

What steps do I need to take to
apply at IE University?

1 Fill out the online application form

The application form contains detailed step-by-step information on how to fill it in, and guides you through the process. You will have to register with your personal email. Please do not use your school or parents email.

Your application is subject to a non-refundable admission fee of **€120**. You can find information on how to pay this fee is included at the end of this form [here](#).

2 Attach required documents (specified in application form)

The following documents must be submitted with your application form:

➤ Admission test results, if you choose SAT, ACT, CAS or LNAT.

➤ The originals or official copies of your academic record from your current or recent Baccalaureate (high school) studies, detailing all of the subjects and courses taken, and the grades obtained.(*)

➤ Letters of recommendation: one from your teacher or tutor and another from your counselor/head of studies or from your school principal.

➤ A scan of your passport, identity card or residence permit (NIE).

➤ A recent CV which includes your academic background, work experience, and extracurricular activities. Include any prizes, awards or distinctions you have won and enclose any documents relating to these awards, i.e. newspaper articles or copies of certificates or prizes.

➤ A scan of a passport-sized photo.

➤ Additional documents: a portfolio of your work and any other diploma or prize which you feel will give us a better overview of your articles published, your achievements, and your interests.

N.B.: A portfolio of creative work is required for the Bachelor in Architecture and Bachelor in Design. Candidates should put together a dossier providing examples of their work and illustrating their creativity, artistic talent and design skills.

(*) All official documents that the Admissions department requires must be translated to Spanish or English. If you are coming from the Chinese education system or any countries that do not have the bilateral agreement, please keep in mind that in the step prior to enrolment you are required to submit the documents in Spanish and have them officially translated.

For any questions/doubts please do not hesitate to email your advisor at: ieuadmissions@ie.edu

Language

All our programs are taught in English therefore you should complete the admission process in that language. This includes the application form, admission test, and personal interview.

No previous knowledge of Spanish is required however please note that IEU students must demonstrate B1 level in order to graduate.

You can submit certificates as proof of your English command. One such certificate is the TOEFL. You can ask for the results of this test to be sent directly to IE University indicating IE University's TOEFL institution code: 5522. These certificates, nonetheless, are optional, as you will have to demonstrate your proficiency anyway throughout the admission process.

3 Complete the IE University Admissions Test

IE University lets you choose between doing the IE Admission Test and some of the standard international exams. Both types of test are similar.

IE University Admission Test

IE University's Admission Test can be taken at either the Segovia or Madrid campuses or at any of the [25 offices](#) IE University has around the world. For other cases, please contact our Admissions Department at ieuadmissions@ie.edu

The IE University Admission Test assesses the verbal, logical, and numerical abilities you have acquired inside and outside the classroom. Above all, it centers on your ability to reason, rather than knowledge of actual information. This means you don't have to study for the test beforehand to pass it. The Admission Test also assesses your English level.

Other international admission tests: SAT, ACT, CAS and LNAT.

You can choose to do any of these international tests.

In order for us to be informed of your [SAT](#) or [ACT](#) grades, please provide the examining body with IE University's identification codes which are shown below:

➤ **SAT: 6293**

➤ **ACT: 5360**

If you have taken a Cambridge Assessment test [CAS](#) (Cambridge Assessment), just ask the examining body to send your results to IE University.

If you are thinking about applying to the Bachelor of Laws (LLB) degree, and you have chosen to do the LNAT, you can ask the examining body to send us the results of your test. IE University has been a member of the LNAT Consortium since June 2010.

4 The Admissions Committee reviews your application and assesses your profile

Once you have completed the steps mentioned above, the Admissions Committee reviews your application file and determines whether or not you can advance to the final application phase, a personal interview.

5 Personal Interview

The Admissions Department calls to interview everybody who has been successful during the admission process. Personal interviews are held on the IE University campus in Segovia (Spain), on our Madrid campus, or at any of our [25 international offices](#). However, if it is not easy for you to reach any of these offices, we can arrange an online interview.

The interview will allow us to get to know you better and assess certain qualities that are not immediately apparent, from the documentation you have provided, such as your personality, your ability to defend your point of view, the way you express yourself, and other communication skills. Our objective

is for IE University to be the best university for you, and for you to fit in with us both academically and personally.

6 The Admissions Committee reviews your complete application and reaches a final decision

Once you have completed the application form, handed in the documentation, and passed the personal interview, your application, together with a report from your interviewer, is analyzed in detail by the university's Admissions Committee. The Admissions Committee is made up of university staff members who, jointly, value your suitability as a potential student.

You will be informed of the Admissions Committee's decision in writing within about two weeks by e-mail.

If you are accepted, there are two types of admission:

➤ **Conditional admission:** in the event that you have not complied with all of the requirements on university access in Spain.

➤ **Definitive admission:** you will be definitively admitted once you have complied with all the points listed in the provisional letter of acceptance.

Both types of admission allow you to pay the place reservation fee, thus guaranteeing yourself a place on the undergraduate program you have chosen. You need to be aware of this because the fact that you have been admitted to IE University does not necessarily mean you are guaranteed a place on the undergraduate program you have chosen. Places are awarded on a first come, first served basis, by strict order of payment.

You can reserve your place by paying a "place reservation fee" of €2.000 (non-refundable). This will then be discounted from the total cost of the tuition fees for the academic year. You will receive the documents you need to make this payment with your letter of acceptance. You can also find information about the place reservation payment methods [here](#).

Once you have paid the place reservation fee, you can start to enroll at IE University.

The place reservation fee will also enable you to obtain a student visa in Spain.

For further information, please contact the [Admissions Department](#).

Enrolment

Once you have paid the place reservation fee, we will send you the enrolment form for you to fill in and return to the Admissions Department. You will be provided with specific instructions about the enrolment process and given a detailed list of all the documents you will need to submit. You do not need to send any documents you have already submitted during the admission process. If you require any further information, please contact the [Admissions Department](#).

Once you have enrolled, the [Student Office](#) will contact you to prepare for your arrival at the university.

Academic documents required for enrolment:

➤ **If you have studied in Spain or in a Spanish school abroad,** you will need to submit your Spanish university entrance exam scorecard, although you can be provisionally admitted until you receive your final exam grades.

➤ **If you have studied in an educational system within the EU, Switzerland or countries which have a bilateral agreement with Spain, or if you have a European or International Baccalaureate Diploma,** you will only need to submit the credentials given by the Spanish Distance-Learning University (UNED). In these cases, you will need to comply with the university entry requirements in your country of origin.

➤ **The students who derive from different educational systems in the paragraph mentioned above,** are permitted to apply as long as they have legal access to enter any local universities. In this case, the student will need to officially validate their studies to the Spanish Educational system, which can be

processed through the Ministry of Spanish Education.

This process is complex and may take several months to be completed, which is why we strongly recommend you to let our Admissions Department process your homologation application.

Your enrollment at IE University will not be deemed official until your homologation is approved by the Ministry of Spanish Education.

For any doubts regarding this process, please contact the [IE University Admissions Department](#).