

Admissions Application Checklist

2023-2024 Academic Year						
INITIAL F-1 CHECKLIST						
Sessions 1-6	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Start Date	August 28, 2023	October 23, 2023	January 8, 2024	March 4, 2024	May 6, 2024	July 1, 2024
Application Deadline	June 5, 2023	July 31, 2023	October 16, 2023	December 11, 2023	February 12, 2024	April 8, 2024
Register within 5 days of visa printing <small>*Late Fee Applicable</small>						

REQUIREMENTS	
<input type="checkbox"/>	<p>Online Application: Submit your application</p> <ul style="list-style-type: none"> 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
<input type="checkbox"/>	<p>Official transcripts: All applicants are required to submit official transcripts from a regionally or nationally accredited institution previously attended.</p> <ul style="list-style-type: none"> Undergraduate program: High school transcript or equivalent, such as GED, TASC, HiSET, or associate's degree <ul style="list-style-type: none"> A minimum of 2.0 cumulative GPA is required Graduate program: A bachelor's degree <ul style="list-style-type: none"> A minimum of 2.50 cumulative GPA is required Postgraduate program: A master's degree <ul style="list-style-type: none"> A minimum of 2.50 cumulative GPA is required <p style="margin-top: 10px;">Westcliff University Attn: Transcript Dept.</p>

	<p>17877 Von Karman Ave, 4th Floor Irvine, CA 92614 transcript@westcliff.edu</p> <p>What is considered an official transcript? <i>*Refer to the handbook for more details.</i></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> ● 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. ● GPA calculations: GPA conversions must be noted on submitted official evaluations. ● The records team will only evaluate transcripts that were provided by the student during the admissions process. Students will default into their prerequisite courses should there be a lack of evidence in the academic record(s) provided. If students have any questions or concerns, they may contact the Registrar's Office directly at TED@westcliff.edu <ul style="list-style-type: none"> ○ 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
<input type="checkbox"/>	<p>Diploma Statement of Marks or Official Examination Results</p> <ul style="list-style-type: none"> ● Required only if the qualifying transcript is from a foreign institution <p>Diploma</p> <ul style="list-style-type: none"> ● Must disclose the date of graduation ● May be provided in place of a certification or marks page <p>OR</p> <p>Diploma Supplement (If applicable)</p> <ul style="list-style-type: none"> ● If this is provided by the issuing institution, it is strongly suggested to include this ● May be provided in place of a certification, marks page, or diploma

□	<p>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.</p> <p>Approved Language Examinations Include:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="3">Minimum Scores Required</th> </tr> <tr style="background-color: #0070C0; color: white;"> <th>Undergraduate Program</th> <th>Graduate Program</th> <th>Postgraduate Program</th> </tr> </thead> <tbody> <tr> <td>TOEFL PBT: Reading 13 / Listening 12 / Writing 21</td> <td>TOEFL PBT: Reading 19 / Listening 20 / Writing 24</td> <td>TOEFL PBT: Reading 19 / Listening 20 / Writing 24</td> </tr> <tr> <td>TOEFL iBT: 60</td> <td>TOEFL iBT: 79</td> <td>TOEFL iBT: 79</td> </tr> <tr> <td>IELTS: 5.5</td> <td>IELTS: 6.0</td> <td>IELTS: 6.0</td> </tr> <tr> <td>Duolingo: 95</td> <td>Duolingo: 105</td> <td>Duolingo: 105</td> </tr> <tr> <td>CPE: B2</td> <td>CPE: B2+</td> <td>CPE: B2+</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 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 U.S. degree with 30-semester credits or more from a degree-granting institution 	Minimum Scores Required			Undergraduate Program	Graduate Program	Postgraduate Program	TOEFL PBT: Reading 13 / Listening 12 / Writing 21	TOEFL PBT: Reading 19 / Listening 20 / Writing 24	TOEFL PBT: Reading 19 / Listening 20 / Writing 24	TOEFL iBT: 60	TOEFL iBT: 79	TOEFL iBT: 79	IELTS: 5.5	IELTS: 6.0	IELTS: 6.0	Duolingo: 95	Duolingo: 105	Duolingo: 105	CPE: B2	CPE: B2+	CPE: B2+
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□	<p>Passport</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Proof of family relationships: original marriage and/or birth certificate(s), proof of funds, passport for each dependent 																					
□	<p>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.</p>																					



Required Fees and Acceptable Forms of Payment

- Application Fee: \$50
 - 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 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 emailed and/or mailed a Letter of Acceptance. **If accepted, please see "Requirements for I-20" listed below, which must be submitted within 2 weeks of the application deadline or the application will be deferred to the next session.**
- **Application Canceled:** 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
 - 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 the last 90 days
 - 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 here:**
<https://www.westcliff.edu/admissions/international-students/>

Digital I-20 Request Form

- Must be completed by the student and sponsor (if applicable)
- This form is accessible to applicants once a letter of acceptance has been received
- An application ID will be provided on the letter of acceptance and is necessary to access the digital I-20 Request Form
- I-20s will be sent to the student's email upon availability

REGISTRATION REQUIREMENTS

1	Payment: Students are required to submit full payment of tuition. Payment plans are available.
2	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.
3	Mandatory Writing Assessment: All doctoral students are required to take a writing assessment by the end of Week 1 of their intended session.
4	Attend New Student Orientation: During orientation, students will become familiar with campus policies and procedures, student portal, and student resources.
5	Advisory Session: To enroll, students will be required to meet with their advisor for an informational session.