



**DOMESTIC/ONLINE CHECKLIST**

<b>Start Date</b>	Aug 31, 2020	Oct 26, 2020	Jan 4, 2021	Mar 1, 2021	May 3, 2021	June 28, 2021
<b>Application Deadline</b>	July 20, 2020	Sept 14, 2020	Nov 23, 2020	Jan 18, 2021	Mar 22, 2021	May 17, 2021
<b>Register By</b> <b>*Late Fee Applicable</b>	July 27, 2020	Sept 21, 2020	Nov 30, 2020	Jan 25, 2021	Mar 29, 2021	May 24, 2021

**REQUIREMENTS**

**Admissions Interview**

- ❖ A virtual or an on-campus interview with an admissions advisor is required. The purpose is to help students understand their program of interest and the admissions process better. The admissions advisor will answer all questions and concerns during the admissions interview.

**Online Application:** <http://www.westcliff.edu/apply>

- ❖ Please scan and upload all the required documentation (listed below) in the online application.

**Personal Identification (ID)**

- ❖ All applicants must submit a form of official personal identification in color. Approved forms of identification include: driver's license or state photo identity issued by Department of Motor Vehicles, or copy of U.S. passport.

**Personal Statement**

- ❖ All applicants must submit a personal statement indicating why they wish to study at Westcliff University. The essay can highlight any special personal qualifications, personal circumstances, personal attributes and/or adjustments you plan to make in your lifestyle to accommodate your study. The personal statement must be 1-2 pages with a minimum of 250 words, double spaced and must include "Westcliff University".

**Diploma/Degree** (a scanned color copy is required):

- ❖ **Undergraduate program** – At least a high school diploma or equivalent (GED)
- ❖ **Graduate program** – At least a bachelor's degree
- ❖ **Postgraduate program** – At least a master's degree

**Official Transcripts**

The minimum academic requirement to apply:

- ❖ **Undergraduate program** – At least a high school diploma or equivalent (GED)  
Undergraduate applicants must satisfy one of the following criteria for admission:
  - High school diploma with a 2.0 cumulative GPA or equivalent such as GED, TASC, HiSET.\*
  - High school diploma plus 24-college level credits from an accredited college with a 2.0 cumulative GPA.\*
  - High school diploma plus earned associate's from an accredited college.\*
- ❖ **Graduate program** – At least a bachelor's degree
- ❖ **Postgraduate program** – At least a master's degree

**Submit official transcripts** – All applicants must submit official transcripts from previously attended institutions (i.e. Universities, colleges, high school, GED, etc.).

**Westcliff University**  
Attn: Transcript Dept.  
17877 Von Karman Ave, Suite 400  
Irvine, CA 92614  
[transcript@westcliff.edu](mailto:transcript@westcliff.edu)



**Officials Transcripts (cont.)**

**What is considered an official transcript?**

- ❖ **Physical transcripts:** Academic records must be sealed in a (school) envelope stamped on the flap by the student’s institution. Only institutions may make school-stamped copies of the official documents, place them in a school envelope and stamp and seal the envelope. A student or parent can then mail the school sealed envelope but it must be apparent that the school was the last to handle the documents.
- ❖ **Electronic transcripts:** Digital transcripts must be released directly by the Office of the Registrar of the issuing university to [transcript@westcliff.edu](mailto:transcript@westcliff.edu)

**Transcript Evaluation:** Degrees obtained outside of the United States will only be accepted if they have been evaluated by a member in good-standing of the National Association of Credential Evaluation Services (NACES), another nationally recognized credentialing service or evaluated internally by the Transcript Department of Westcliff University with applicable fee.

\*See Student Handbook and Catalog for more details

**English Proficiency**

All applicants whose native language is not English and have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English.

Approved language examinations include but not limited to:

Minimum Scores Required		
Undergraduate Program	Graduate Program	Postgraduate Program
TOEFL PBT: 500	TOEFL PBT: 530	TOEFL PBT: 550
TOEFL iBT: 61	TOEFL iBT: 71	TOEFL iBT: 80
IELTS: 6.0	IELTS: 6.5	IELTS: 6.5
PTE: 44	PTE: 50	PTE: 58
CPE: B1	CPE: B2	CPE: B2

**An English Medium of Instruction letter from the qualifying degree program is acceptable if the student cannot provide the scores from examinations above.**

English proficiency requirement may only be waived if the student has one of the following:

- ❖ U.S. high school diploma or degree
- ❖ 30-semester credits or more from a U.S. degree-granting institution

**Course Waiver Form** *(For Graduate and Postgraduate applicants only)*

- ❖ All transcripts from previously attended universities or colleges must be submitted for an evaluation if the student is requesting to transfer credits.
- ❖ Any requests submitted after the 2-weeks deadline is up to the discretion of the University to review.
- ❖ **Official Transcripts are required to officially apply the transferable credits.**

*Note:* The “Upper Division” academic work performed should be within 7 years of attempted transfer of credit for Graduate and 10 years for Bachelor students, to ensure currency of the studies’ relevance to present course requirements. Please refer to the Transfer Credit Policy for Upper Division Courses in the Student Handbook – Catalog for more information.



**Course Waiver Form (cont.)**

**Undergraduate Programs**

Refer to Transfer Credit Policy in the Student Handbook – Catalog for more information.

Students will be placed in General Education courses before beginning their Upper Division courses. Students can contact their Student Service Advisor for more details.

Maximum transferable undergraduate credits:

- 60 credits from General Education
- 30 credits from Upper Division

Undergraduate prerequisite course (3 credits):

- BUS340 - Introduction to Information Systems

**Graduate and Postgraduate Programs**

All graduate students are **required** to submit the Course Waiver Form indicating their decision to transfer credits.

Maximum transferable graduate credits:

- 6 credit hours of equivalent graduate coursework
- 30 credit hours of equivalent postgraduate coursework

MSIT prerequisite course (3 credits each):

- BUS340 - Introduction to Information Systems

DBA prerequisite courses (3 credits each):

- BUS505 - Managerial Economics
- BUS535 - Managerial Accounting
- BUS550 - Financial Management

**Required Fees:**

- ❖ Application Fee: \$30
- ❖ Foreign Transcript Evaluation Fee: \$100 (*if applicable*)
- ❖ PayPal/Debit/Credit: <https://www.westcliff.edu/payment-form/>
- ❖ Flywire: <https://www.flywire.com/pay/westcliff>
- ❖ Check/Cash are also acceptable

**Disclaimer:**

- ❖ All document(s) that require English Translation for the admissions process must provide the original document as well as a copy of a certified translation by a professional.
- ❖ Students who qualify for the weekend format must provide a valid proof of address. This can be a bank statement, leasing agreement, utilities bill, or driver's license that ties the student to their address.



### NOTICE OF ACCEPTANCE

The results of the admissions interview and the student's application will be sent to the Admissions Committee for a decision by group consensus.

**Accepted:** Once a prospective student is admitted into a program, they will be e-mailed and/or mailed a Letter of Acceptance. *Please see "Requirements for 1-20" listed below.*

**Application Cancelled:** Applications that are incomplete by the application deadline will be automatically canceled the day after the deadline.

**Denied:** If you are not accepted, the Admissions Department will send a letter to you informing you of the decision, stating why your qualifications are deficient. Denial can be appealed.

**Registration Requirements:** Payment for tuition & fees, official transcripts, Disclosures and Enrollment Agreement must be submitted by the designated deadline.

- Notice of Additional Fees for Late Payment of Tuition:** Students are required to submit full payment of tuition and fees owed for their first semester by the registration deadline (5 weeks prior to the start) to avoid additional charges. Students who maintain a balance with the university after this deadline are assessed a \$50.00 fee every week until the balance is paid in full. Financial counseling is available for all students through Westcliff University's Financial Aid Department. As a continuing student, full tuition and fees must be paid in full 30 days prior to the next semester's start date. Students who maintain a balance after this deadline in subsequent semesters are assessed a \$35.00 fee. This does not apply to students approved for the deferred payment plan options.
- Student will need to complete and submit a FAFSA for Westcliff University to determine the financial aid package they are eligible for.** Westcliff University's School Code is 042496. You may also contact the financial aid office by emailing [financialaid@westcliff.edu](mailto:financialaid@westcliff.edu) or by calling 949-825-5999.
- Disclosure Forms & Enrollment Agreement Form:** All students are required to submit the enrollment agreement prior to the start of their program. The form includes an overview of Program Fees & Tuition, Methods of Payments, Payment Plans, Student Cancel and Withdraw Policy and Student Agreements.
- Housing Options:** We have partnered with REXidence Residential Services to assist in student housing. Please speak with your Admission Advisor or complete the following application: <https://www.rexhousing.com/westcliff-application>
- Mandatory Writing Assessment:** All undergraduate students who have not been awarded an Associate's Degree from an accredited institution are required to take a writing Assessment 2 weeks before the start of the program.
- Attend New Student Orientation:** All students are required to attend course orientation. During orientation, students will become familiar with campus policies and procedures, student portal, and student resources.