



California Trinity University is required by U.S. government regulations to collect and review the materials listed below in order to issue the immigration documents necessary to obtain a student visa. All documents submitted for evaluation will become the property of CTSB and will not be returned to the prospective student.

## ADMISSIONS CHECKLIST (International Students)

Name of Applicant: \_\_\_\_\_

Last

First

Middle (INITIAL)

For internal use only

Initial

Transfer

COS (Change of Status)

- 1. Application Form**
    - Fill out all necessary information, contact details and academic history.
  - 2. ID Photo**
    - Colored with monotone background
    - Dimensions 2x2 inches (52x52mm).
    - Email to [admin@catu.edu](mailto:admin@catu.edu) with subject ID Photo
  - 3. Original Official Transcript (Not Copy)**
    - Directly mail to the Admissions Office (Suite 400) or bring in person.
    - For non-English foreign transcript, provide a certified English translation.
    - Do not submit ESL or Certificate program transcripts.
    - COS applicants may submit the transcript copy until receive the F-1 status approval.
  - 4. Credential Evaluation**
    - Applicants who have completed degree outside of the United States are required to submit a credential evaluation report. You may use any agency from NACES or AICE list.
    - COS applicants may submit once receive the F-1 approval
  - 5. Copy of Diploma**
    - For non-English foreign diploma, provide a certified English translation.
  - 6. Proof of English Proficiency**
    - TOEFL/IELTS score - see the score requirements on page 17 of School Catalog [https://www.catu.edu/wp-content/uploads/2022/11/CTSB-Catalog\\_22-23\\_updated\\_Oct22.pdf](https://www.catu.edu/wp-content/uploads/2022/11/CTSB-Catalog_22-23_updated_Oct22.pdf)
  - 7. Previous school I-20 (Transfer students only)**
  - 8. Visa**
    - Submit a copy of current US Visa stamp
  - 9. I-94**
    - Go to I-94 website and print out the most recent records [i94.cbp.dhs.gov/i94/#/home](https://i94.cbp.dhs.gov/i94/#/home)
  - 10. Passport**
    - Provide a copy of passport photo page.
    - Passport must be current and not expired.
  - 11. If applying with dependents, provide the following:**
    - Marriage Certificate with dependent spouse
    - Birth Certificate of each dependent children
    - Items 7-9 for each dependent
  - 12. Emergency Contacts**
  - 13. Proof of Financial Ability**
    - If personally-funded**
      - Bank Statements of Student
    - If sponsor-funded**
      - Affidavit of Financial Support  Bank Statements of Sponsor
      - Sponsor must be family member or a private institution
      - Bank statements must not be older than 3 months.
      - Total amount must show a minimum of **\$8,000** for applicants with no dependents.
      - Additional \$3,000 for dependent spouse
      - Additional \$2,000 for each dependent child
  - 14. Enrollment Agreement**
    - Read, fill-out and sign enrollment agreement.
  - 15. School Performance Fact Sheet**
    - Read, initial, and sign all highlighted spaces.
  - 16. Entrance Essay**
    - Describe your educational goals and motivation.
    - We accept only our school Form
    - Each paragraph must have 200 words minimum
  - 17. Letter of Recommendation**
    - Must be work-related or academic-related person (cannot be a relative or friend) who can assess the applicant's professional background and/or academic achievement, or a former colleague, employer or supervisor.
  - 18. Student Rights**
    - Read and sign document
  - 19. Mission Statement**
    - Read and sign Mission Statement.
  - 20. Policy Agreement**
    - Read and sign Policy Agreement.
  - 21. Application Fee**
- After Admission**
- 22. Transfer Form** (Transfer students only)
    - Previous school needs this form to 'Release' your SEVIS record.
    - Request the school to e-mail [admin@catu.edu](mailto:admin@catu.edu) or fax to the school (213)-402-6838
  - 23. I-797 F1 Approval Form (Change of Status students only)**
    - Submit/email copy of Notice of Approval.
  - 24. Student ID**
    - Fill out the student ID application form. Pick up at Administrative Office.
  - 25. Student Orientation**