

UNIVERSITY INFORMATION			
Admissions Representative			
Sessions Start Dates		Mar 4, 2017	May 6, 2017 July 1, 2017
DEADLINES for required Documents		Mar 1, 2017	May 3, 2017 Jun 28, 2017
CHECKLIST			
<input type="checkbox"/>	Schedule a Virtual/Campus Meeting with an Admissions Representative	Purpose: To help students understand the program better and answer the questions and concerns they may have about the admissions process. Setmore Calendar:	
<input type="checkbox"/>	Online application form & Disclosure forms	www.westcliff.edu/apply	
<input type="checkbox"/>	<i>Before acceptance:</i> Application Fee: \$30 + Transcript Evaluation: \$100 (if applicable) <i>After acceptance:</i> Shipping fee: \$50	http://admissions.westcliff.edu/payment/ or https://www.flywire.com/pay/westcliff	
<input type="checkbox"/>	Personal Statement	All degree applicants must submit a one page personal statement indicating why they wish to study at Westcliff University highlighting any special personal qualifications or personal circumstances; citing examples of personal attributes or qualities that will enable completion of study successfully; describing personal determination to achieve goals, initiative and ability to develop ideas, and ability to work independently; listing any background characteristics that indicate overcoming an educational disadvantage (English language learner, family economic history, lack of educational opportunity, disability, etc.). 1-2 pages with a minimum of 250 words double space.	
<input type="checkbox"/>	Personal Identification	All applicants must submit a form of official personal identification. Approved forms of identification include: driver's license or other state photo identity card issued by Department of Motor Vehicles, copy of U.S. passport, copy of permanent resident card, and copy of foreign government-issued identification.	
<input type="checkbox"/>	Diploma (scanned in color)	If the degree is completed in the U.S. then the diploma is not required Bachelor's program – must provide High School Diploma Master's program – must provide Bachelor's Diploma Doctoral program – must provide Master's Diploma	
<input type="checkbox"/>	Transcripts (scanned in color)	Bachelor's program – must provide High School Transcript Master's program – must provide Bachelor's Transcript Doctoral program – must provide Master's Transcript Submit Official Transcripts – All applicants must submit official transcripts from previously attended institutions (i.e. Universities, colleges, high school, GED, etc.). Transcript Evaluation. If transcripts are from a foreign institution, a University-approved evaluation agency (i.e., www.ierf.org) must review and send their official evaluation directly to the Registrar. Regular degreed applicants must show evidence of a Bachelor's degree.	
<input type="checkbox"/>	Proof of English Proficiency	If transcripts are from a foreign institution then the student is required to provide proof of English proficiency Bachelor's program – scores requirement → TOEFL/iBT (61), IELTS (6.0), PTE (44), EPT (B1), Letter of English Medium of Instruction from High School (not letter of recommendations) Master's and Doctoral program – scores requirement → TOEFL /iBT (71), IELTS (6.5), PTE (50), EPT (B2), Letter of English Medium of Instruction from the University where the Bachelor's degree was obtained (not letter of recommendations)	



Wait for Application Results – The results of the interview and admissions file will be sent to the Admissions Committee for a decision by group consensus.

- Accepted:** If the applicant is accepted for admission, an acceptance letter will be sent to the applicant.
- Denied:** If the applicant is not accepted, the Admissions Department will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.

Request for Course Registration – Staff from the Student Services Department will assist you with this process. Registration requires choosing the appropriate classes and paying tuition fees.

Attend New Student Orientation – All students are required to attend course orientation. During orientation student will become familiar with campus policies and procedures, student portal, and student resources.