Admissions Application Checklist

2025-2026 Academic Year						
ACTIVE F-1 CHECKLIST						
Sessions 1-6	**Session 5**	**Session 6**	**Session 1**	**Session 2**	**Session 3**	**Session 4**
Start Date	May 5, 2025	June 30, 2025	September 1, 2025	October 27, 2025	January 5, 2026	March 2, 2026
Application Deadline	March 24, 2025	May 19, 2025	July 21, 2025	September 15, 2025	November 24, 2025	January 19, 2026
Register By *Late Fee Applicable*	March 31, 2025	May 26, 2025	July 28, 2025	September 22, 2025	December 1, 2025	January 26, 2026

REQUIREMENTS	
☐	**Online Application**: Submit your application ● Students will be required to create an account to submit an application. ● Once an application is completed, please scan and upload all the required documentation (see list below) to the application portal. ● 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.**

☐	**Transcripts:** All applicants are required to submit 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
	
	 Submitted transcripts will be evaluated internally by the Transcript Department of Westcliff University. Transcripts reviewed by an external evaluation agency will only be accepted if they have been evaluated by a member in good standing of the National Association of Credential Evaluation Services (NACES). GPA conversions must be noted on the submitted official evaluations.

	Students will default into their prerequisite courses should there be a lack of evidence in the academic record(s) provided. Students may be automatically enrolled in the [Achieve Bridge Pathway Program](#) if they fail to meet the minimum GPA requirement or lack the necessary educational background for their chosen program. 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 be reviewed. Refer to Transfer Credit Policy in the [Catalog and Student Handbook](#)*
☐	**Diploma/Graduate Certificate** ● Required only if the qualifying transcript is from a foreign institution. ● Must disclose the date of graduation from the qualifying degree. ● May be required upon request.
☐	**English Proficiency:** All applicants whose native language is not English and who 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 iBT: 60	**TOEFL iBT:** 79	**TOEFL iBT:** 79
IELTS: 5.5	**IELTS:** 6.0	**IELTS:** 6.0
Duolingo: 95	**Duolingo:** 105	**Duolingo:** 105

	● An English Medium of Instruction letter from the qualifying degree program is acceptable if the student cannot provide the scores from the examinations above. ● English proficiency requirement may only be waived if the student has a U.S. degree with 30-semester credits or more from a degree-granting institution.
☐	**Passport** ● Passports must be in color and valid for at least 6 months after the application is submitted.

☐	**Required Fees and Alternative Forms of Payment**
	● Application Fee: $50
	 ○ Payment can be made via the Application Portal
	 ○ Alternative options:
	  ■ Flywire: https://www.flywire.com/pay/westcliff
	  ■ Check/cash are also acceptable. It is encouraged to pay all fees via payment form if possible.

NOTICE OF DECISION:

The results of 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, the Letter of Acceptance will be uploaded to their application portal.
- **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 fraud is detected.
  - Fraud: Altered English proficiency documents, transcripts, or bank statements.
    - If a student is denied for fraud, the student will not be allowed to reapply.

REQUIREMENTS FOR I-20

Bank Statement (Proof of Funds)
- All international students must provide evidence of financial support to study and live in the U.S. while enrolled in the program. The document or letter must meet the following requirements:
  - An original bank statement or letter of an account balance from the bank must be provided to validate the certification noted on the form. If possible, provide statements or letters in U.S. dollars.
  - Must be issued within the last 90 days.
  - The content of the document must be provided in the English language. Documents in any other languages must be accompanied by official English translations from a certified translator.
  - Must be a liquid bank account; one that allows cash to be withdrawn easily at any given time. Checking and savings accounts are the most common examples of such accounts
  - Must clearly state the account holder's name, date, account number, account type, and currency.
  - **The minimum funds required for each program can be found here:**
    https://www.westcliff.edu/admissions/international-students/

Digital I-20 Request Form
- This form is accessible in the application portal once a letter of acceptance has been issued.
- All required documents for an I-20 can be uploaded to the application portal.
- I-20s will be sent to the student's email upon availability.

Sponsor Affidavit Form (if applicable)
- Must be completed by a sponsor if the student's education or living expenses are being financially supported by someone other than the student.
- The Sponsor Affidavit Form can be found HERE

SEVIS Record Transfer
- SEVIS records should be transferred to WU no later than one week before classes begin.
- Give the Westcliff Acceptance Letter to the current school DSO to schedule the SEVIS transfer.
- If you are not in active status, you will be required to submit a reinstatement request letter to Westcliff Admissions before your record can be transferred to WU.
- Refer to your Admissions Advisor for more information.

Add If Applicable OR Transfering with F2 Dependent(s)
- To add f-2 dependent(s) provide the following: Proof of family relationships: A color copy of original marriage and/or birth certificate(s) A color copy of the dependent's passport.

	REGISTRATION REQUIREMENTS
1	**Payment:** Students are required to submit a tuition deposit to enroll for their intended term.
2	**Enrollment Forms:** All students are required to submit the Enrollment Agreement, Disclosure Forms, and School Performance Fact Sheet before the start of their program. These forms include an overview of Program Fees & Tuition, Methods of Payments, Payment Plans, Student Cancel and Withdraw Policy, and Student Agreements.
3	**Attend New Student Orientation:** During orientation, students will become familiar with campus policies and procedures, student portals, and student resources.