**CALIFORNIA TRINITY
SCHOOL OF BUSINESS**

2333 Beverly Blvd. Los Angeles, CA 90057
Web: http://www.catu.edu
Email: admin@catu.edu
Tel: (213) 484-4440 Fax: (213) 402-6838

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 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

❏ **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