



## ADMISSIONS APPLICATION CHECKLIST For New International Students

Date:	Program of Interest:	Intended Start Term:
Name of Applicant:		
Last Name	First Name	Middle Name
<b>Documents/Information</b>	<b>Description</b>	
Application Form	All blanks must be completely answered and signed by the applicant.	
Application Fee	\$100 Non-refundable You can pay online through <a href="http://www.calums.edu">CALUMS website</a> .	
Official transcript(s) and a copy of its corresponding diploma or diploma certificate	At least a bachelor's degree completed from college/university attended and a copy of its corresponding diploma/degree certificate. Transcripts must be ORIGINAL or authenticated digital copy. No photocopies are allowed.	
Foreign Transcript Evaluation, if applicable	If college/university degree or credits are earned from schools outside the U.S. or from countries where English is not the primary languages, transcripts must be evaluated from an AICE or NACES approved agencies.  Evaluation fee (non-refundable): \$100 for general, \$200 for course-by-course For more information, please visit <a href="http://www.calums.edu">CALUMS website</a> .	
Letter of Recommendation	At least one letter of recommendation from academic or business professional(s)	
English Language Proficiency Requirement	Please select one of the followings    For more information, please visit <a href="http://www.calums.edu">CALUMS website</a> .	
SEVIS I-20 Request Form	All blanks must be completely and accurately answered.	
Evidence of Financial Ability	Affidavit of Financial Support and Official Bank Statement or Letter from Applicant/Sponsor(s) – ORIGINAL	
Identification	For Applicant - Copy of Passport with the U.S. Visa Details and I-94  If you have dependent(s), the following documents are required.  For Dependent(s) - Copy of Passport with the U.S. Visa details and I-94 if applicable; and  For Dependent(s) - Proof of relationship: Marriage Certificate, Birth Certificate, and/or Family Registry	
Shipping Fee, if applicable	Not applicable if I-20 form is picked up by the student or received by secured electronic delivery.  \$70-\$100 for international (non-refundable)  \$30 for domestic (Non-refundable)  You can pay online through <a href="http://www.calums.edu">CALUMS website</a>	



# CALUMS

Address : 1126 N. Brookhurst St, Suite 200, Anaheim CA 92801

CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES

Tel : 714.533.3946 Fax : 714.533.7778

AM 210

Website: www.calums.edu

## APPLICATION FORM

### I. PERSONAL DATA

NAME

*Last*

*First*

*Middle*

DATE OF BIRTH

*Month / Day / Year*

PLACE OF BIRTH

*City*

*Country/Territory*

COUNTRY/ TERRITORY OF CITIZENSHIP

HOME PHONE

WORK PHONE

E-MAIL

MOBILE PHONE

MAILING ADDRESS

*Building No:*

*Apt No:*

*Street:*

*City:*

*State/Province:*

*Zip Code:*

*Country/Territory:*

IN CASE OF EMERGENCY, NOTIFY:

NAME

PHONE

ADDRESS

*Building No:*

*Apt No:*

*Street:*

*City:*

*State/Province:*

*Zip Code:*

*Country/Territory:*

*Relationship to Applicant:*

### II. PROGRAM

APPLYING FOR THE TERM BEGINNING:

☐ WINTER 20\_\_

☐ SPRING 20\_\_

☐ SUMMER 20\_\_

☐ FALL 20\_\_

FIELD OF STUDY AT CALUMS:

Master of Business Administration (M.B.A.)

☐ Master of Science in Computer Information Systems (M.S.C.I.S.)

PLEASE MARK ALL APPLICABLE:

☐ BLACK, NON-HISPANIC

☐ HISPANIC

WHITE, NON-HISPANIC

☐ ASIAN / PACIFIC ISLANDER

☐ AMERICAN INDIAN / ALASKAN NATIVE

RACE / ETHNICITY UNKNOWN

FOR OFFICE USE ONLY

DATE RECEIVED

RECEIPT NO.

APPLICATION FEE ☐ \$100

☐ \$20 for Re-issue I-20 (Deferred)

I-20 ISSUED ON

SEVIS #

CALUMS STUDENT I.D. #

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A1 (cont.)

**APPLICATION FORM****III. EDUCATIONAL INFORMATION**

NAME AND LOCATION OF HIGH SCHOOL, COLLEGE(S), OTHER SCHOOLS ATTENDED	YEAR FROM/TO	MAJOR	DEGREE

**IV. PLEASE TELL US ABOUT YOUR DECISION IN CHOOSING CALUMS. (REQUIRED)****V. WHY DID YOU CHOOSE YOUR PROGRAM OF INTEREST? (REQUIRED)****VI. HOW DID YOU HEAR ABOUT US? PLEASE SPECIFY.**

NEWSPAPER/MAGAZINE

WEBSITE

TELEVISION/RADIO

COLLEGE CAREER AND TRANSFER DAY EVENTS

REFERRAL (Name:)

) OTHER (

)

**I hereby certify that all the information provided in this application is true and corrected to the best of my knowledge. If my application is accepted, I agree to pay the tuition charges and fees. I also agree to abide by all rules and regulations of CALUMS.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT\_\_\_\_\_  
DATE**THE APPLICATION FEE IS NON-REFUNDABLE.**

CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES DOES NOT DISCRIMINATE AGAINST ANY INDIVIDUAL ON THE BASIS OF AGE, SEX, RACE, COLOR, RELIGION, NATIONALITY, ETHNIC ORIGIN, OR DISABILITY IN THE ADMISSION OF STUDENTS.

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**I-20 REQUEST FORM FOR INTERNATIONAL STUDENTS**Please type or print clearly in **BLACK INK**. Please print legibly.**STUDENT NAME***Last**First**Middle***DATE OF BIRTH***Month / Day / Year***GENDER** ☐ MALE ☐ FEMALE ☐ OTHER**COUNTRY/ TERRITORY OF BIRTH****E-MAIL****FOREIGN ADDRESS***Building No:**Apt No:**Street:**City:**State/Province:**Zip Code:**Country/Territory:***U.S. ADDRESS  
(If Applicable)***Building No:**Apt No:**Street:**City:**State:**Zip Code:***TRANSFER FROM  
(If Applicable)***Name of school:**Address**Phone:**Fax:**Name of DSO:***EDUCATION LEVEL DESIRED AT CALUMS:**☐ Master of Science in Computer Information Systems (M.S.C.I.S.) ☐ Master of Business Administration (M.B.A.)**APPLYING FOR THE TERM BEGINNING:**☐ WINTER 20\_\_☐ SPRING 20\_\_☐ SUMMER 20\_\_☐ FALL 20\_\_**FINANCIAL INFORMATION**

STUDENT'S PERSONAL FUNDS

☐ FAMILY FUNDS FROM ABROAD☐ SPONSOR IN U.S.A.**DEPENDENTS FOR F-2 VISA**

LAST NAME	FIRST NAME	DATE OF BIRTH	GENDER	RELATIONSHIP	COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP

☐ Please mail my I-20 form by express mail. (Additional \$50 – \$100 required)☐ CHANGE-OF-STATUS required: Current visa \_\_\_\_\_ Exp. Date: \_\_\_\_\_ (Please attach a copy)

**NOTE:** Your I-20 Form cannot be processed until all documents are completed and an acceptance letter is issued by the Director of Admissions.  
Please note that it takes at least three (3) working days to process I-20 documents.

**FOR OFFICE USE ONLY**

I-20 ISSUED ON \_\_\_\_\_

I-20 MAILED ON \_\_\_\_\_

EXPRESS AIR BILL# \_\_\_\_\_



## EVIDENCE OF FINANCIAL ABILITY for International Students

All international students must provide evidence of financial support to study and live in the U.S. while enrolled in the program. The document or letter needs to meet the following requirements:

### Proof of Funds:

- An original bank statement or letter of an account balance from the bank must be provided to validate the certification noted on the form. The bank statement/letter must have the fund's currency denoted and be dated within 90 days of issuing.
- Must be a liquid bank account; one that allows cash to be withdrawn easily at any given time. Checking and savings accounts are the most common examples of such accounts.
- Must clearly state the account holder's name, account number and account type.
- Minimum funds required for each academic year (9 months) are listed below:
  - **Bachelor's program: \$23,000 USD**
  - **Master's program: \$25,000 USD**

### F-1 students must show sufficient funding for F-2 dependent(s):

- Each Dependent: Add **\$4,500 USD**

Acceptable documents	Documents NOT typically accepted
<ul style="list-style-type: none"><li>• Bank statement</li><li>• Bank letter</li><li>• Organizational sponsor (govt., corporate, etc.)</li><li>• Loans</li><li>• Investment portfolio</li></ul>	<ul style="list-style-type: none"><li>• Tax returns</li><li>• Tax documents in general</li><li>• Mortgages</li><li>• Employment or salary statements</li><li>• Property valuations (real estate, jewelry, automobiles, etc.)</li><li>• Life insurance</li><li>• Retirement accounts</li></ul>

### Requirements for All Financial Documents:

- Current date (within 90 days of applying)
- Account holder's name
- Documents from banks, scholarships, etc. must be on official letterhead and include signature/stamp of an administrative officer or official
- Must state the available final balance
- Must have the fund's currency denoted
- Must be translated to English
- If account holder is someone other than applicant, include the Affidavit of Financial Support
  - Financial Sponsor must be applicant's family member.
  - Affidavit of Financial Responsibility/Support form must be submitted with both the applicant's and the sponsor's signatures.

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## EVIDENCE OF FINANCIAL ABILITY for International Students (continued)

### Business Account:

If applicant chooses to use a business account, the minimum funds required for each academic year is **\$50,000 USD**. The required documents include:

- Bank statement or letter of an account balance from the bank
- Business license indicating company name and effective date
- Information proving that applicant (or the financial sponsor) is the primary financial decision maker of the account.

### Original Documents

Faxed or emailed copies are acceptable for initial processing of the I-20. **ORIGINAL** documents must be presented to the Admissions Office prior to filling out an enrollment agreement. Be aware that if you are applying for an F visa from your home country, you must present the **ORIGINAL** Bank Statement and Sponsor Affidavit to the Embassy.

\*Please note that at the discretion of the Admissions and Academic Office, additional financial documents may be requested to certify evidence of financial support.

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**AFFIDAVIT OF FINANCIAL RESPONSIBILITY/SUPPORT – Master's Programs****◆ TO BE COMPLETED BY THE APPLICANT**APPLICANT'S NAME \_\_\_\_\_  
*Last First Middle*DATE OF BIRTH \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
*Month / Day / Year*

ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

Please complete the following if your dependent/s will be living with you while you are attending the University.

NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH	COUNTRY OF BIRTH

Support must be available yearly in the amount of \$4,500 (U.S.) for each dependent listed above.

**◆ TO BE COMPLETED BY THE SPONSOR (If other than the applicant)**

This form must be accompanied with a certificate of deposit (drawn under the name of the applicant), current bank statement/bank letter (must have the fund's currency denoted and be dated within 90 days of issuing). The document must indicate the total fund available to cover the annual educational expenses (Academic Year - 9 months) of the applicant.

SPONSOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_

SPONSOR'S RELATIONSHIP TO APPLICANT \_\_\_\_\_

How many people are you supporting in addition to this applicant (including your own family members)? \_\_\_\_\_

**◆ CERTIFICATION OF RESPONSIBILITY**

This is to certify that I (Applicant) or I/We (Sponsor) assume financial responsibility, up to \$25,000\* (U.S.) per academic year as needed for the educational-related expenses and support of the above-named self/applicant during the course of my/his/her attendance at the California University of Management and Sciences. I (Applicant) or I/We (Sponsor) understand that each quarter the full tuition and fees must be paid at time of registration. In addition, I (Applicant) or I/We (Sponsor) assume financial responsibility, in the amount of \$4,500 (U.S.) for each of my/the Applicant's dependent(s) if indicated above that spouse and/or children will be living with the Applicant.

NAME OF SPONSOR \_\_\_\_\_ NAME OF APPLICANT \_\_\_\_\_

SPONSOR'S SIGNATURE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

\*\$25,000 indicates the annual cost for Master degree programs (tuition, textbooks, room/board, transportation and personal expenses). At CALUMS one academic year is 9 months. Prices are subject to change without notice.

**Mail this form to: Office of Admissions****California University of Management and Sciences****1126 North Brookhurst Street, Suite 200****Anaheim, CA 92801 USA**

REV. Feb. 2021