



DOMESTIC CHECKLIST

Start Date	Mar 2, 2020	May 4, 2020	June 29, 2020	Mar 2, 2020	Oct 26, 2020	Jan 4, 2021
Application Deadline	Jan 20, 2020	Mar 23, 2020	May 18, 2020	Jan 27, 2020	Sept 14, 2020	Nov 23, 2020
Register By <i>*Late Fee Applicable</i>	Jan 27, 2020	Mar 30, 2020	Dec, 9 2019	July 27, 2020	Sept 21, 2020	Nov 30, 2020

REQUIREMENTS

Admissions Interview
❖ A virtual or an on-campus interview with an admissions advisor is required. The purpose is to help students understand their program of interest and the admissions process better. The admissions advisor will answer all questions and concerns during the admissions interview.

Online Application: <http://www.westcliff.edu/apply>
❖ Please scan and upload all the required documentation (see list below) in the online application.

Personal Identification (ID)
❖ All applicants must submit a form of official personal identification in color. Approved forms of identification include: driver's license or state photo identity issued by Department of Motor Vehicles, or copy of U.S. passport.

Personal Statement
❖ All applicants must submit **a personal statement** indicating why they wish to study at Westcliff University. The essay can highlight any special personal qualifications, personal circumstances, personal attributes and/or adjustments you plan to make in your lifestyle to accommodate your study. The personal statement must be 1-2 pages with a minimum of 250 words, double spaced and must include **the name of the program** as well as "Westcliff University".

Official Transcripts
The minimum academic requirement to apply:
❖ **Bachelor's program** – A high school transcript or equivalent (GED)
❖ **Master's program** – A bachelor's transcript
❖ **Doctoral program** – A master's transcript
Submit official transcripts – All applicants must submit official transcripts from previously attended institutions (i.e. Universities, colleges, high school, GED, etc.).

Westcliff University
Attn: Transcript Dept.
16715 Von Karman Avenue #100
Irvine, CA 92606
transcript@westcliff.edu

What is considered an official transcript?

- ❖ **Physical transcripts:** Academic records must be sealed in a (school) envelope stamped on the flap by the student's institution. Only institutions may make school-stamped copies of the official documents, place them in a school envelope and stamp and seal the envelope. A student or parent can then mail the school sealed envelope but it must be apparent that the school was the last to handle the documents.
- ❖ **Electronic transcripts:** Digital transcripts must be released directly by the Office of the Registrar of the issuing university to transcript@westcliff.edu

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 with applicable fee.



- Diploma/Degree** (a scanned color copy is required):
 - ❖ **Bachelor’s program** – A high school diploma or equivalent (GED)
 - ❖ **Master’s program** – A bachelor’s degree
 - ❖ **Doctoral program** – A master’s degree

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		
Bachelor’s Program	Master’s Program	Doctoral Program
TOEFL PBT: 500	TOEFL PBT: 530	TOEFL PBT: 550
TOEFL iBT: 61	TOEFL iBT: 71	TOEFL iBT: 80
IELTS: 6.0	IELTS: 6.5	IELTS: 6.5
PTE: 44	PTE: 50	PTE: 58
CPE: B1	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 one of the following:

- ❖ U.S. high school diploma
- ❖ U.S. degree with 30-semester credits or more from a degree-granting institution

Course Waiver Form (to transfer credits)

- ❖ All transcripts from all colleges and universities attended must be submitted for evaluation if the student is requesting to transfer credits. **Deadline: Friday, 2-weeks before the start date.**
- ❖ **Disclaimer:** Any transcripts submitted after the 2-weeks deadline is up to the discretion of the University to review.

Bachelor’s Program	Master’s and Doctoral Program
Refer to Transfer Credit Policy Page 146-148 in the Student Handbook – Catalog	All graduate students are required to submit the Course Waiver Form indicating their decision to transfer credits.
Students will be placed in General Education courses before beginning their Upper Division courses. Students can contact their Student Service Advisor for more details.	Graduate maximum transferable credits: <ul style="list-style-type: none"> • 6 credit hours of the required MBA Courses. • 9 credit hours of the required DBA Courses.
Undergraduate maximum transferable credits: <ul style="list-style-type: none"> • 60 credits from General Education • 30 credits from Upper Division 	DBA prerequisite courses* (3 credits each): <ul style="list-style-type: none"> • BUS505 - Managerial Economics • BUS535 - Managerial Accounting • BUS550 - Financial Management
Undergraduate prerequisite course (3 credits): <ul style="list-style-type: none"> • BUS340 - Introduction to Information Systems 	
*Course Waiver Form not required for Bachelor’s students.	

After 30 days of submission, the student will be notified of all transferable credits and any remaining credits needed to complete their degree. **Official Transcripts are required to officially apply the transferable credits.**

Note: The “Upper Division” academic work performed should be within 7 years of attempted transfer of credit for Graduate and 10 years for Bachelor students, to ensure currency of the studies’ relevance to present course requirements. Please refer to the Transfer Credit Policy for Upper Division Courses in the Student Handbook – Catalog for more information.



Required Fees:

- ❖ Application Fee: \$30
- ❖ Foreign Transcript Evaluation Fee: \$100 (*if applicable*)
- ❖ PayPal/Debit/Credit <https://admissions.westcliff.edu/payment-2019/>
- ❖ Flywire/Check/Cash are also acceptable <https://www.flywire.com/pay/westcliff>
- ❖ eShip Global is available to ship documents. Please contact your Admissions Advisor for details.

Notice of Acceptance

The results of the admissions interview and the student's application will be sent to the Admissions Committee for a decision by group consensus.

- Disclaimer:** All document(s) that require English Translation for the admissions process must provide the original document as well as a copy of a certified translation by a **professional**.
- Accepted:** Once a prospective student is admitted into a program, he/she will be e-mailed and mailed a Letter of Acceptance.
 - ❖ **Registration Requirements – Payment for tuition & fees, official transcripts, Disclosures and Enrollment Agreement** must be submitted by the designated deadline.
 - ❖ **Notice of Additional Fees for Late Payment of Tuition** - Students are required to submit full payment of tuition and fees owed for their first semester by the registration deadline (5 weeks prior to the start) to avoid additional charges. Students who maintain a balance with the university after this deadline are assessed a \$50.00 fee every week until the balance is paid in full. Financial counseling is available for all students through the Westcliff Financial Aid Department. Moving forward, as a continuing student, full tuition and fees must be paid in full 30 days prior to the start date of the next semester. Students who maintain a balance after this deadline in subsequent semesters are assessed a one-time \$35.00 fee, unless you have received approval from the Billing Department to pay using one of Westcliff University's payment plan options.
 - ❖ **Student will need to complete and submit a FAFSA for Westcliff University to determine the financial aid package they are eligible for.** Westcliff University's School Code is 042496. You may also contact the financial aid office by emailing financialaid@westcliff.edu or by calling 949-825-5999.
 - ❖ **Disclosure Forms:**
 - (MOU) Memorandum of Understand:
 - (PVTR) Photograph, Video, And Testimonial Consent to Release Form:
 - (TR) Consent to Release Information:
 - (ATTES) Attestation of Completion:
 - (AHRR) Acknowledgement of Handbook Rules and Regulations Upon Enrollment:
 - (SPFS) School Performance Fact Sheet
 - ❖ **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.
 - ❖ **Attend New Student Orientation** – All students are required to attend course orientation. During orientation, students will become familiar with campus policies and procedures, student portal, and student resources.



- **Application Cancelled:** Applications that are incomplete by the application deadline will be automatically canceled the day after the deadline.

- **Denied:** If you are not accepted, the Department of Admissions will send a letter to you informing you of the decision, stating why your qualifications are deficient. Denial can be appealed.