ADMISSION APPLICATION CHECKLIST
(M.B.A. and M.S. Programs)

DATE: __________________________  NAME OF APPLICANT: ____________________________

Last   First   Middle

**BASIC REQUIREMENTS FOR ALL STUDENTS:**

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

☐ Application Fee ($100, Non-Refundable)

☐ Evidence of Educational Attainment:
  ☐ Official Transcript of at least a bachelor’s degree completed 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)

☐ At least one (1) letter of recommendation-ORIGINAL (from an active member of the academe and/or business professional with credentials)

☐ 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