an applicant does not graduate from their Bachelor degree, conditional admissions and enrollments may be revoked.
- **Falsified or misleading application materials:** Including transcripts, recommendations, essays or any other documentation.
- **Disciplinary issues:** Behavior that violates the IE University student code of conduct or international legal standards.

### 8. EQUAL OPPORTUNITY AND NON-DISCRIMINATION

IE University is committed to maintaining a policy of equal opportunity in admissions and employment. We do not discriminate based on race, color, gender, religion, national origin, age, disability, or sexual orientation. We strive to create a community that values diversity and fosters mutual respect. All applicants are reviewed with fairness and transparency.

### 9. CHANGES TO THE POLICY

IE University reserves the right to amend its admissions policy at any time. Updates will be communicated through official channels, including the university's website and admissions portal.

### 10. CONTACT INFORMATION

For further inquiries, applicants can contact the IE University Graduate Admissions Department:

**ADMISSIONS AND ENROLLMENT - GRADUATE – MADRID**

**IE María de Molina 31 – 28006 Madrid**

**Email:** [grad.admissions@ie.edu](mailto:grad.admissions@ie.edu)

**Phone:** +34 915 689 610.

**Web:** <https://www.ie.edu/masters/>

