INITIAL F-1 CHECKLIST

|-------------|--------------|--------------|-------------|-------------|-------------|--------------|

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: [https://www.westcliff.edu/admissions/apply/](https://www.westcliff.edu/admissions/apply/)
   - Please scan and upload all the required documentation (listed below) in the online application.

☐ 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
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

**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:

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<th>Minimum Scores Required</th>
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<tr>
<td>Undergraduate Program</td>
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<tr>
<td>TOEFL PBT: 500</td>
</tr>
<tr>
<td>TOEFL iBT: 61</td>
</tr>
<tr>
<td>IELTS: 6.0</td>
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<tr>
<td>PTE: 44</td>
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</tbody>
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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.

- **Deadline:** Post visa approval and 2-weeks before the start date.
  - **Disclaimer:** 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.)

<table>
<thead>
<tr>
<th>Undergraduate Programs</th>
<th>Graduate and Postgraduate Programs</th>
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<tbody>
<tr>
<td>Refer to Transfer Credit Policy in the Student Handbook – Catalog for more information.</td>
<td>All graduate students are <strong>required</strong> to submit the Course Waiver Form indicating their decision to transfer credits.</td>
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<tr>
<td>Students will be placed in General Education courses before beginning their Upper Division courses. Students can contact their Student Service Advisor for more details.</td>
<td>Maximum transferable graduate credits:</td>
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<tr>
<td>Maximum transferable undergraduate credits:</td>
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</tbody>
</table>
  - 60 credits from General Education |
  - 30 credits from Upper Division |  
  - 30 credit hours of equivalent postgraduate coursework |
| Undergraduate prerequisite course (3 credits): | MSIT prerequisite course (3 credits each): |
  - BUS340 - Introduction to Information Systems |  
  - 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 |

## Passport
- All applicants are required to submit a color copy of their passport
- Passports must be valid for at least 6 months after the application is submitted.
- To add F-2 dependent(s), provide the following:
  - Proof of family relationships: A color copy of original marriage and/or birth certificate(s)
  - A color copy of the dependent’s passport

## FERPA - Westcliff University
Westcliff University complies with all applicable laws relating to personal privacy, including the Family Education Rights and Privacy Act (FERPA) of 1974. The University has designated certain information contained in the education records of its student as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). Students may list the authorized individuals in the FERPA section of the online application.

## Required Fees:
- Application Fee: $30
- Foreign Transcript Evaluation Fee: $100 *(if applicable)*
- Westcliff University Payment Form: [https://www.westcliff.edu/payment-form/](https://www.westcliff.edu/payment-form/)
- Flywire: [https://www.flywire.com/pay/westcliff](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.
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. *If accepted, please see “Requirements for I-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.

**Requirements for I-20:** Once a student has been accepted, students will need to complete the following requirements in order for an I-20 to be issued:

- **Bank Statement (Proof of Funds)**
  - 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:
    - 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 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 are listed below:
      - Bachelor’s program: $26,820 USD
      - Master’s program: $27,595 USD
      - Doctoral program: $29,895 USD
      - Master’s certificate (6 months): $13,750 USD
      - Master’s certificate (8 months): $18,325 USD

- **F-1 students must show sufficient funding for F-2 dependent(s):**
  - Spouse – Add $6,024 USD and/or Child – Add $3,313 USD

- **I-20 Request Form (Affidavit of Support)**
  - **Student Section A** - Must be completed by the student (*list all dependents, if applicable*)
  - **Sponsor Section B** - Must be completed by student’s sponsor (*if applicable*)

- **I-20 Processing Fee(s):**
  - I-20 Processing Fee: $100 (*additional $100 for each F-2, if applicable*)
  - Westcliff University Payment Form: [https://www.westcliff.edu/payment-form/](https://www.westcliff.edu/payment-form/)
  - Flywire: [https://www.flywire.com/pay/westcliff](https://www.flywire.com/pay/westcliff)
  - Check/Cash are also acceptable

Once an I-20 has been issued, the I-20 and Acceptance Letter can be shipped. These items will be shipped after the student completes the shipment request using: e-Ship Global (this shipping option will allow students to create their own labels at a discounted rate via FedEx, DHL, and UPS). Please contact your Admissions Advisor for more details.
Post Visa Approval

The following fees and documents must be received within 5-days of visa approval:
  o Color copy of the visa
  o Pay Tuition and fees
  o Secure Housing

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

☐ 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 week before the start of the program) 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.

☐ 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 assisting in student housing.
  ❖ Please speak with your Admission Advisor or complete the following application: https://www.rexhousing.com/westcliff-application
  ❖ Homestay Match: https://www.homestay.com/

☐ 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.