



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
2. ID Photo
3. Original Official Transcript (Not Copy)
4. Credential Evaluation
5. Copy of Diploma
6. Proof of English Proficiency
7. Previous school I-20 (Transfer students only)
8. Visa
9. I-94
10. Passport
11. If applying with dependents, provide the following:
12. Emergency Contacts

- 13. Proof of Financial Ability
14. Enrollment Agreement
15. School Performance Fact Sheet
16. Entrance Essay
17. Letter of Recommendation
18. Student Rights
19. Mission Statement
20. Policy Agreement
21. Application Fee

After Admission

- 22. Transfer Form (Transfer students only)
23. I-797 F1 Approval Form (Change of Status students only)
24. Student ID
25. Student Orientation – viewed online orientation