Admissions Application Checklist

2024-2025 Academic Year						
INCOMING 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	December 11, 2023	February 12, 2024	April 8, 2024	June 10, 2024	August 5, 2024	October 14, 2025
Register within 5 days of visa printing *Late Fee Applicable*						

REQUIREMENTS	
☐	**Online Application**: <u>Submit your application</u> • Students will be required to create an account in order to submit an application • Once an application is completed, please scan and upload all the required documentation (see list below) to the application portal • 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

☐	**Transcripts:** All applicants are required to submit transcripts from a regionally or nationally accredited institution previously attended.
	• **Undergraduate program**: High school transcript or equivalent, such as GED, TASC, HiSET, or associate's degree
	  ○ A minimum of 2.0 cumulative GPA is required
	• **Graduate program**: A bachelor's degree
	  ○ A minimum of 2.50 cumulative GPA is required
	• **Postgraduate program:** A master's degree
	  ○ A minimum of 2.50 cumulative GPA is required
	
	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.
	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
	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](#)
☐	**Diploma/Certificate of Graduation** ● Required only if the qualifying degree is from a foreign institution ● Must disclose the date of graduation from the qualifying degree ● May be required upon request

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 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+

● 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

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☐	**Passport** ● Passports must be in color and valid for at least 6 months after the application is submitted

☐	**Required Fees and Alternative Forms of Payment**
	● Application Fee: $50
	    ○ Payment can be made via application portal
	    ○ Alternative options:
	        ■ 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, the Letter of Acceptance will be uploaded to their application portal. 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
- 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
1	**Payment:** Students are required to submit a tuition deposit to enroll for their intended term.
2	**Enrollment Forms:** 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.
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.