

Transfer F1 Applications Checklist

UNIVERSITY INFORMATION			
Admissions Representative			
Sessions Start Dates		Mar 4, 2017	May 6, 2017
DEADLINES for required Documents		Mar 1, 2017	May 3, 2017
<p style="text-align: center;">CHECKLIST</p>			
<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	http://www.westcliff.edu/fltransfer/	
<input type="checkbox"/>	<i>Before acceptance:</i> Application Fee: \$30 + Foreign Transcript Evaluation: \$100 (If applicable) <i>After acceptance:</i> I-20 Processing Fee: \$100 + 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.). <i>1-2 pages with a minimum of 250 words double space.</i>	
<input type="checkbox"/>	Bank Statement	Minimum amount <input type="checkbox"/> Bachelor degrees: \$7,925 dollars <input type="checkbox"/> Master degrees: \$6,115.00 dollars <input type="checkbox"/> Doctoral degrees: \$6,415.00 dollars <input type="checkbox"/> Dependents. Students will need to show sufficient funding if any dependents will be included in their I-20: Spouse – Add \$3,012 and Child – Add \$1,657 An original bank statement or letter of account confirmation from the bank must be provided to validate the certification noted on the form. Currency of bank statement should be in U.S. dollars, and statement must be dated within 3 months of issuing. Foreign Bank statements must be stamped and signed by Bank official.	
<input type="checkbox"/>	Westcliff University Affidavit of Support Form (Attached below)	Must be completed by the student (Section A) and his or her Sponsor (Section B). List all dependents if applicable. – <i>see other attachments</i>	
<input type="checkbox"/>	Passport and Visa	All applicants are required to submit a color copy of their passport (all pages) and visa. <input type="checkbox"/> Dependents. If students are bringing any dependents, a color copy of biographical page from passport of each dependent.	
<input type="checkbox"/>	Copies of I-20	Copies of your current I-20 must be provided during admissions process. Include dependents I-20 if applicable.	
<input type="checkbox"/>	Diploma (scanned in color)	<i>If the degree is completed in the U.S. then the diploma is not required</i> Bachelor's program – must provide High School Diploma Master's program – must provide Bachelor's Diploma	

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<input type="checkbox"/>	<p>Transcripts (scanned in color)</p>	<p>Doctoral program – must provide Master’s Diploma</p> <p>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.</p>
<input type="checkbox"/>	<p>Proof of English Proficiency</p>	<p>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)</p>
<input type="checkbox"/>	<p>Completed International Transfer Clearance Verification Form</p>	<p>A transfer form must be completed and signed by the student’s current institution to verify active F-1 status. The transfer form can be obtained from your admissions representative – <i>see attachments</i> Please mail or fax the completed form to the following address:</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Westcliff University (Irvine Campus) Attn: Office of International Affairs 4199 Campus Drive #650 Irvine, CA 92612 Tel: (888) 491-8686 Fax: (888) 409-7306 Email: admissions@westcliff.edu</p> </div>

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. Please give your acceptance letter to your current school that has your record for them to transfer the SEVIS record to us. Once your University transfers your record we can issue your I-20.
- 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 Department of Student Services 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.

Curricular Practical Training (CPT)

Steps and documents required (F1 CPT):

- Review Curricular Practical Training (CPT) Tutorial online: <https://voicethread.com/share/8532656/>
- Request to Add CPT Course Form
- Proof of Tuition Payment (including the internship course).
- Curricular Practical Training (CPT) Application
- Cooperative Education / Internship Agreement
- Offer letter

Note* Student must participate in the New Student Orientation

The CPT forms can be obtained from your admissions representative.

Deadlines:

Regular F1 Students:

- CPT applications must be submitted by Monday of Week 2

F1 Late MBA Weekend:

- CPT applications must be submitted by Monday of Week 3

All Weekend MBA (on-time or late) will be enrolled in 16 weeks CPT