



ADMISSION CHECKLIST

BASIC REQUIREMENTS FOR ALL STUDENTS

- Application Form (All blanks must be completely answered by student).
- Application Fee (\$100 Non-refundable).
- Mailing Fee (\$30 Non-refundable. Not applicable if I-20 is picked-up by student).
- Copy of high school diploma/ bachelor degree/ master degree
- Official Transcript (sealed. original or certified copy, no photocopies)
- One (1) Letter of Recommendation (MASTER only)

ADDITIONAL REQUIREMENTS FOR NEW INTERNATIONAL STUDENTS

- Completed SEVIS I-20 Request Form
- Bank Statement (Affidavit of Financial Support)
- Foreign Transcript Evaluation Fee (\$100/\$200* Non-refundable), if applicable
- Copy of Passport (Applicant)
- If applicant has dependent/s, copy of dependent/s Passport & Proof of relationship
- TOEFL Score**

* \$200 is required if credits should be evaluated for transfer.

** Students without the TOEFL score will be given required exams. And students who failed the exam must take ELD (English Language Development) course.

ADDITIONAL REQUIREMENTS FOR PERMANENT RESIDENTS (GREEN CARD) AND U.S. CITIZENS

- Copy of Green Card, or Naturalization Certificate
- Copy of Driver's License
- Copy of Social Security Card

ADDITIONAL REQUIREMENTS FOR F-1 TRANSFER STUDENTS

- SEVIS Transfer Eligibility Form
- Bank Balance Statement of the student or Affidavit of Support from supporter
- Copy of I-20 Form from previous school
- Copy of Visa
- Copy of Passport, I-94 Form, Visa Expiration Date Stamp
- Copy of Driver's License
- Copy of Social Security Card