



CALIFORNIA TRINITY SCHOOL OF BUSINESS

2333 Beverly Blvd., Los Angeles, CA 90057

Web: <http://www.catu.edu>

E-mail: admin@catu.edu

Tel: (213) 484-4440 Fax: (213) 402-6838

California Trinity School of Business is required by U.S. government regulations to collect and review the materials listed below in order to issue the immigration documents necessary to obtain a student visa. All documents submitted for evaluation will become the property of CTSB and will not be returned to the prospective student.

ADMISSIONS CHECKLIST (International Students)

Name of Applicant: _____
Last First Middle (INITIAL)

For internal use only

☐ Initial

☐ 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
https://www.catu.edu/wp-content/uploads/2022/11/CTSB-Catalog_22-23_updated_Oct22.pdf
 - ☐ 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 of Student
 - If sponsor-funded
 - ☐ Affidavit of Financial Support ☐ Bank Statements of Sponsor
 - Sponsor must be family member or a private institution
 - Bank statements must not be older than 3 months.
 - Total amount must show a minimum of **\$8,000** for applicants with no dependents.
 - Additional \$3,000 for dependent spouse
 - Additional \$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