



Academic Year

TRANSFER F-1 CHECKLIST

Start Date Sessions 1-6	May 3, 2021 Session 5	June 28, 2021 Session 6	August 30, 2021 Session 1	October 25, 2021 Session 2	January 3, 2022 Session 3	February 28, 2022 Session 4
Application Deadline	March 22, 2021	May 17, 2021	July 19, 2021	September 13, 2021	November 22, 2021	January 17, 2022
Register By *Late Fee Applicable	March 29, 2021	May 24, 2021	July 26, 2021	September 20, 2021	November 29, 2021	January 24, 2022

REQUIREMENTS

- Online Application:** <http://www.westcliff.edu/apply>
 - Please scan and upload all the required documentation (see list below) in the online application.
 - All documents must be in color. Documents that require English translation must include the **original document as well as a copy of a certified translation by a certified professional.**
 - Students who qualify for the Professional 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 current address.
- Admissions Interview**
 - All applicants will be required to complete a virtual admissions interview with their designated advisor.
- Personal Statement**
 - 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**".
- Resume**
 - Applicants for the Graduate Certificate in Organizational Leadership, MS in Information Technology, MS in Computer Science, and MS in Engineering Management programs must provide updated resumes.
- Official Transcripts**
 - Undergraduate program:**
 - High school transcript or equivalent such as GED, TASC, HiSET or associate's degree.
 - For athletes: A minimum of 2.0 cumulative GPA is required.
 - Graduate program:** A bachelor's degree
 - Postgraduate program:** A master's degree



- Submit official transcripts:** All applicants must submit official transcripts from previously attended institutions.

Westcliff University
Attn: Transcript Dept.
17877 Von Karman Ave, Suite 400
Irvine, CA 92614
transcript@westcliff.edu

What is considered an official transcript? *Refer to the handbook for more detail.

- 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.

Diploma/Degree

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:

Minimum Scores Required		
Undergraduate Program	Graduate Program	Postgraduate Program
TOEFL PBT: Reading 13 / Listening 12 / Writing 21 TOEFL iBT: 60 IELTS: 6.0 PTE: 50 CPE: B2	TOEFL PBT: Reading 19 / Listening 20 / Writing 24 TOEFL iBT: 79 IELTS: 6.5 PTE: 58 CPE: B2	TOEFL PBT: Reading 19 / Listening 20 / Writing 24 TOEFL iBT: 79 IELTS: 6.5 PTE: 58 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. degree with 30-semester credits or more from a degree-granting institution

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

All transcripts from all colleges and universities attended must be submitted for evaluation if the student is requesting to transfer credits.

Disclaimer: Any requests submitted will be at the discretion of the University to review.

Refer to Transfer Credit Policy in the [Catalog and Student Handbook](#).

Current I-20

- Copy of the student's current valid I-20 (F-1), which includes the first and second pages.
- Include dependent I-20 (F-2) if applicable.



Passport & Visa Scans

- Passports must be in color and valid for at least 6 months after the application is submitted.
- To add F-2 dependent(s) provide the following:
 - Proof of family relationships: original marriage and/or birth certificate(s), proof of funds, passport for each dependent. Visa and I-20 scans if applicable.

- FERPA:** 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 students 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 and Acceptable Forms of Payment

- Application Fee: \$30
- Foreign Transcript Evaluation Fee: \$100 (if applicable).
 - Westcliff University Payment Form: <https://www.westcliff.edu/payment-form/>
 - Flywire: <https://www.flywire.com/pay/westcliff>
 - Check/cash are also acceptable. It is encouraged to pay all fees via payment form if possible.

NOTICE OF DECISION

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. Applications will be denied if plagiarism or fraud is detected.

If a student is denied for plagiarism, the student will be allowed to apply after one semester term.

Plagiarism: Personal statements that are nearly identical to other student's personal statements or personal statements showing content copied verbatim from the University website.

If a student is denied for fraud, the student will not be allowed to reapply.

Fraud: Altered english proficiency documents or bank statements.

REQUIREMENTS FOR I-20

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 must 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. If possible, provide statements or letters in U.S. dollars.
- Must be issued within 90 days of the intended SEVIS transfer date.
- Content of the document must be provided in the English language. Documents in any other languages must be accompanied by official English translations from a certified translator.
- 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, account type, and currency.
- Minimum funds required for each program can be found in page 3 of the I-20 Request Form.**

I-20 Request Form

- Student Section A:** Must be completed by the student (*list all dependents, if applicable*)
 - Request for Professional Format if applicable.

- Sponsor Section B:** Must be completed by student's sponsor (*if applicable*)

I-20 Processing Fee(s):

- If applicable: <https://www.westcliff.edu/payment-form/>
- \$100 (additional \$100 for each F-2, if applicable)

SHIPPING AND REGISTRATION

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.

Registration Requirements

- Payment:** Students are required to submit full payment of tuition. Payment plans are available.
- 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.
- Mandatory Writing Assessment:** All doctoral students are required to take a writing Assessment 2 weeks before the start of the program.
- Attend New Student Orientation:** During orientation, students will become familiar with campus policies and procedures, student portal, and student resources.