Academic Year						
DOMESTIC/ONLINE CHECKLIST						
Start Date Sessions 1-6	**August 29, 2022 Session 1**	**October 24, 2022 Session 2**	**January 3, 2023 Session 3**	**February 27, 2023 Session 4**	**May 1, 2023 Session 5**	**June 26, 2023 Session 6**
Application Deadline	**July 18, 2022**	**September 12, 2022**	**November 21, 2022**	**January 16, 2023**	**March 20, 2023**	**May 15, 2023**
Register By ***Late Fee Applicable**	**July 25, 2022**	**September 19, 2022**	**November 28, 2022**	**January 23, 2023**	**March 27, 2023**	**May 22, 2023**
REQUIREMENTS						

- ❏ **Online Application:** http://www.westcliff.edu/apply
  - ❏ Please scan and upload all the required documentation (see list below) in the online application.

  - ❏ All documents must be in color. Documents that require English translation must include the **original document as well as a copy of a certified translation by a certified professional.**

  - ❏ Students who qualify for the Professional Format must provide a valid proof of address. This can be a bank statement, leasing agreement, utilities bill, or driver's license that ties the student to their current address.

  - ❏ The Records team will only evaluate transcripts that were provided by the student during the admissions process. Students will default into their prerequisite courses should there be a lack of evidence in the academic record(s) provided. If students have any questions or concerns, they may contact the Registrar's Office directly at TED@westcliff.edu.

    Disclaimer: Any requests submitted will be at the discretion of the University to review. Refer to Transfer Credit Policy in the Catalog and Student Handbook.

- ❏ **Advisory Session**
  - ❏ All applicants will be required to complete a virtual admissions meeting with their designated advisor.

- ❏ **Official Transcripts:** All applicants are required to submit official transcripts from a regionally or nationally accredited institution previously attended.
  - ❏ **Undergraduate program:**
    - ❏ High school transcript or equivalent such as GED, TASC, HiSET or associate's degree.
      - ❏ A minimum of 2.0 cumulative GPA is required.
  - ❏ **Graduate program:** A bachelor's degree
    - ❏ A minimum of 2.50 cumulative GPA is required
  - ❏ **Postgraduate program:** A master's degree
    - ❏ A minimum of 2.50 cumulative GPA is required

> Westcliff University
> Attn: Transcript Dept.
> 17877 Von Karman Ave, Suite 400
> Irvine, CA 92614
> transcript@westcliff.edu

What is considered an official transcript? *Refer to the handbook for more detail.*

❏ **Transcript Evaluation:** Degrees obtained outside of the United States will only be accepted if they have been officially evaluated by a member in good-standing of the National Association of Credential Evaluation Services (NACES), another nationally recognized credentialing service, <u>or</u> evaluated internally by the Transcript Department of Westcliff University.

❏ **GPA calculations:** GPA conversions must be noted on submitted official evaluations.

❏ **English Proficiency**

All applicants whose native language is not English and have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English.

Approved Language Examinations Include:

Minimum Scores Required		
Undergraduate Program	**Graduate Program**	**Postgraduate Program**
TOEFL PBT: Reading 13 / Listening 12 / Writing 21 **TOEFL iBT:** 60 **IELTS:** 6.0 **PTE:** 50 **CPE:** B2	**TOEFL PBT:** Reading 19 / Listening 20 / Writing 24 **TOEFL iBT:** 79 **IELTS:** 6.5 **PTE:** 58 **CPE:** B2	**TOEFL PBT:** Reading 19 / Listening 20 / Writing 24 **TOEFL iBT:** 79 **IELTS:** 6.5 **PTE:** 58 **CPE:** B2

❏ An English Medium of Instruction letter from the qualifying degree program is acceptable if the student cannot provide the scores from examinations above.

❏ English proficiency requirement may only be waived if the student has one of the following:
  ❏ U.S. degree with 30-semester credits or more from a degree-granting institution

❏ **FERPA:** Westcliff University complies with all applicable laws relating to personal privacy, including the Family Education Rights and Privacy Act (FERPA) of 1974. The University has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). Students may list the authorized individuals in the FERPA section of the online application.

Required Fees and Acceptable Forms of Payment

❏ Application Fee: $50
  ❏ Westcliff University Payment Form: https://www.westcliff.edu/payment-form/
  ❏ Check/cash are also acceptable. It is encouraged to pay all fees via payment form if possible.

NOTICE OF DECISION

The results of the advisory session and the student's application will be sent to the Admissions Committee for a decision by group consensus.

Accepted: Once a prospective student is admitted into a program, they will be e-mailed and/or mailed a Letter of Acceptance.

Application Canceled: Applications that are incomplete by the application deadline will be automatically canceled the day after the deadline

Denied: If you are not accepted, the Admissions Department will send a letter to you informing you of the decision, stating why your qualifications are deficient. Applications will be denied if plagiarism or fraud is detected.

If a student is denied for plagiarism, the student will be allowed to apply after one semester term.

If a student is denied for fraud, the student will not be allowed to reapply.
Fraud: Altered english proficiency documents or bank statements.

Registration Requirements

- ❏ **Payment**: Students are required to submit full payment of tuition. Payment plans are available.
- ❏ **Notice of Additional Fees for Late Payment of Tuition:** Students are required to submit full payment of tuition and fees owed for their first semester by the registration deadline (5 weeks prior to the start) to avoid additional charges. Students who maintain a balance with the university after this deadline are assessed a $50.00 fee every week until the balance is paid in full.
- ❏ **Disclosure Forms & Enrollment Agreement Form:** All students are required to submit the enrollment agreement prior to the start of their program. The form includes an overview of Program Fees & Tuition, Methods of Payments, Payment Plans, Student Cancel and Withdraw Policy and Student Agreements.
- ❏ **Mandatory Writing Assessment:** All doctoral students are required to take a writing Assessment 2 weeks before the start of the program.
- ❏ **Attend New Student Orientation:** During orientation, students will become familiar with campus policies and procedures, student portal, and student resources.

- ❏ **Students will need to complete and submit a FAFSA for Westcliff university to determine the financial aid package they are eligible for.** Westcliff University's School Code is 042496. You may also contact the financial aid office by emailing financialaid@westcliff.edu or by calling 949-825-5999.