IU South Bend First-Year Student Application Checklist

We Look Forward to Welcoming You to IU South Bend!

**Step 1: Complete the Application for Admission and Pay the Application Fee**
Perhaps the easiest way to apply is to complete our online application. If you prefer the pen-and-paper format, you can request one to be mailed by calling 574-520-4839 or by completing the online Undergraduate Information Request Form.

The non-refundable application fee is $35. A fee waiver is available to students who qualify. For details about how to qualify for a fee waiver, please contact us directly at 574-520-4839.

If you have applied to IU South Bend previously or you are a returning student, please contact the Admissions Office at 574-520-4839 before you continue. You may not be required to complete a new application or pay the $35 non-refundable application fee.

Completed applications for the fall semester must be received by August 1 and spring semester by December 15. Applications received after these dates may be deferred to the following semester.

**Step 2: Submit Your Credentials**
Official transcripts (high school transcript / GED/TASC/High School Equivalency test scores and college transcripts) should be sent to the Office of Admissions directly from your high school or college. These can be mailed to:

IU South Bend Office of Admissions
1700 Mishawaka Avenue
PO Box 7111
South Bend, IN 46634

Current high school students must also submit a completed counselor recommendation form.

**Step 3: Submit Your SAT or ACT Scores**
You should submit your SAT and/or ACT test results to IU South Bend. When you register for a test, make sure to ask that your score be sent to IU South Bend; our SAT code is 1339 and our ACT code is 1225. For purposes of making an admission decision, your score may be submitted via your official high school transcript; however, you must also arrange for the scores to be submitted officially from the testing agency. If you are over the age of 21 or have more than 12 transferable college credit hours, test scores are not required.

We require results for each exam that comprises the SAT and ACT, and we will combine the highest scores from each eligible exam in consideration of admission.

**Step 4: Notice of Admission Decision**
Most students will be notified about their admission decision by mail within two weeks of IU South Bend receiving a completed application.