CALUMS CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES
www.calums.edu
1126 North Brookhurst Street, Suite 200, Anaheim, CA 92801
Tel: 714.533.3946, Fax: 714.533.7778

ADMISSION APPLICATION CHECKLIST for Master's Programs

DATE:_____ NAME OF APPLICANT: _____
Last First Middle

BASIC REQUIREMENTS FOR ALL STUDENTS:

- ☐ A1: **Application Form** - (all blanks must be completely answered and signed by Applicant)
- ☐ A2: **Application Fee** - $100 (Non-Refundable)
- ☐ A3: **Evidence of Educational Attainment**: (all required)
  - ☐ Bachelor/Master's Diploma or Degree Certificate (Copy)
  - ☐ Official transcripts - At least a bachelor's degree completed from college/university attended. Official transcripts must be sealed, ORIGINAL or authenticated digital copy. No photocopies are allowed.
  - ☐ Foreign Transcript Evaluation - From an AICE or NACES approved agency – ORIGINAL
    (If college/university degree or credits are earned from schools outside the U.S. or from countries where English is not the primary languages, $100 General/$200 Course-by-Course, Non-Refundable)
- ☐ A4: **Letter of Recommendation** – At least one (1), ORIGINAL (from an active member of the academic and/or business professional with credentials)
- ☐ A5: **English Proficiency Requirement**: (select one)
  - ☐ TOEFL iBT, IELTS, ITEP, or Duolingo Exam with passing test score - ORIGINAL result; or
  - ☐ CALUMS English Proficiency Exam; or
  - ☐ Exempt, applicant completed high school education or at least one (1) year of higher education in the U.S. from an institution accredited by an agency recognized by the U.S. Department of Education or from other countries where English is the primary language, such as the U.K. countries and Canada.
- ☐ A6: **BPPE Notification** – Signed
- ☐ A7: **Admissions Interview** – Completed at the end of the admissions process.

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS:

- ☐ B1: **SEVIS I-20 Request Form** – Completed
- ☐ B2: **Evidence of Financial Ability** (all required)
  - ☐ **Affidavit of Financial Support**
  - ☐ Official Bank Statement or Letter from Applicant/Sponsor(s) - ORIGINAL
- ☐ B3: **Identification** (all required)
  - ☐ For Applicant - Copy of Passport with the U.S. Visa Details and I-94
  - ☐ 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
- ☐ B4: **Shipping Fee** for I-20 - Not applicable if I-20 Form is picked-up by Student
  - ☐ $50 - $100 for International (Non-Refundable)
  - ☐ $8.50 - $50 for Domestic (Non-Refundable)

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL TRANSFER-IN STUDENTS:

- ☐ B5: **SEVIS Transfer Eligibility Form** (DSO of Transfer-out institution must complete and return this form before issuing the acceptance letter by CALUMS)
- ☐ B6: **Copy of current I-20 Form** from Transfer-out school and all other previously issued I-20 Forms

ADDITIONAL REQUIREMENTS FOR DOMESTIC STUDENTS (US Citizen and Permanent Resident):

- ☐ C1: **Identification** (select one)
  - ☐ **Copy of U.S. Passport; or current I-20 Form; or**
  - ☐ **Copy of Permanent Resident Card; or**
  - ☐ **Copy of State issued Driver's License** and **Social Security Number**

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A1

APPLICATION FORM

I. PERSONAL DATA

NAME _____
Last *First* *Middle*

DATE OF BIRTH _____ **PLACE OF BIRTH** _____
Month / Day / Year *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:

☐ Bachelor of Science in Business Management (B.S.B.M.)
☐ Master of Business Administration (M.B.A.)
☐ Master of Science in Computer Information Systems (M.S.C.I.S.)
☐ Master of Science in Economics (M.S.E.)
☐ Master of Science in Healthcare Management (M.S.H.M.)
☐ Master of Science in International Business (M.S.I.B.)

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
- ☐ TELEVISION/RADIO
- ☐ REFERRAL (Name:)
- ☐ WEBSITE
- ☐ COLLEGE CAREER AND TRANSFER DAY EVENTS
- ☐ 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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APPLICATION FEE

PROCESS FOR PAYING APPLICATION FEE:

Payments can be made online with Visa or MasterCard.

1. Visit: https://calums.net/app/public/pay/
2. Select box "Application Fee $100".
3. Input Billing Information:
   - First Name
   - Last Name
   - Address
   - State
   - Zip Code
   - Provide Application Number or Applicant's Name (Last , First)
4. Input Card Information:
   - Card Holder's Name
   - Card Number
   - Expiration Month
   - Expiration Year
   - Card CVV
5. Click "Pay Now".
6. Please email admissions@calums.edu to let us know you have paid.

OTHER APPLICABLE FEES:

Applicants may also be required to pay the following application fees (non-refundable):
o General Transcript Evaluation Fee (through CALUMS, if applicable): $100 OR
Course-By-Course Evaluation Fee (through CALUMS, if applicable): $200
o International Postage (for acceptance documents): $50 – 100 *depends on the receiver's address
o Domestic Postage (for acceptance documents): $8.50 – 50
o Wire Transfer Fee (if pay through wire transfer): $10

OTHER PAYMENT METHODS:

○ Wire Transfer
○ In-person payment (Cash, Card, or Check) on campus

Please ask the Admissions Officers (admissions@calums.edu) for detailed instructions.

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EVIDENCE OF EDUCATIONAL ATTAINMENT – Master's Programs

POLICIES:

1. College Certificate/Diploma and OFFICIAL TRANSCRIPTS from the institution(s) you attended
   - Transcripts MUST BE ISSUED TO CALUMS (not issued TO THE STUDENT), SEALED and SENT FROM THE INSTITUTION(S) DIRECTLY to CALUMS Admissions Office VIA COURIER (ORIGINAL required).

2. Criteria for Graduate Admission: a qualified applicant must have
   - A Bachelor's degree in the U.S. from an institution accredited by an agency recognized by the U.S. Department of Education; OR
   - A Bachelor's degree from a foreign institution evaluated by a member of AICE or NACES recommending U.S. Bachelor's degree equivalent
   - Minimum **cumulative GPA** of **2.0**
   - English Proficiency (see International Applicants section for detail)

   *Please understand that we can only determine if an applicant is accepted or not only after he/she submitted all the required documents.

3. Transfer of Credit Policy

   Upon admission, academic credits earned at other educational institutions will be assessed by the Academic Office and transfer credit will be granted based on course content and instructional hours equivalency to the courses offered at CALUMS. CALUMS does not award credit for prior experiential learning. Transfer credit is generally granted for courses comparable to those offered by CALUMS that were successfully completed with a grade of "B" or above for a Master's degree at another accredited institution or equivalent. The University will evaluate all hours submitted by the transfer applicant and reserves the right to accept or deny any of the credits for transfer. Transcripts will be officially assessed by the Academic Office after a transfer student has been formally admitted and has declared a major at CALUMS.

   Transfer credit (TC) evaluation shall be completed within the quarter that the official transcript and TC evaluation request form was received.

   Transferring students must comply with the Satisfactory Academic Progress (SAP) requirement.

   Transfer credits will be counted towards the maximal length of study at the University. Eight (8) quarter units for Master's degree shall constitute one (1) quarter to be used in the determination of time limitations for graduation.

   Transfer credit appears on a student's academic record, and the hours are included in the student's cumulative earned hours. Up to sixteen (16) quarter units are accepted in transfer from another institution in Master's degree programs.

   Transfer credit is not calculated in the student's cumulative grade point average at CALUMS.

   Criteria Master's Programs

   Maximum Transfer Credits Accepted: **16 quarter units** (4 courses)

   Minimum Grade of Acceptable Transfer Credits: **B**

4. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CALUMS

   The transferability of credits you earn at the California University of Management and Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of the CALUMS programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CALUMS to determine if your credits or degree, diploma or certificate will transfer.

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ACCEPTABLE EVALUATION AGENCIES for Foreign Transcripts Evaluation

Foreign transcripts of international students seeking admissions must be evaluated by a member of the Association of International Credential Evaluators (AICE), or a member of the National Association of Credential Evaluation Services (NACES). CALUMS may also conduct foreign transcript evaluation through SpanTran upon request with completed payment for the evaluation fee. CALUMS will not share the evaluation reports completed by SpanTran with the applicant as it is strictly for internal use only.

Please see the list of the members below. THE EVALUATION REPORT MUST BE ORIGINAL AND SEALED.

Name of Acceptable Evaluation Agency	AICE	NACES
A2Z Evaluations, LLC		X
Academic Credentials Evaluation Institute, Inc. (ACEI)	X	
Academic Evaluation Services, Inc.		X
American Education Research Corporation (AERC)	X	
Center for Applied Research, Evaluations, & Education, Inc.		X
Educational Credential Evaluators, Inc. (ECE)		X
Educational Perspectives, nfp.		X
Educational Records Evaluation Service, Inc. (ERES)		X
Evaluation Service, Inc.		X
Foreign Academic Credential Service, Inc. (facs)		X
Foreign Credential Evaluations, Inc. (FCE, Inc.)	X	
Foreign Credentials Service of America (FCSA)	X	
Foundation for International Services, Inc.		X
Global Credential Evaluators, Inc. (GCE)		X
Global Services Associates, Inc.		X
Globe Language Services, Inc.	X	
International Academic Credential Evaluators, Inc. (iace)		X
International Consultants of Delaware, Inc. (ICD)		X
International Education Evaluations, Inc.		X
International Education Research Foundation, Inc (IERF)		x
InCred	X	
Josef Silny & Associates, Inc. International Education Consultants		X
Scholaro (formerly Foreign Credits, Inc.)	X	
SDR Educational Consultants	X	
SpanTran: The Evaluation Company *Note: Preferred by CALUMS*		X
Transcript Research		X
Ucredo	X	
World Education Services, Inc. (WES)		X

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LETTER OF RECOMMENDATION

POLICIES:

1. At least ONE (1) LETTER OF RECOMMENDATION from an active member of the academic and/or business professional with credentials
    - Dated and Signed by the instructors or employers/supervisors (ORIGINAL required) and printed on the school or company's letterhead.
    - It must be mailed/emailed by the recommender because it will not be accepted if it is mailed/emailed by the student.
    - Issued within one (1) year of applying

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ENGLISH PROFICIENCY REQUIREMENT – Master's Programs

POLICIES:

1. You must meet one of the following criteria for English Proficiency:

   a) You have completed your high school education in the U.S. from an institution accredited by an agency recognized by the U.S. Department of Education;

   b) You have completed at least one (1) year of college level education in the U.S. from an institution accredited by an agency recognized by the U.S. Department of Education;

   c) You have completed your college education from an institution located in a country where English is the only language of instruction as evaluated and determined by the CALUMS Admissions Office;

   d) You have an overall score of at least **61 for TOEFL®** test or **6 for IELTS** test (taken within two (2) years) and submit either a TOEFL ® or IELTS official score report (ORIGINAL required) with your application; or submit Duolingo equivalent; or

   Duolingo English Test
   Graduate Students Minimum score: **95**
   Undergraduate Students Minimum score: 75
   The Duolingo English Test is an online English proficiency test that can be taken online, on-demand, in under an hour for only $49. The test is taken via a computer with a camera and includes a proficiency score, video interview, and writing sample which are shared with CALUMS when you send your results. Certified results are available within 48 hours of the test session.
   Link: https://englishtest.duolingo.com/applicants

   e) You have passed the CALUMS English Proficiency Test with a minimum of **70% for Graduate** Students and 60% for Undergraduate Students. If you do not possess one of the above mentioned test scores, you will be given the opportunity to take our institutional English exam online. You will be sent secure log-in information once your application is received and all applicable payments are made. Once you complete the exam, you will be given further instruction as your application is being processed.

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NOTIFICATION TO PROSPECTIVE STUDENTS

California Department of Consumer Affairs
For The Bureau for Private Postsecondary Education (BPPE)

Stipulated Settlement and Disciplinary Order

As directed in Item # 5 of the *Stipulated Settlement and Disciplinary Order*, California University of Management and Sciences is providing notification of Case No. 999964 to current and prospective students. The *Decision* is effective July 6, 2018. The following documents are attached:

- *Accusation*
- *Respondent Statement*
- *Stipulated Settlement and Disciplinary Order*
- *Decision and Order*

****

I attest that I have received a copy of the *Accusation, Respondent Statement, Stipulated Settlement and Disciplinary Order* along with the *Decision and Order*. I understand that if at any time I have questions to submit them to the Dean of Administration.

Signature_____**Date**_____

Print Name_____

Student ID # (for Current Student Only) _____

Current Contact Information:

Complete Mailing Address_____

_____

Phone Number_____

Email Address_____

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Admissions Interview for Master's Programs

Pre-Admissions Questions

Name of Applicant _____
Last First Middle

Program MBA ☐ MSCIS ☐ MSE ☐ MSHM ☐ MSIB ☐

Prior to your official enrolment at CALUMS, you must complete a CALUMS Admissions Interview. Please review the following questions and submit your responses at your earliest convenience.

1. What is your purpose in seeking further education?

2. Describe an academic experience that has had a major impact on your fife.

3. How do you envision yourself engaging with CALUMS' diverse institutional community?

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Admissions Interview for Master's Programs

Pre-Admissions Questions (Continued)

4. Where do you see yourself in 5 years?

5. What challenges do you anticipate for your 5-year vision, and how do you plan to work through those challenges?

6. Describe three qualities you deem important when seeking a university that is right for you?

1.

2.

3.

7. Describe three qualities you have that would contribute to a University environment.

1.

2.

3.

Signature of Applicant

Date Completed

Signature of Admissions Officer

Date Received

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B1

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 _____ **GENDER** ☐ MALE ☐ FEMALE ☐ OTHER
Month / Day / Year

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:

☐ Bachelor of Science in Business Management (B.S.B.M.)
☐ Master of Business Administration (M.B.A.)
☐ Master of Science in Computer Information Systems (M.S.C.I.S.)
☐ Master of Science in Economics (M.S.E.)
☐ Master of Science in Healthcare Management (M.S.H.M.)
☐ Master of Science in International Business (M.S.I.B.)

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# _____

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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
• Bank statement • Bank letter • Organizational sponsor (govt., corporate, etc.) • Loans • Investment portfolio	• Tax returns • Tax documents in general • Mortgages • Employment or salary statements • Property valuations (real estate, jewelry, automobiles, etc.) • Life insurance • Retirement accounts

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

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IDENTIFICATION for International Students

DOCUMENTS REQUIRED:

- For Applicant - Copy of Passport with the U.S. Visa Details and I-94
- 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

Please upload copies to your CALUMS Online Application Account or email them to admissions@calums.edu.

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SHIPPING FEE

PROCESS FOR PAYING SHIPPING FEE:

Payments can be made online with Visa or MasterCard.

1. Upon acceptance, the Admissions Office will inform you via email how much the shipping fee will be. (Especially, International Shipping fees depend on the receiver's address.)

2. Visit: https://calums.net/app/public/pay/

3. Select the appropriate Shipping Fee box. (select one)
   - US Domestic Priority Mail
   - US Domestic Express Mail
   - International Shipping Fee (via DHL, fees vary and depend on the receiver's address)

4. Input Billing Information:
   - First Name
   - Last Name
   - Address
   - State
   - Zip Code
   - Provide Application Number or Applicant's Name (Last, First).

5. Input Card Information:
   - Card Holder's Name
   - Card Number
   - Expiration Month
   - Expiration Year
   - Card CVV

6. Click "Pay Now".

7. Please email admissions@calums.edu to let us know you have paid.

OTHER PAYMENT METHODS:

- Wire Transfer
- In-person payment (Cash, Card, or Check) on campus

Please ask the Admissions Officers (admissions@calums.edu) for detailed instructions.

CALUMS CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES
www.calums.edu
1126 North Brookhurst Street, Suite 200, Anaheim, CA 92801
Tel: 714.533.3946, Fax: 714.533.7778

B5

SEVIS TRANSFER ELIGIBILITY FORM for F-1 Students Transferring into CALUMS

TRANSFER PROCEDURES:

1. Student completes SECTION 1 of this form.
2. Student contacts the International Student Advisor/DSO at the student's current school and determines an appropriate SEVIS Release Date for the student's transfer to CALUMS.
3. The International Student Advisor/DSO at the student's current school completes SECTION 2 of this form and faxes (**714-533-7778**) or emails (isa@calums.edu) the complete form to the CALUMS International Student Advisor (ISA).

Please note that the student will receive the acceptance letter from CALUMS only after CALUMS has received all requirements including this completed document. DO NOT transfer-out the SEVIS record of the student until the student or the current school receives the acceptance letter from CALUMS.

SECTION 1 - TO BE COMPLETED BY THE STUDENT

STUDENT NAME: _____
Last First Middle

SEVIS ID #: _____ DATE OF BIRTH: _____ (MM/DD/YYYY)

Term of Admission at CALUMS: ☐ WINTER ☐ SPRING ☐ SUMMER ☐ FALL YEAR: _____

I authorize my current school to provide the information requested below and complete the requested transfer to CALUMS.

STUDENT SIGNATURE: _____ DATE SIGNED: _____

SECTION 2 - TO BE COMPLETED BY CURRENT SCHOOL OFFICIAL (DSO)

1. Is this student currently in valid F-1 status? ☐ YES. ☐ NO.
2. Is/was this student enrolled full-time and is eligible for transfer? ☐ YES. ☐ NO.
3. Has this student been authorized for Practical Training? ☐ YES. ☐ CPT (Start Date: _____ End Date: _____)
   ☐ OPT (Start Date: _____ End Date: _____)
   ☐ NO.
4. The student's last date of enrollment (or OPT) at your school: _____
5. SEVIS Release Date: _____

Transfer the student's SEVIS records to **California University of Management & Sciences** (School Code: **LOS214F18380000)**.

Name of Your School: _____

Address of Your School: _____

Phone Number of Your School: _____ Email Address of DSO: _____

Name and Title of DSO: _____

Signature of DSO: _____ ***Date Signed:*** _____

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CURRENT I-20 FORM - International Transfer-In Students

DOCUMENTS REQUIRED:

"International Transfer-in Students" are the F-1 students with an Active SEVIS record (currently attending an SEVP-certified school or participating in OPT/STEM OPT under an SEVP-certified school) and eligible to transfer to another SEVP-certified school.

As an international student transferring-in to CALUMS, you will need to provide:

- Copy of current I-20 Form from transfer-out school
- All other previously issued I-20 Forms

Please upload copies to your CALUMS Online Application account, email them to admissions@calums.edu, or provide them to the Admissions Office in-person.

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IDENTIFICATION for Domestic Students

DOCUMENTS REQUIRED (Select One):

- ☐ Copy of U.S. Passport; or
- ☐ Copy of Permanent Resident Card; or
- ☐ Copy of State issued Driver's License and Social Security Number

Please upload copies to your CALUMS Online Application Account or email them to admissions@calums.edu.