California Trinity University is required by U.S. government regulations to collect and review certain materials to issue immigration documents for a student visa; all submitted documents become the property of CTU and will not be returned. As a private institution, the University may request additional or alternative documentation as needed to verify information, with all determinations made in good faith and in accordance with institutional, state, and federal standards.

ADMISSIONS CHECKLIST (International Students)

Name of Applicant: _____

Last   First   Middle (INITIAL)

For internal use only
❏ Initial   ❏ Readmission
❏ 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 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.

❏ 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

❏ 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 covering the three (3) months immediately preceding the enrollment date.
❏ Bank Statements of Student
If sponsor-funded
❏ Affidavit of Financial Support ❏ Bank Statements of Sponsor
- Sponsors must be U.S. citizens or lawful permanent residents, aged 18 or older, and submit supporting documentation establishing a relationship with the student.
- Proof of sufficient financial resources must be provided through the submission of bank statements covering the three (3) months immediately preceding the enrollment date. Total amount must show a minimum of $8,000 for applicants with no dependents.
- Additional $3,000 for dependent spouse and $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 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**