



# 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