



ADMISSION CHECKLIST

BASIC REQUIREMENTS FOR ALL STUDENTS

- Application Form (all blanks must be completely answered by student).
- Application Fee (\$100, non-refundable).
- Mailing Fee (\$20, non-refundable, Not applicable if I-20 is picked-up by student).
- Copy of high school diploma.
- Official Transcript (sealed. original or certified copy, no photocopies)

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 NEW INTERNATIONAL STUDENTS

- Completed SEVIS I-20 Request Form
- Bank Statement (Affidavit of Financial Support)
- Foreign Transcript Evaluation Fee (\$100/\$200*, non-redundable), 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. Students who failed the exam must take ELD (English Language Development) course.

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