ie UNIVERSITY

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IE University Undergraduate Admissions Policy 2027–2028 for candidates and counselors

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1. Introduction and Scope

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, whether applying as first-year or transfer students, regardless of nationality, educational background, or intended field of study. The policy applies to candidates applying as a Freshman or as Transfer students, equally. It reflects our commitment to maintaining academic excellence while promoting diversity and equal opportunity.

2. Admissions Philosophy

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 considering academic achievements, personal qualities, skills, extracurricular involvement, global outlook, and alignment with the University's values.

2.1 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.

3. Academic Requirements

3.1 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 high school transcripts from the previous two finalized 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 the dedicated platform.

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. These requirements are published for each academic year on our website.

Further information: https://www.ie.edu/university/admission/access-to-university/

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: 1300 or above.
- ACT: 28 or above.
- LNAT: 22 or above.

3.2 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.

Notwithstanding the above exemptions, the Admissions Committee reserves the right to request an official English language proficiency certificate from any applicant when deemed necessary as part of the admissions evaluation process.

3.3 PROGRAM-SPECIFIC REQUIREMENTS

While IE University applies a common admissions framework across all undergraduate programs, certain programs may require additional evaluations, materials, or criteria due to their academic nature.

These additional requirements may include, but are not limited to:

- The submission of a portfolio or creative work.
- The assessment of subject-specific academic preparation.
- Additional interviews or evaluations.
- Other documentation deemed relevant to the applicant's chosen program.

Applicants are responsible for reviewing the specific admissions requirements applicable to their intended program through the official IE University website.

The Admissions Committee reserves the right to request any additional information or documentation necessary to complete the evaluation of an application.

3.4. PERSONAL ATTRIBUTES AND FIT

In addition to academic achievement, the Admissions Committee considers a candidate's personal qualities, motivations, experiences, and potential contribution to the university community.

The evaluation may take into account:

- **Motivation and Purpose:** The applicant's reasons for pursuing their chosen program and their willingness to contribute positively to society.
- **Initiative and Leadership:** Evidence of responsibility, initiative, entrepreneurship, leadership, or active engagement in projects, organizations, or communities.

- **Personal Development and Achievement:** Accomplishments, failures, experiences, and activities that demonstrate commitment, resilience, growth, or the pursuit of personal interests.
- **Global Mindset and Community Engagement:** Openness to diverse perspectives, interest in multicultural environments, and the ability to engage constructively with others.
- **Creativity and Problem-Solving:** Intellectual curiosity, creativity, critical thinking, and the ability to approach challenges in innovative ways.

These qualities may be assessed through the application materials, personal expression, recommendations, interviews, and any other information submitted as part of the admissions process.

4. Admission Process

4.1. ADMISSIONS ROUNDS

IE University organizes its undergraduate admissions process through a structured Admissions Rounds model. Each round has an application deadline and a corresponding decision communication timeline.

Applicants are considered in the round corresponding to the date on which their application is completed and submitted. While admissions decisions may be communicated before the published deadline, candidates will receive a final resolution no later than the decision communication deadline for their round.

Applications may be moved to a later round if required documentation is missing, additional information is needed, or further evaluation is required. Such movement should not be interpreted as a denial of admission.

As undergraduate programs have limited capacity, availability may become more restricted throughout the admissions cycle. Programs that reach full capacity may stop offering places and operate through a waiting list process. Following the final admissions round, applications may continue to be considered, subject to program availability and on a first-come, first-served basis.

For detailed information regarding admissions rounds, deadlines, decision timelines, and program availability, please refer to IE University's official website:

Admissions Rounds. https://www.ie.edu/university/admission/admission-process/admissions-rounds/

4.2. APPLICATION PLATFORMS

Applications to IE University may be submitted through the official IE University Application Portal or through Common Application. Applicants should complete and submit their application through one of these platforms, together with the required supporting documentation.

All applications are reviewed according to IE University's admissions policies and procedures, regardless of the platform through which they are submitted.

4.3. REQUIRED DOCUMENTATION

Applicants must submit the following:

- **Completed online application form**: Including all personal information, program preferences, extracurricular activities, internships and academic history.
- **Academic transcripts**: Official High School 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.

Prior to the enrollment process, final transcripts & diploma must be provided upon graduation. The Admissions Department will guide and support students by providing information regarding the documentation and official translations that may be required according to their educational system, academic pathway and the regulations established by the Spanish Ministry of Education. However, responsibility for obtaining, maintaining, and submitting all documents necessary to comply with the applicable legal access and enrollment requirements rests exclusively with the student.

Candidates applying as transfer students must submit complete transcripts from the last three years of secondary education, as well as up-to-date transcripts from any university-level studies completed prior to application.

- **Curriculum Vitae (CV):** Applicants must submit an up-to-date curriculum vitae providing an overview of their academic background, extracurricular involvement, achievements, personal projects, leadership experiences, work experience (if applicable), and other relevant activities that help contextualize their application.
- **One letter of recommendation**: Typically, from a teacher, counselor, or academic advisor, assessing the applicant's academic capabilities and personal qualities.
- **Personal Expression**: Applicants are encouraged to express themselves in the format that best reflects their personality, experiences, and aspirations. This may include an essay, video, presentation, artistic work, creative project, or another format accepted by the Admissions Office. The Admissions Committee values originality and authenticity and seeks to better understand each applicant beyond their academic record.
- **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.

4.4. OPTIONAL SUPPORTING DOCUMENTATION

- **Standardized Test Scores (SAT, ACT, LNAT)**: Applicants are required to either complete the IE University Admission Test or submit a valid standardized test score accepted by IE University. Candidates who have both may choose to submit both as part of their application.
- **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.
- **Awards and Recognitions:** Academic, artistic, athletic, leadership, or community-based distinctions that demonstrate achievement or excellence.
- **Certificates:** Relevant certifications, training programs, language qualifications, or other credentials that support the applicant's profile.
- **Additional Academic Work:** Research projects, academic papers, competitions, extended essays, independent studies, or other examples of academic engagement beyond standard curriculum requirements.

4.5. ASSESSMENTS

As part of the admissions process, applicants will be required to complete one or more assessments designed to evaluate their academic readiness, critical thinking, communication skills, analytical abilities, and overall fit with the university's learning environment.

Assessments may include:

- **The IE University Admissions Test:** Applicants may complete the IE University Admission Test as part of the admissions process. The test is designed to assess competencies and abilities relevant to success in a university environment. The Admission Test varies, depending on the program of the application. Candidates may be required to take additional tests if they change their intended program.

- **Standardized Test Scores (SAT, ACT, LNAT):** Applicants are required to either complete the IE University Admission Test or submit a valid standardized test score accepted by IE University. Candidates who have both may choose to submit both as part of their application.
- **Personal Assessment:** Applicants may be required to complete a personal online assessment designed to provide additional insight into their communication skills, critical thinking, motivations, experiences, and overall fit with IE University.

4.6. 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:

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

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

5. Evaluation and Admissions Decisions

5.1. 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.

5.2. TYPES OF ADMISSIONS DECISIONS

Following the evaluation process, the Admissions Committee may issue one of the following admissions decisions. All admissions decisions will be communicated directly to the applicant via email.

- **Definitive Admission:** A Definitive Admission confirms that the applicant has met the admissions requirements and has been offered a place in the program. The offer is final, subject only to the successful completion of secondary education and the submission of any required final documentation.
- **Conditional Admission:** A Conditional Admission confirms that the applicant has been offered a place in the program, subject to the fulfillment of specific conditions established by the Admissions Committee. These conditions, usually related to the end of the applicant's current academic year, will be communicated in writing in the admissions letter.
- **Further Review in a Later Admissions Round:** In certain cases, the Admissions Committee may determine that an application requires additional review before a final decision can be made. Applications may therefore be carried forward to a subsequent Admissions Round. This decision should not be interpreted as a denial of admission.
- **No Admission:** A No Admission decision indicates that the applicant has not been admitted to IE University for the relevant intake cycle. This decision applies to all undergraduate programs for that intake, and applicants may not submit a new application during the same admissions cycle. Where the Admissions Committee identifies a potential fit with a different program, this may be discussed with the applicant during the admissions process, prior to the issuance of a final decision.

5.3. DECISION TIMELINE

Admission decisions are communicated to applicants within the round's defined timeline.

Applicants who apply before 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.

6. Place Reservation and Waiting Lists

6.1 PLACE RESERVATION

Candidates who receive a Definitive Admission or Conditional Admission offer and wish to secure their place at IE University must pay the corresponding Place Reservation Fee within the deadline established in their admission letter.

The payment of the Place Reservation Fee confirms the candidate's intention to enroll and allows IE University to reserve a place in the program, subject to the conditions of the admission offer and the applicable enrollment requirements.

Payment of the Place Reservation Fee after the established deadline does not guarantee the availability of a place in the program. Candidates who submit payment after the deadline may lose their reserved place and, if the program has reached or is approaching full capacity, may be placed on a waiting list.

The Place Reservation Fee is non-refundable, except in those circumstances expressly provided for in the applicable Terms and Conditions. Applicants are responsible for reviewing and accepting these terms prior to making any payment.

When a program is approaching full capacity, admission offers may be issued without a specific place reservation deadline. In such cases, places are allocated on a first-come, first-served basis upon receipt of the Place Reservation Fee. As a result, payment of the Place Reservation Fee does not guarantee the availability of a place in the program, and candidates may instead be placed on a waiting list.

Further information: https://docs.ie.edu/Admissions/IEU_PlaceReservationFee.pdf

6.2 WAITING LISTS

As undergraduate programs have limited capacity, some programs may reach full capacity before the end of the admissions cycle and operate through a waiting list process.

Candidates may be placed on a waiting list when no immediate places are available in their program of interest. Inclusion on a waiting list does not guarantee that a place will become available, as availability depends exclusively on vacancies arising within the program.

Detailed information regarding waiting list procedures, timelines, place reservation requirements, and refund conditions can be found in the official IE University website.

Further information: https://static.ie.edu/marketing/web/IEU/IEU_Waiting_List_Q%26A_.pdf

7. Special Admissions Cases

7.1. TRANSFER STUDENTS

IE University welcomes transfer applications from students at accredited higher education institutions. Prospective transfer students must successfully 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 provide the same documentation as a first-year applicant, additionally to:

- **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.

This credit recognition process is only started after the applicant has completed the admissions process, been admitted and provided the required documentation. The process may take several weeks, so Transfer applicants are encouraged to apply and provide full documentation early.

7.2. 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 confidentiallyand will be used solely for its intended purpose.

7.3. 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 (via email to undergrad.admissions@ie.edu), and additional documentation may be required. Approval is granted on a case-by-case basis.

8. International Applicants

IE University is proud to host a diverse student body representing over 160 nationalities. Throughout the admissions process, IE's Student Services team is available to address any questions regarding visa procedures and relocation matters. Following place reservation, the team will assist in guiding non-european students through the student visa application process.

8.1. LEGAL ACCESS IN SPAIN

To be officially enrolled at IE University, students must comply with the legal access requirements established by the Spanish Ministry of Education and any other competent authorities.

As part of the admissions and enrollment process, IE University may conduct a preliminary assessment of a candidate's academic credentials and provide general guidance regarding the documentation that may be required to obtain legal access to higher education in Spain. The Admissions Department may also provide recommendations and information intended to support students throughout this process.

Such guidance is provided for informational purposes only and does not constitute a formal recognition, validation, or confirmation of legal access to higher education in Spain. The final determination of legal access rests exclusively with the competent authorities.

Applicants are solely responsible for obtaining, maintaining, and submitting all documentation required by the relevant authorities, as well as for ensuring compliance with any legal access and enrollment requirements applicable to their individual circumstances.

Failure to obtain, maintain, or provide the required documentation may prevent a student from completing enrollment, obtaining official student status, or continuing their studies at IE University.

9. Financial Aid

9.1. DIRECT AWARDS

IE University offers several direct, 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.

9.2. IE AWARDS

IE University offers a range of application-based awards to admitted candidates. Applications include uploading an essay and financial documentation, such as tax returns and payslips, in order to be considered. The IE Financial Aid Committee considers both economic need and merit (academic performance, leadership qualities and extracurricular achievements) in the evaluation process. These awards are open to candidates from all regions and for all undergraduate programs, unless otherwise specified. They can cover 10-60% of tuition fees. The application deadline for IE Awards is the start date of the program.

9.3. IE FOUNDATION SCHOLARSHIPS

IE Foundation partners with several external organizations to offer scholarships to admitted candidates. IE Foundation Scholarships can cover up to 100% of tuition fees and living expenses in some cases. The exact coverage of each scholarship is specified on the website. In order to apply, 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 Foundation Scholarship Committee considers both economic need and merit (academic performance, leadership qualities and extracurricular achievements) in the evaluation process.

9.4 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.

10. 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 below expectations/ requirements 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.

11. Appeals Process

Applicants who believe there has been a procedural error, a factual error in the evaluation of their application, or who wish to provide new and material information that was not available during the original review, may submit an appeal in writing within 10 days of receiving the admission decision.

Appeals must be based on new and relevant information that was not available to the Admissions Committee during the original evaluation of the application. The appeal must include a compelling justification and any supporting documentation. Appeals that do not provide materially new information, or that are based solely on disagreement with the academic judgment of the Admissions Committee or the competitiveness of the admissions process, may not be considered.

Appeal requests must be submitted by the applicant via email to undergrad.admissions@ie.edu, with all supporting information and documentation included in a single submission (subject: Appeal Request).

Appeals that satisfy these requirements will be reviewed by the Admissions Committee. The Committee reserves the right to request additional information or documentation where necessary. The Committee's decision following an appeal shall be final and binding.

12. 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.

13. Admissions Governance and Verification

Authenticity of Documentation

IE University reserves the right to verify the authenticity and accuracy of any information and documentation submitted as part of the admissions process. Applicants are expected to comply with the principles established in the IE University Admission Process Integrity Policy. Any breach of this policy may result in the denial or revocation of admission.

Further information: IE University Admission Process Integrity Policy

Admissions Committee Authority

The Admissions Committee has the sole authority to evaluate applications and make admissions-related decisions. All decisions made by the Admissions Committee are final, except where otherwise expressly stated in this policy.

14. Contact Information

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

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28029 Madrid

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