

Application submission guidelines

Diploma Programme (DP) - IB Americas

The *Application for candidacy* and *Application for authorization* are both completed as web forms on the [IB Docs](http://ibdocs.ibo.org/iba) website (<http://ibdocs.ibo.org/iba>). Each candidate school will have an account which will be used throughout the application process. The site is an online repository for all the documents required for the submission of each application, which eliminates the need to send documents via post or email. Accounts are created once a school has completed a School Information Form with the Outreach department.

For additional assistance or information, please contact [IB Answers](#). You may also refer to the *Guide to school authorization* for the appropriate programme for further details about the overall process (<http://www.ibo.org/become/guidance>).

Accessing IB Docs

- Browse to the following URL address: <http://ibdocs.ibo.org/iba>.
- Select your preferred language using the drop-down menu.
- Enter the account username and password. The password must be changed upon first accessing the system by going to “My Data” on the left-hand side menu.

Completing the application

- Click the link “Access the form” to begin filling out the main application document.
- The other items listed on your account page are supporting documents required to accompany the application document.
 1. Click the “Browse” button to locate and select the document you wish to upload. The document will now appear in the field next to the “Browse” button.
 2. Click the “Publish” button to confirm and save your uploaded document. This must be done for each document you wish to upload.
 3. Once the application is complete and all supporting documents have been uploaded, click the “Finish” button at the bottom.
- Only one document can be uploaded per section. A ZIP file can be uploaded when multiple documents are necessary for a particular requirement.
- All documents must be in one of the following common formats: .doc, .docx, .xls, .xlsx, .pdf, .zip.
- Please be as specific as possible when naming your documents so that the application reviewers will know what it is based on its title. For example: *ABC High School – Action Plan.doc*, *ABC High School – School Organization Chart.pdf*

List of supporting documents to be submitted with the *Application for candidacy*

The documents listed below must be submitted via the IB Docs platform along with completing the application web form:

- Documentary confirmation of the legal status of the school and confirmation from the local/provincial/state authorities that the school is recognized as an educational institution, with a certified translation into English, French, or Spanish if written in any other language. Translations of official documents should be duly certified.
- Written confirmation of support from the authorities that will finance the implementation of the Diploma Programme in the school
- School organization chart showing the pedagogical leadership team (including the Diploma Programme coordinator) and reporting lines
- Documentary evidence of payment of non-refundable fee to the IB Organization

List of supporting documents to be submitted with the *Application for authorization*

The documents listed below must be submitted via the IB Docs platform along with completing the application web form:

Philosophy

- School brochure

Organization

- School organization chart showing the Diploma Programme pedagogical leadership team (including the Diploma Programme coordinator) and reporting lines
- Preliminary assessment policy consistent with IB expectations
- Preliminary language policy consistent with IB expectations
- Academic honesty policy consistent with IB expectations
- Sample of student's schedule for year 1 and year 2 of the Diploma Programme. If the school will offer different combinations of subjects, include more samples of student's schedules showing those options. *(Identify the Diploma Programme subjects with their IB name and include other subjects that the student will take according to other requirements, if applicable.)*

- Preliminary calendar of school deadlines for student submission of internal and external assessment components

Curriculum

- Course outlines and CAS programme outline. Complete course and CAS outlines using the formats provided in this form and upload them separately, following the instructions of the relevant IB office