

### WESTCLIFF UNIVERSITY Educate. Inspire. Empower.

## **F1** Admissions Process





### <u>Agenda</u>

- 1. What is the EC portal?
- 2. How do I submit applications?
- 3. What happens after submission?
- 4. How do I view and update my applications?
- 5. How do I defer my applications?
- 6. What do I need to get the I20?
- 7. How can I get assistance during the admissions process?
- 8. How to I submit payments in the portal?
- 9. Additional Information

# **Admissions Requirements**



Application Portal: connect.westcliff.edu/portal/ec\_portal

Diploma and transcripts (2.0 UG and 2.5 Grad/PG)

- Undergraduate Foreign Degree Requirements
- Graduate Foreign Degree Requirements

\* 3-year bachelor's degree accepted

 English Proficiency: Exam Scores, MOI Letter, or REAL Pathway Program (<u>all accepted EPs</u>)

No GMAT, GRE, SAT required

### Incoming F1 Student Checklist

Program	TOEFL	IELTS	Duolingo
Bachelor's	60	5.5	95
Master's & Doctorate	79	6.0	105

Note: These are general requirements. Please refer to our website for detailed program requirements.

What is the Education Consultant (EC) Portal?



### **EC Portal Features**

- Submit student applications
- View applications' status
- View admissions decision letter
- Upload missing documents
- Update visa details
- Defer applications
- Track all students in one portal
- Filter and download reports
- Pay application/tuition deposit fees

### To be added in the future:

• Access student Form I-20







# **Activate Your Account**

### Welcome Email

Login & Temporary PIN



#### Hello

Please find enclosed access to our Education Consultant (EC) portal. The EC portal provides real-time updates to your student applications, such as enrollment and I-20 status. In this EC portal, you will also be able to upload missing documents.

#### How to login:

To access your account, please save the link below for access to your portal at any time.

#### Educational Consultant Portal Link

When logging in please use the credentials provided. If you unable to login to the portal, please use contact us for assistance:

Username: Temporary PIN:

NOTE: You will have an opportunity to change your password after authenticating.

Finally, for convenience and ease of use, we've also created your personalized application link that you can use without needing to log into the portal first:

#### Westcliff Application Direct Link

#### **Direct Application Link**

W



### Go to https://connect.westcliff.edu/portal/ec\_portal

WESTCL	IFF	Contact Us
Login		ji zgo.d
To log in, please enter your u	isername and password.	
Password	Forgot Your Password?	
W WESTCLIFF		

Only one login is created. Login access will be sent to your primary email address on file. Please ensure this email is correct. Use Temporary password to login for the first time

You will be automatically prompted to update your password

### How do I submit applications?





### There are two ways to submit an application:

**1. EC Portal** Full access to submit apps and monitor status of applicants (ideal for admins). **2. EC custom link** For app submission only (ideal for students or quick submission).

Finally, for convenience and ease of use, we've also created your personalized application link that you can use without needing to log into the portal first:

Westcliff Application Direct Link

https://connect.westcliff.edu/register/ec?sys:app:app\_ec\_branch=XXXXXX

Your customized link is given in welcome email or upon request. It contains your 6-digit branch ID.



# **Application Form**

EC Branch

Automatically displays your 6 digit ID Please input fee waiver code, if applicable.

International Partner (Student Application)

Waiver Code: Leave blank

Insert student's email so they:

- Can access student portal for status updates
- Can upload missing documents
- Can be directly contacted in case of urgent communication

Will student be starting or continuing their degree at WU?

Applicant Information	
"Applicant name information should match the applicant's passport	
Applicant First Name Applicant Middle Name	Applicant Last Name
"It you do not have a first or given name, please put FNU	Vfyou do not have a last or given name, please put LNU
Applicant Date of Birth Month I Day I Year	
Applicant Email Address	
- Anna Baileach Adaladh a' Alaineach à suadhann	
Citizenship/Visa Information	
List Primary Citizenship	
"Is the applicant a U.S. Permanent Resident? ○ Yes ● No:	for an F-1 visa for studies in the U.S.
"Doles the applicant currently hold a.U.S. Visa? ○ Yes ● No	Active F-1: Currently residing in the U.
If the applicant intends to apply for a new or different US. Visa, please indicate that visa type $\boxed{F_{-1}}$	with an active I-20 with F-1 status
If applicant currently holds an F-1 visa or intend to apply for F-1 visa, please select an F-1 Visa Type Detail for I-2 processing	Reinstatement: Currently residing in ti
Incoming F-1	U.S. and need F-1 reinstatement
Program Information	Change of status to E 1: Currently
Applicant Type	holding a non-F-1 visa and intends to
New Applicant (starting a degree) Transfer Applicant (continuing/completing a degree)	transition to F-1 status



### For each application, you can:

- Upload required documents before or after application submission
- Include important student details in the notes section for Admissions Advisor to be aware of

Important: No waiver code needed  $\rightarrow$  App fee is waived for all countries, except India

International Partner (S	tudent Application)	and the state
E. Burch		
Provide Specific Accession and the specific Acce	i observation tops	
Productive systems (since		
Nu		This share is a firmer
National and have a bull or give series of and PAU		Transford Incode for partners of
Approve Cate of Dee		
Mapple'and E-mild Achieven		
Appliand Mobile Phone framework		
Gentler Vocalized Permanent Address		
Charley (Lindon Staturk Street		
SH.		
Select Sale		
To the applicant Hopern in Laters? The Interval		
Saturd and it incert of the history again I have a set of the set of the history of the set I have I have		
To the applicant is inter Generation College	(Dunier)	

What happens after submission?





### **Email Communication Timeline**

#### 1. Application Submitted Confirmation AppID:###

Confirmation email is sent after application is submitted.

#### 2. Missing Documents Notification (AppID:###)

Missing documents email is sent after application evaluation **if submitted documents are not sufficient**. You will be requested to re-submit required documents

3a. "Westcliff University Application Decision Update!"3b. "Next Steps in Your Enrollment Process"3c. "IMPORTANT: Instruction to request your I20!"

Decision email is sent when an Admissions decision is determined. A copy of the Acceptance Letter is also available on the EC and Student Portals.. 3b and 3c are sent concurrently with the decision email. They include instructions for requesting I-20 and completing Enrollment.

#### 4. "I-20 is Ready!"

I-20 email is sent after I-20 is created. After visa is obtained, use your portal to upload the visa copy  $% \left( {{{\rm{D}}_{\rm{T}}}} \right)$ 

Email communication will be sent to both EC and the student

Please ensure students are actively involved and checking their email notifications.

Login regularly to your EC portal for updates.

# How do I view and update my applications?





For Technical Support: Pleas EC Resources Undergraduate Foreign Deg Graduate Foreign Degree Ro I-20 download Start New Application	se submit a ticket thi gree Requirements equirements	rough the Help Desk			International Outreach Representative John Mahan ohnmahan@westcliff.edu	1. Tab Views 2. Filter by Sessions
All Applicants Admissions Missing Requirements 1. Decided	6 n 3	seling Requirements 1 I-20 Created	Enrollment Missi Requirements Enrolled	ng t	Cancellation Pending 2 Cancelled / Denied	3. Download Report to Excel 4. Search Current View
I-20 Download Section All Sessions Total # of records: 6 Name ▼ Test Last. Test 3. Test Jtest Jtest Last. J Test (Test), Mark Ta (Test)	<ul> <li>App ID</li> <li>054867301</li> <li>018088323</li> <li>135240522</li> <li>701540509</li> </ul>	<u>All Applica</u> Citizenship Ashmore and Cartier. Uruguay India Unida Clotes	Intake/Program 2025SP03 BAED 2025SP03 MBA 2025SP03 MTSL 2025SP04 MST	Student type Incoming F1 Incoming F1 Incoming F1 Incoming F1	policants Status Undecided Undecided Cancel Undecided	



Yellow tabs: missing checklist requirements Cancellation Pending: applicants who are stillin the process of enrolling for the next start. They will be auto-cancelled 2 weeks after the session start. Decided: Applicants who have received a decision I-20 Created: applicants who have received I-20 Enrolled: Applicants who have completed their Enrollment requirements. Cancelled/Denied: Cancelled or denied applications





### **Student Details Window**

#### Details

- Stage: •
- Status:
- Review Status:
- Decision: .
- Decision Letter: (link when available) .
- I-20 Status / Date .

#### I-20 Forms

- I-20 request form •
- I-20 dependent request form •

#### Payment Forms (If you intend to pay on behalf of applicant)

- Application Fee •
- Tuition Deposit •

#### Checklist - Status and Item Name

- Admissions ٠
- Enrollment .
- I-20

#### Important!

Be sure to update the advisor or POC after any updates to documents/statuses.

Ec. Helena   Slate ID 337	u07861		Prev Ne
Student Info	Application		
Details		Checklist	definitions
Status Review Status Decision Decision Letter I-20 Status	Decided Cancelled Cancel Letter Def - Awaiting	Received Optional Received Waived Received	Admissions Requirement: Diploma/Certificate of Graduation (Qualifying I - Admissions Requirement: Foreign Transcript Evaluation (if applicable) (Op Admissions Requirement: Passport Photocopy Admissions Requirement: Proof of English Proficiency
I-20 Status Date	Materials	Received	Admissions Requirement: Submit Academic Transcripts for all Academic Admissions Requirement: Translation for Linofficial Transcript (if Applicable
Izo Request Form	109 1. 202	Received Missing Missing Missing	Admissions Requirement: Unofficial Transcript (Unalifying Degree) Enrollment Requirement: Disclosure Acknowledgement Enrollment Requirement: International Enrollment Agreement - Irvine Enrollment Requirement: MBA RESIDENTIAL School Performance Fact S
Izo Request for De	ependent	Received Missing	Form: I-zo Requirement: Izo Request Form Submission I-zo Deferral Requirement: Updated Financial/Bank Statement
Application Fee Tuition Deposit		Optional Received	1-20 Deferral Requirement: Opdated Sponsor Afridavit Form (20/DS2019 Requirement: Dependent Birth Certificate (Optional) (20/DS2019 Requirement: Dependent Marriage Certificate (Optional)

#### Upload Materials



## **Student Details Window**

- Student information on the left, application information on the right.
- Upload Materials upload missing documents per applicant
- Update Application Defer / Cancel / Update visa status
- Note: Upload Materials / Update Application buttons available on either tab.

Use the Update Application button to Defer, Cancel, or update visa Status



How do I defer my applications?





# **Application Deferral Instructions**

- 1. Update visa status, no other changes
- 2. Defer application
- 3. Cancel Application

		EC: Update Application Data
o Heime   State ID 8074	(9762)	
Student Info	Application	Test Test (marktagrwestchiff.edu) 2025SU0g MSIT Not Test Test? Click here
Name	Ec. Helena	
Email	hetenatuong+testecawe	Student Information
Phone Citizenship Citizenship Status Visa Type Detail	11 714-880-5253 Canada Foreign National Incoming F-1	First Mark Ta Last Test
VISa	(*L	Email.Address markta⊛westcliff.edu
		Current Session Start 2025 Summer 5 (May 5, 2025)
	,	Requested Update:         Continue with same start date and update visa status.         Defer application         Cancel application
		Submit Cancel
Upload Materials	Update Application	Close

### What do I need to get the I-20?





- 1. I-20 request form and proof of funding can be completed anytime upon submitting application through the EC or Student Portal.
- 2. Student and EC will receive notification when the I-20 is added to the Student portal

Coming Soon... Digital I-20 will be available in the EC Portal

<u></u>	onal Details App Details
mail Phone Vame Zitizenship Zitizenship Status Jisa Type Detail Jisa 20 Status Campus Modality	ID Created Submitted Program Session Advisor Advisor Email Status Review Status Decision Letter
20 Request Form 20 Request for Depen	lent
	Application Checklist definitions

#### Update Student Info/Upload Materials



## **Bank Statement Guidelines**

	[BANK LOGO]		
Dep			Customer service i
Date 08/7/0			Customer service: 1.
			En Español: 1.800.68
08/25	1. ACCOUNT NAME		bankofamerica.com
08/27			Bank of America, NJ P.O. Box 25118 Tampa, FL 33622-51
08/31 08/31			
	Verm Adv. Dive Dealities		
	TE 10 2021 as Sentember 17 2021		
Z. DA	st 19, 2021 to September 17, 2021		Account number:
09/01			
09/01	Account summary		
		620.000.70	
09/02	Beginning balance on August 19, 2021	\$20,889.70	
09/02	Beginning balance on August 19, 2021 Deposits and other additions	59,103.28	
09/02	Beginning balance on August 19, 2021 Deposits and other additions Withdrawals and other subtractions	59,103.28 -35,194.33	
09/02	Beginning balance on August 19, 2021 Deposits and other additions Withdrawals and other subtractions Checks	520,889.70 59,103.28 -35,194.33 -0.00	
09/02	Beginning balance on August 19, 2021 Deposits and other additions Withdrawals and other subtractions Checks Service fees	520,889.70 59,103.28 -35,194.33 -0.00 -15.00	
09/02	Beginning balance on August 19, 2021 Deposits and other additions Withdrawals and other subtractions Checks Service fees Ending balance on September 17, 2021	520,889,70 59,103.28 -35,194.33 -0.00 -15.00 \$44,783.65	
09/02 09/09 09/10 09/16	Beginning balance on August 19, 2021 Deposits and other additions Withdrawals and other subtractions Checks Service fees Ending balance on September 17, 2021	520,889.70 59,103.28 -35,194.33 -0.00 -15.00 \$44,783.65	
09/02 09/09 09/10 09/16 Total de	Beginning balance on August 19, 2021 Deposits and other additions Withdrawals and other subtractions Checks Service fees Ending balance on September 17, 2021 posits and other additions	540,889.70 59,103.28 -35,194.33 -0.00 -15.00 \$44,783.65	\$59,103.28

Student risks denial if evidence of fraud is found

1. Must have account holder's name

2. Must state the date the statement or account confirmation was generated

- 3. Date must not be more than 90 days from the date that I-20 request is submitted
- 4. Must be in English
- 5. Must be legible
- 6. Must state the currency of the funds
- 7. I-20 Request Form must be filled accurately and the fields must be marked to reflect information on the bank statements

Program	Tuition	Books	Housing/	Total		Total		Dependents	Additional Cost
Trogram	Tuluon	Doord	Transportation			Spouse Dependent	\$6,024		
Bachelor	\$17,520 \$730/cr.	\$660	\$20,616	\$38,796		Child Dependent	\$3,313		
Master	\$14,742 \$819/cr.	\$495	\$20,616	\$35,853					
Doctorate	\$17,620 \$881/cr.	\$495	\$20,616	\$38,731					

#### View our complete I-20 Proof of Funds chart on the website.

# How can I get assistance during the admissions process?



### **Requesting Assistance**

Each student is assigned an advisor: fastest way to resolve issues and clarify missing docs.



Contact your International Outreach Representative via email or Whatsapp for further assistance.





# How do I submit payments in the portal?



### W

# **Tuition & Fees**

TUITION	CREDIT	SEMESTER
UNDERGRADUATE	\$730	\$8760
GRADUATE	\$819	\$4914
POSTGRADUATE	\$881	\$5874

\*Full tuition payment required for all certificates.

\*\*Monthly payment plans available

	ITEM	FEE	NOTES
INITIAL FEES	APPLICATION	\$50.00	WAIVED
	ENROLLMENT DEPOSIT	\$1,000	REQUIRED
	REGISTRATION	\$25.00	PER SEMESTER
POST VISA APPROVAL	REGISTRATION DEFERRAL	\$100.00 + Deposit	AS NEEDED
	STUDENT ID	\$10	ONE TIME
	ENROLLMENT	\$200	ONETIME



### **Payments (Student Portal View)**

plication Fee - <u>Submit P</u>	U Stratter	50.00 USD	
Description	Applicatio	on Fee	
Amount Due	\$50.00 Ed	dit Amount	
Transaction Fee	\$1.48		
Total	\$51.48		
card nonicer			
1234 1234 1234 12	34	VISA	
1234 1234 1234 12 Expiration date	34	VISA Security code	<b></b>
1234 1234 1234 12 Expiration date MM / YY	34	VISA Security code CVC	•••
1234 1234 1234 12 Expiration date MM / YY Country	234	VISA Security code CVC Zip code	•
1234 1234 1234 12 Expiration date MM / YY Country United States	~	VISA Security code CVC Zip code 12345	<b></b>

Students can submit payments through a link in their checklist. The Tuition deposit payment link will be added after visa pass is confirmed

\*Note the processing fees (App fee: \$1.48, tuition deposit: \$23.85) are paid to the payment vendor, not to Westcliff.



# Payments (EC Portal View)

Student Info	Application		
Details		Checklist	definitions
Status Review Status Decision I-20 Status I-20 Status Date I-20 Forms I20 Request for D Payment Forms Application Fee Tuition Deposit	Awaiting Materials Pre-Review Undecided	Missing Optional Missing Waived Missing Missing Missing Missing	Admissions Requirement: Diptoma/Certificate of Graduation (Qualifying De Admissions Requirement: Foreign Transcript Evaluation (if applicable) (Optic Admissions Requirement: Pasport Photocopy Admissions Requirement: Pay Application Fee Admissions Requirement: Proof of English Proficiency Admissions Requirement: Translation for Unofficial Transcript (if Applicable) Admissions Requirement: Unofficial Transcript (Qualifying Degree) Enrollment Requirement: BAED RESIDE/DELTS School Performance Fact Sh Enrollment Requirement: Disclessifie Acknowledgement Enrollment Requirement: Disclessifie Acknowledgement Enrollment Requirement: International Enrollment Agreement – Irvine
Linload Material	Lindate An	nlication	Close

ECs can submit payments on behalf of the Student through the EC Portal. Access Payment Forms on the Application tab of the Student Details Window.

\*Note the processing fees (App fee: \$1.48, tuition deposit: \$23.85) are paid to the payment vendor, not to Westcliff.

### Additional Info







# **Official Transcripts**

### What is considered an Official Transcript?

- → Physical Transcripts: Sealed in school-stamped envelope by institution
- → Electronic Transcripts: Emailed by institution's registrar to <u>transcript@westcliff.edu</u>
- → Notarized Transcripts: Authenticated by the Westcliff Registrar. Original physical transcripts are returned after authentication. For authentication appointments, email registrar@westcliff.edu

<u>Note:</u> Unofficial copies are sufficient for admissions purposes. Official transcripts are required before program start date.

### **MOI - Medium of Instruction**

ESTD : 1948 Tel. : 01874-320564 / 9 (Р/Ч/-/ 8-17) ван жбал де чен жала и стана и стан	ISI. Na. K656246
Ref. No. 1900 / S.G.A.D./ 58 Dated 03/02/20/1	of bearing Begister
Letter TO WHOM IT MAY CONCERN	The subjects in which be was examined and the marks second and software second and the second
Certified that	Fail         1         ENOLISH         100         052         100         075*           Fail         3         MINDI         100         052         100         070*           Fail         3         Childrait         Shiperts         300         070*           Childrait         Shiperts         AMTHEMATICS - A         075         021*         027*
Distt. Gurdaspur (Punjab) has passed 10+1 (Non-Med) and 10+2 (N.M) from our school during the year March	MATHEMATICS - B         075         028*         075         027           PPYSECS         560         021*         066         037*         021*         060         022*           CHEMISTRY         660         021*         060         021*         060         022*           PHYSICS PRACTICAL         600         021*         060         017*           CHEMISTRY PRACTICAL         600         020*         026*
2014 and March 2015 respectively. His medium of instruction was English during study. He bears a good	ENVIRONMENTAL EDUCATION G U A L I F I E D
moral character. I wish him all success in future. Principal S.G.A.D. Kh. S.S.S. Burj Sahib, Dhariwal	Total Hartin         515 - 555           In Figure 1         FIVE "ONE" FIVE           Date         22-04-2011           Implement 2         FIVE "ONE" FIVE           Date         22-04-2011           Implement 2         FIVE "ONE" FIVE           Date         22-04-2011

Student risks denial if evidence of fraud is found

### Admissions Timeline: Incoming F1 Students

#### Application

- Submit Application and required documents through EC Portal: <u>https://connect.westcliff.edu/p</u> <u>ortal/ec\_portal</u>
- Admissions Advisor is assigned

#### I-20 Document

- Complete I-20 Request Form
- Upload:
  - Bank Statement(s)
  - Sponsor / Dependent Documents
- Receive Digital I-20 via email.
- I-20 request deadline is two weeks after the app deadline

### Application 1



I-20 Document

### 4 Apply for F1 Visa

3

Enrollment 5

### Admission

- Submit missing admissions documents
- Application is evaluated for Admissions decision

### Apply for F1 Visa

- Schedule appointment at the US Embassy
- Pay Sevis 901 Fee
- Westcliff Advisor can provide mock
   interviews
- Upon visa approval, begin Enrollment within 5 days

### Registered

- Attend NSO, two weeks prior to start date
- Meet with Student Services

### Enrollment

- Upload Visa Copy in Portal
- Complete Registration forms
- Pay Tuition Deposit
- Complete Advisory Session
- Register for CPT, if applicable
- Order Official Transcripts
- Get ready for pre-arrival with Housing & Flight itinerary details

6 Registered

# How to avoid a set all ays

Check and Update the EC Portal regularly (report tech issues to the IO team)

Notify the assigned advisor if any changes are made or docs are resubmitted

> Upload all required documents into the application or EC portal

Verify all docs meet Admissions Requirements

Make sure all docs are professionally translated

# Questions?

Our WhatsApp: +1 (949) 826-6414

X