

# IE University Undergraduate Admissions Policy 2025 – 2026 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 undergraduate 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.

# 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, personal skills, extracurricular involvement, global outlook, and alignment with the university's values.

## 2.1 ACADEMIC REQUIREMENTS

**Secondary Education Diploma:** All applicants must hold or be in the process of completing a secondary education diploma or its recognized equivalent. IE University accepts applicants from over 60 education systems from all over the world. Such as:

- A-Levels.
- IB Diploma.
- French Baccalaureate.
- German Abitur.

- American High School Diploma (U.S. or equivalent).
- Italian Maturità.
- Spanish Bachillerato.
- ...and many other qualifications deemed equivalent by the Admissions Committee.

**Academic Transcripts:** Applicants must provide official transcripts from the previous two academic years as well as any grades received in the current year of application and predicted grades if they are available for their educational system (IB, A-Levels, French Bacc...). These transcripts will be validated with the school or counselor 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 SAT, ACT, LNAT, if they have it. Otherwise, they must take IE University's Admission Test as part of their process. For the standardized tests, the recommended minimum scores include:

- SAT: 1200 or above.
- ACT: 24 or above.
- LNAT: 22 or above.

## 2.2 ENGLISH LANGUAGE PROFICIENCY

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

- **TOEFL:** minimum score of 100, 105 recommended. TOEFL Code for IE University is 5522.
- **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 completed their high school education in English-speaking countries or international schools may be exempt from this requirement, pending approval from the admissions office.

The possession of a language certificate will be necessary for non-native English speakers unless they have been living in an English-speaking country for more than two years or they have studied in an English-speaking educational system (such as American High School, IB in English or A-levels) for their entire education, or at least for the last two years of high school.

### 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 achievements.

- **Extracurricular Activities:** IE University seeks applicants who demonstrate active involvement in extracurricular activities such as sports, arts, volunteer work, or leadership roles in student 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 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 the applicant's fit with IE University. The interview also allows candidates to express their aspirations and clarify any aspects of their application.

## 3. Admission Process

### 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. We are also members of Common Application and candidates may also apply through the Common Application portal if they are already using that tool.

### 3.2. REQUIRED DOCUMENTS

Applicants must submit the following:

- **Completed online application form:** Including all personal information, program preferences, extracurricular activities, internships and academic history.
- **High school transcripts:** Official transcripts from the previous completed two academic years as well as any grades received in the current year of application. 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 to their educational system, on which are the specific documents and official translations into Spanish required to comply with their official enrolment, based on the requirements of the Spanish Ministry of Education.

- **One letter of recommendation:** Typically, from a teacher, counselor, or academic advisor, assessing the applicant's academic capabilities and personal qualities.
- **Personal essay:** Candidates must complete an essay as part of the application. Topics may vary but generally focus 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, or Cambridge test scores.
- **Application fee:** Payment of the non-refundable application fee. Fee waivers may be available upon request, in very exceptional cases.

### 3.3. OTHER DOCUMENTS

- **Standardized Test Scores (SAT, ACT, LNAT):** While optional, these can enhance an applicant's profile, especially for highly competitive programs.
- **Portfolio:** Applicants to programs such as Bachelor in Design or Bachelor of Architectural Studies are required to submit a portfolio showcasing their work. This portfolio should demonstrate creativity, technical skills, and an understanding of design principles.

## 4. Selection and Evaluation Process

### 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. This interview is not required for all programs or all candidates. 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, when necessary, can be conducted:

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

Interviews 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 3 to 4 weeks of completing their application, in all the stages. Decisions will be communicated via email.

Applicants who apply before completing their high school studies are required to promptly submit their final grades 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, to be officially enrolled, all students must comply with the requirements established by the Spanish Ministry of Education. The Admissions Department will be available to help the students with the studies recognition process. It is necessary to hand in or submit by post the corresponding documents to IE University Admissions in Madrid or Segovia before October 15th.

## 5.2. TRANSFER STUDENTS

IE University welcomes transfer applications from students at accredited higher education institutions. Prospective transfer students must complete the full admissions process and submit the necessary documents for credit evaluation. A maximum of 120 ECTS credits from prior institutions may be recognized and transferred to IE University.

Transfer applicants must also provide:

- **Official university transcripts:** From all previous post-secondary institutions attended.
- **Course descriptions and syllabi:** For all courses for which transfer credit is sought. IE University evaluates these courses on a case-by-case basis.
- **Letter of recommendation:** Preferably from a professor or academic advisor familiar with the applicant's performance in university-level coursework.

Transfer applicants may receive credit toward their degree based on prior coursework that aligns with IE University's curriculum. Courses are eligible for credit transfer only if they closely correspond to those offered at IE University, with a minimum of 80% content alignment between the external course syllabus and the equivalent IE course syllabus.

## 5.3. DEFERRAL, DEFERMENT AND GAP YEAR POLICIES

Admitted students may request to defer their offer of admission for up to one academic year. 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.

## 5.4. 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 extracurricular achievements) in the evaluation process. Several types of scholarships are available:

- **IE Scholarships:** are open to candidates from all regions, for all undergraduate programs, unless otherwise specified. IE Scholarships can cover 10-60% 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 a student's final-year grades fall significantly below expectations and they have received Conditional Admission, or if they fail despite having received Definitive Admission. Only initial exam results are considered for admission purposes. While retake scores for partial exams may be reviewed, retakes of final exams or grades from extraordinary examination periods are not considered in the admissions process.
- **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. Appeals Process

Applicants who believe there has been an error or unfairness in their admissions decision may file an appeal. Appeals must be submitted in writing within 10 days of receiving the decision. The appeal should provide a compelling reason and any supporting documentation. The Admissions Committee will review appeals, and decisions are final.

## 9. 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.

## 10. 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.

## 11. Contact Information

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

### ADMISSIONS AND ENROLLMENT - UNDERGRADUATE - MADRID

IE Tower - Paseo de la Castellana 259E  
28029 Madrid

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

Phone: +34 915 689 620

### ADMISSIONS AND ENROLLMENT - UNDERGRADUATE - SEGOVIA

Calle Cardenal Zuñiga, 12  
40003 Segovia, Spain

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

Phone: +34 921 412 428

Website: [www.ie.edu/university/admission/admission-process/](http://www.ie.edu/university/admission/admission-process/)