ADMISSION APPLICATION CHECKLIST
(Associate, Bachelor & Certificate Programs)

DATE: ___________________ NAME OF APPLICANT: ___________________________________________

BASIC REQUIREMENTS FOR ALL STUDENTS:

☐ Application Form (all blanks must be completely answered by student)

☐ Application Fee ($100, Non-Refundable)

☐ Evidence of Educational Attainment:
  □ Copy of High School Diploma, or
  □ Official Transcript from college/university attended. Official transcript must be sealed, original, or authenticated digital copy. No photocopies allowed.
  □ Foreign Transcript Evaluation from a NACES-approved agency (if college/university degree or credits are earned from schools outside the U.S.A. or from countries where English is not the primary language) ($100 General/$200 Course-by-Course, Non-Refundable)

☐ English Proficiency Requirement:
  □ Copy of TOEFL or equivalent with passing test scores, or
  □ Applicant is applying towards a degree program and will take and must pass the CALUMS English proficiency Test or equivalent English test approved by CALUMS; TEST DATE: __________________________ or
  □ Exempt, applicant completed high school education or at least 1 year of higher education in the U.S.A. or from other countries where English is the primary language.

ADDITIONAL REQUIREMENTS FOR LOCAL STUDENTS:

☐ Copy of U.S. Passport, or Green Card; or

☐ Provide Social Security Number and Copy of Driver’s License

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS:

☐ Completed SEVIS I-20 Request Form

☐ Financial Support
  □ Official Certificate of Deposit/Bank Statement of Applicant, or
  □ Affidavit of Financial Support and Official Certificate of Deposit/Bank Statement of Applicant’s Sponsors

☐ Identification
  □ Copy of Passport with Visa Details and I-94(Applicant)
  □ Copy of Passport with Visa Details and I-94(Dependent/s), if applicable
  □ Proof of relationship required for dependent/s

☐ Mailing Fee:
  □ $70 Non-Refundable
  □ No Charge if I-20 picked-up by the student

☐ For Transfer-In International Students Only - SEVIS Transfer Eligibility Form (DSO must complete and return this form before issuing the acceptance letter)

REV. 6/2015