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