



TRANSFER F-1 CHECKLIST

Start Date	March 2, 2020	May 4, 2020	June 29, 2020	Aug 31, 2020	Oct 26, 2020	Jan 4, 2021
Application Deadline	Jan 20, 2020	March 23, 2020	May 18, 2020	July 20, 2020	Sept 14, 2020	Nov 23, 2020
Register By *Late Fee Applicable	Jan 27, 2020	March 30, 2020	May 25, 2020	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 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 "Westcliff University".

Official Transcripts
The minimum academic requirement to apply:
❖ **Undergraduate program** – A high school diploma or equivalent (GED)
❖ **Graduate program** – A bachelor’s degree
❖ **Postgraduate program** – A master’s degree
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
Or 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):
❖ **Undergraduate program** – A high school diploma or equivalent (GED)
❖ **Graduate program** – A bachelor’s degree



❖ **Postgraduate 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		
Undergraduate Program	Graduate Program	Postgraduate 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 (For Graduate and Postgraduate applicants only)

- ❖ 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.

Undergraduate Programs

Refer to Transfer Credit Policy Page 146-148 in the Student Handbook – Catalog

Students will be placed in General Education courses before beginning their Upper Division courses. Students can contact their Student Service Advisor for more details.

Maximum transferable undergraduate credits:

- 60 credits from General Education
- 30 credits from Upper Division

Undergraduate prerequisite course (3 credits):

- BUS340 - Introduction to Information Systems

Graduate and Postgraduate Programs

All graduate students are **required** to submit the Course Waiver Form indicating their decision to transfer credits.

Maximum transferable graduate credits:

- 6 credit hours of equivalent graduate coursework
- 9 credit hours of equivalent postgraduate coursework

MSIT prerequisite course (3 credits each):

- BUS340 - Introduction to Information Systems

DBA prerequisite courses (3 credits each):

- BUS505 - Managerial Economics
- BUS535 - Managerial Accounting
- BUS550 - Financial Management

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.

Passport & Visa

- ❖ All applicants are required to submit a color copy of their passport & visa



- ❖ Passports must be valid for at least 6 months after the application is submitted
- ❖ To add F-2 dependent(s) provide the following:
 - Proof of family relationships: original marriage and/or birth certificate(s)
 - A color copy of the dependent's passport & visa

Current I-20's

- ❖ Copy of the student's current valid I-20 (F-1). *Include dependent's I-20 (F-2's) if applicable.*

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 needs to 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. The currency of bank statement should be in U.S. dollars and must be dated within 3 months of issuing.
- 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 and account type.
- **Minimum funds required for each academic year are listed below:**
 - Bachelor's program: \$25,860 USD
 - Master's program: \$26,595 USD
 - Doctoral program: \$27,495 USD
 - Master's certificate (6 months): \$13,300 USD
 - Master's certificate (8 months): \$17,725 USD

F-1 students must show sufficient funding for F-2 dependent(s):

- ❖ Spouse – Add \$6,024 USD and/or Child – Add \$3,313 USD

I-20 Request Form

- ❖ **Student Section A** - must be completed by the student (*list all dependents, if applicable*)
- ❖ **Sponsor Section B** - must be completed by student's sponsor (*if applicable*)

Student Clearance Form

- ❖ Any prospective international student who is planning to transfer their SEVIS records into Westcliff University must complete this form as part of the admissions procedure. Once this form has been fully completed, please e-mail the form to admissions@westcliff.edu or your Admissions Advisor

- FERPA** - In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits Westcliff University and its representatives to disclose the information specified below to the following individual(s) or agency listed on the FERPA form:

https://universityforms.formstack.com/forms/wu_consent_info_add

Required Fees:

- ❖ Application Fee: \$30
- ❖ I-20 Processing Fee: \$100 (*additional \$100 for each F-2, if applicable*)
- ❖ Foreign Transcript Evaluation Fee: \$100 (*if applicable*)
- ❖ **PayPal/Debit/Credit:** <https://www.westcliff.edu/payment-form/>
- ❖ **Flywire:** <https://www.flywire.com/pay/westcliff>
- ❖ **Check/Cash are also acceptable**

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.

- ❖ Students who qualify for the weekend 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 address.

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.

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 Westcliff University's Financial Aid Department. As a continuing student, full tuition and fees must be paid in full 30 days prior to the next semester's start date. Students who maintain a balance after this deadline in subsequent semesters are assessed a \$35.00 fee.
- Disclosure Forms & 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.
- Mandatory Writing Assessment:** All undergraduate students who have not been awarded an Associate's Degree from an accredited institution are required to take a writing Assessment 2 weeks before the start of the program.
- 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.