

## Admissions Application Checklist

2024-2025 Academic Year						
DOMESTIC/ONLINE CHECKLIST						
Sessions 1-6	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
<b>Start Date</b>	September 3, 2024	October 28, 2024	January 6, 2025	March 3, 2025	May 5, 2025	June 30, 2025
<b>Application Deadline</b>	July 22, 2024	September 16, 2024	November 25, 2024	January 20, 2025	March 24, 2025	May 19, 2025
<b>Register By</b> <small>*Late Fee Applicable</small>	July 29, 2024	September 23, 2024	December 2, 2024	January 27, 2025	March 31, 2025	May 26, 2025

REQUIREMENTS	
<input type="checkbox"/>	<p><b>Online Application:</b> <a href="#">Submit your application</a></p> <ul style="list-style-type: none"> <li>Students will be required to create an account to submit an application</li> <li>Once an application is completed, please scan and upload all the required documentation (see list below) to the application portal</li> <li>All documents must be in color. Documents that require English translation must include the <b>original document, as well as a copy of a certified translation by a certified professional.</b></li> </ul>
<input type="checkbox"/>	<p><b>Transcripts:</b> All applicants are required to submit transcripts from a regionally or nationally accredited institution previously attended.</p> <ul style="list-style-type: none"> <li><b>Undergraduate program:</b> High school transcript or equivalent, such as GED, TASC, HiSET, or associate's degree             <ul style="list-style-type: none"> <li>A minimum of 2.0 cumulative GPA is required</li> </ul> </li> <li><b>Graduate program:</b> A bachelor's degree             <ul style="list-style-type: none"> <li>A minimum of 2.50 cumulative GPA is required</li> </ul> </li> <li><b>Postgraduate program:</b> A master's degree             <ul style="list-style-type: none"> <li>A minimum of 2.50 cumulative GPA is required</li> </ul> </li> </ul> <p>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 (<a href="#">NACES</a>). GPA conversions must be noted on the submitted official evaluations.</p>

Students will default into their prerequisite courses should there be a lack of evidence in the academic record(s) provided. Students may be automatically enrolled in the [Achieve Bridge Pathway Program](#) if they fail to meet the minimum GPA requirement or lack the necessary educational background for their chosen program. If students have any questions or concerns, they may contact the Registrar's Office directly at [TED@westcliff.edu](mailto:TED@westcliff.edu)

*Disclaimer: Any requests submitted will be at the discretion of the University to be reviewed. Refer to Transfer Credit Policy in the [Catalog and Student Handbook](#)*



**Diploma/Graduate Certificate**

- Required only if the qualifying transcript 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 who 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
<b>TOEFL iBT:</b> 60	<b>TOEFL iBT:</b> 79	<b>TOEFL iBT:</b> 79
<b>IELTS:</b> 5.5	<b>IELTS:</b> 6.0	<b>IELTS:</b> 6.0
<b>Duolingo:</b> 95	<b>Duolingo:</b> 105	<b>Duolingo:</b> 105

- An English Medium of Instruction letter from the qualifying degree program is acceptable if the student cannot provide the scores from the examinations above
- English proficiency requirement may only be waived if the student has a U.S. degree with 30 semester credits or more from a degree-granting institution



#### Required Fees and Alternative Forms of Payment

- Application Fee: \$50
  - Payment can be made via the [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.
- **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

#### 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 before 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

**Advisory Session:** Online students will be required to meet with their advisor for an informational session.

4

**Attend New Student Orientation:** During orientation, students will become familiar with campus policies and procedures, student portals, and student resources.