



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