



## ADMISSIONS CHECKLIST (Local Students)

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

Last

First

Middle (INITIAL)

**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.
- If applicant cannot provide an original official transcript, a notarized copy will be acceptable.

**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.

**5. Copy of Diploma**

- For non-English foreign diploma, provide a certified English translation.

**6. English Proficiency Exemption Form**

- If you're not qualified for Exemption, please submit the TOEFL/IELTS score - see the score requirements on page 19 of School Catalog  
[www.catu.edu/about-california-trinity-university/publications](http://www.catu.edu/about-california-trinity-university/publications)

**7. Valid Government Issued Identification**

- Provide a copy of any valid government issued identification with photo. Eg. Driver's License, California ID etc...
- ID must be current and not expired.

**8. Proof of Residency Status**

- Provide any of the following documents: Birth Certificate, Passport, Green Card, Certificate of Naturalization, USCIS approval notice etc...

**9. Emergency Contact**

List three people the school can contact in case of emergency.

**10. Enrollment Agreement**

Read, fill-out and sign enrollment agreement.

**11. School Performance Fact Sheet**

Read, initial, and sign all highlighted spaces.

**12. Entrance Essay**

Describe your educational goals and motivation.

**13. 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.

**14. Student Rights**

Read and sign document

**15. Mission Statement**

Read and sign Mission Statement.

**16. Policy Agreement**

Read and sign Policy Agreement.

**17. Non-refundable Application Fee**

### After Admission

**18. Student ID**

Fill out the student ID application form. Pick up at Administrative Office.

**19. Student Orientation**

Viewed online student orientation  
Attended on-campus student orientation