

## Admissions Application Checklist

2024-2025 Academic Year						
ACTIVE F-1 CHECKLIST						
Sessions 1-6	Session 4	Session 5	Session 6	Session 1	Session 2	Session 3
Start Date	March 4, 2024	May 6, 2024	July 1, 2024	September 3, 2024	October 28, 2024	January 6, 2025
Application Deadline	January 22, 2024	March 25, 2024	May 20, 2024	July 22, 2024	September 16, 2024	November 25, 2024
Register By <small>*Late Fee Applicable</small>	January 29, 2024	April 1, 2024	May 27, 2024	July 29, 2024	September 23, 2024	December 2, 2024

REQUIREMENTS	
<input type="checkbox"/>	<p><b>Online Application:</b> <a href="#">Submit your application</a></p> <ul style="list-style-type: none"> <li>Students will be required to create an account in order to submit an application</li> <li>Once an application is completed, please scan and upload all the required documentation (see list below) to the application portal</li> <li>All documents must be in color. Documents that require English translation must include the <b>original document, as well as a copy of a certified translation by a certified professional</b></li> <li>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</li> </ul>
<input type="checkbox"/>	<p><b>Advisory Session:</b> All applicants will be required to complete a virtual admissions meeting with their designated advisor.</p>
<input type="checkbox"/>	<p><b>Transcripts:</b> All applicants are required to submit transcripts from a regionally or nationally accredited institution previously attended.</p> <ul style="list-style-type: none"> <li><b>Undergraduate program:</b> High school transcript or equivalent, such as GED, TASC, HiSET, or associate's degree           <ul style="list-style-type: none"> <li>A minimum of 2.0 cumulative GPA is required</li> </ul> </li> <li><b>Graduate program:</b> A bachelor's degree           <ul style="list-style-type: none"> <li>A minimum of 2.50 cumulative GPA is required</li> </ul> </li> <li><b>Postgraduate program:</b> A master's degree</li> </ul>

	<ul style="list-style-type: none"> <li>○ A minimum of 2.50 cumulative GPA is required</li> </ul> <p>Submitted transcripts will be evaluated internally by the Transcript Department of Westcliff University. Transcripts reviewed by an external evaluation agency will only be accepted if they have been evaluated by a member in good-standing of the National Association of Credential Evaluation Services (NACES). GPA conversions must be noted on submitted official evaluations.</p> <p>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 <a href="mailto:TED@westcliff.edu">TED@westcliff.edu</a></p> <p><i>Disclaimer: Any requests submitted will be at the discretion of the University to review. Refer to Transfer Credit Policy in the <a href="#">Catalog and Student Handbook</a></i></p>																					
<input type="checkbox"/>	<p><b>Diploma/Graduate Certificate</b></p> <ul style="list-style-type: none"> <li>● Required only if the qualifying transcript is from a foreign institution</li> <li>● Must disclose the date of graduation from the qualifying degree</li> <li>● May be required upon request</li> </ul>																					
<input type="checkbox"/>	<p><b>English Proficiency:</b> 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><b>Approved Language Examinations Include:</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="3">Minimum Scores Required</th> </tr> <tr> <th style="background-color: #0072bc; color: white;">Undergraduate Program</th> <th style="background-color: #0072bc; color: white;">Graduate Program</th> <th style="background-color: #0072bc; color: white;">Postgraduate Program</th> </tr> </thead> <tbody> <tr> <td><b>TOEFL PBT:</b> Reading 13 / Listening 12 / Writing 21</td> <td><b>TOEFL PBT:</b> Reading 19 / Listening 20 / Writing 24</td> <td><b>TOEFL PBT:</b> Reading 19 / Listening 20 / Writing 24</td> </tr> <tr> <td><b>TOEFL iBT:</b> 60</td> <td><b>TOEFL iBT:</b> 79</td> <td><b>TOEFL iBT:</b> 79</td> </tr> <tr> <td><b>IELTS-A:</b> 5.5</td> <td><b>IELTS-A:</b> 6.0</td> <td><b>IELTS-A:</b> 6.0</td> </tr> <tr> <td><b>Duolingo:</b> 95</td> <td><b>Duolingo:</b> 105</td> <td><b>Duolingo:</b> 105</td> </tr> <tr> <td><b>CPE:</b> B2</td> <td><b>CPE:</b> B2+</td> <td><b>CPE:</b> B2+</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>● An English Medium of Instruction letter from the qualifying degree program is acceptable if the student cannot provide the scores from examinations above</li> </ul>	Minimum Scores Required			Undergraduate Program	Graduate Program	Postgraduate Program	<b>TOEFL PBT:</b> Reading 13 / Listening 12 / Writing 21	<b>TOEFL PBT:</b> Reading 19 / Listening 20 / Writing 24	<b>TOEFL PBT:</b> Reading 19 / Listening 20 / Writing 24	<b>TOEFL iBT:</b> 60	<b>TOEFL iBT:</b> 79	<b>TOEFL iBT:</b> 79	<b>IELTS-A:</b> 5.5	<b>IELTS-A:</b> 6.0	<b>IELTS-A:</b> 6.0	<b>Duolingo:</b> 95	<b>Duolingo:</b> 105	<b>Duolingo:</b> 105	<b>CPE:</b> B2	<b>CPE:</b> B2+	<b>CPE:</b> B2+
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<input type="checkbox"/>	<ul style="list-style-type: none"> <li>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</li> </ul>
<input type="checkbox"/>	<b>Passport</b> <ul style="list-style-type: none"> <li>Passports must be in color and valid for at least 6 months after the application is submitted</li> </ul>
<input type="checkbox"/>	<b>Required Fees and Alternative Forms of Payment</b> <ul style="list-style-type: none"> <li>Application Fee: \$50           <ul style="list-style-type: none"> <li>Payment can be made via application portal</li> <li>Alternative options:               <ul style="list-style-type: none"> <li>Flywire: <a href="https://www.flywire.com/pay/westcliff">https://www.flywire.com/pay/westcliff</a></li> <li>Check/cash are also acceptable. It is encouraged to pay all fees via payment form if possible.</li> </ul> </li> </ul> </li> </ul>

### 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, the Letter of Acceptance will be uploaded to their application portal.
- 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
- All required documents for an I-20 can be uploaded to the application portal
- I-20s will be sent to the student's email upon availability

**REGISTRATION REQUIREMENTS**

<b>1</b>	<b>Payment:</b> Students are required to submit a tuition deposit to enroll for their intended term.
<b>2</b>	<b>Enrollment Forms:</b> All students are required to submit the Enrollment Agreement, Disclosure Forms, and School Performance Fact Sheet prior to the start of their program. These forms include an overview of Program Fees & Tuition, Methods of Payments, Payment Plans, Student Cancel and Withdraw Policy, and Student Agreements.
<b>3</b>	<b>Mandatory Writing Assessment:</b> All doctoral students are required to take a writing assessment two weeks before the start of the program.
<b>4</b>	<b>Attend New Student Orientation:</b> During orientation, students will become familiar with campus policies and procedures, student portal, and student resources.