

INSTRUCTIONS TO ASSIST YOU IN COMPLETING CALIFORNIA UNIVERSITY OF PENNSYLVANIA'S ONLINE UNDERGRADUATE INTERNATIONAL STUDENT APPLICATION

You have chosen to apply to *California University of Pennsylvania*. There are two actions for you to take to complete the application process.

1. **Complete the online application**
2. **Submit all additional required items**

Your application will not be considered for acceptance until you have fully completed and submitted the online application and fulfilled all additional required items. *An I-20 for study at California University of Pennsylvania will not be issued unless acceptance to the university has been granted by the Office of Admissions.*

ONLINE APPLICATION

To complete the online international student application, proceed as follows:

1. Select the **Undergraduate International** application. Select the term you plan to begin studies. Enter your name exactly as it appears on your passport.

CHECKLIST ITEM 1 of 9 - Legal Name

2. Enter your name exactly as it appears on your passport. Your I-20 will list your name in the order of first, middle and last (family) name as entered by you on this page.

CHECKLIST ITEM 2 of 9 - Personal Information

3. Select your birth date. Enter your e-mail address. Select your gender. Religion and marital status are not required but you may select a choice. Enter the following information with regard to each dependent who will accompany you to the U.S. as you begin your studies. If any dependent plans to join you in the U.S. at a later date, you are required to inform the Office of International Programming at least 30 days prior to their arrival.

- ✓ Last/Family Name
- ✓ First Name
- ✓ Middle Name
- ✓ Suffix (if applicable: First, Second, Third, Fourth, Junior, Senior)
- ✓ Date of Birth (MM/DD/YYYY)
- ✓ Country of Birth
- ✓ Country of Citizenship
- ✓ Gender (male, female)
- ✓ Relationship to You

If you have access to Skype, it may prove useful if we need to communicate with you.

CHECKLIST ITEM 3 of 9 - Address and Phone

4. Enter your permanent non-U.S. address including a street address, city and nation. You are required to enter a zip code if your country uses zip codes. Enter your phone number including your international access number.

CHECKLIST ITEM 4 of 9 - International Information

5. Enter you country of citizenship, your country of birth and your native language.

CHECKLIST ITEM 5 of 9 - Planned Course of Study

6. Select your academic major. Select another major or minor if you plan to undertake an additional major or minor. You may also select a concentration within your major. Your I-20 will list all you have selected as closely as possible in accordance with the majors that are available for select on the SEVIS system.

CHECKLIST ITEM 6 of 9 - Activities

7. Note that the essential purpose of the information you provide for this checklist item is to determine if you are requesting on-campus housing. Select *Female Housing* if you are a female requesting on-campus housing. Select *Male Housing* if you are a male requesting on-campus housing. Enter *Commuter* if you intend to live off-campus in non-university housing. You may enter any activities you may be interested in the boxes provided for Other Activity.

CHECKLIST ITEM 7 of 9 - High School

8. Do not enter a High School Code. Enter all information pertaining to the high school or secondary school you attended. If you attended more than one high school or secondary school, choose to enter information pertaining to an additional high school or secondary school.

CHECKLIST ITEM 8 of 9 - Previous College

9. Enter a College Code only if you have attended a college located in the U.S. Enter all information pertaining to the college you attended. If you attended more than one college, choose to enter information pertaining to an additional college.
Note that you may be required to complete an *International Student Transfer Form* with the assistance of the SEVIS DSO at your former institution if you have attended another school in the U.S. You are required to contact Mr. Barry Bilitski (contact information below) for further information if you have attended another school in the U.S.

CHECKLIST ITEM 9 of 9 - Parental Information

10. Enter all information with respect to each of your parents.

Please contact Mr. Bilitski with questions you have regarding international student admission:

E-mail: bilitski@calu.edu

Phone: 1.724.938.5917

SUBMISSION OF ADDITIONAL REQUIRED ITEMS

- > **NON-REFUNDABLE APPLICATION FEE OF \$50**
Your fee payment may be conducted online using the peerTransfer service or by payment in the form of a U.S. financial institution issued check or a U.S. institution issued money order made payable to *California University of PA*.
 - peerTransfer: <https://www.peertransfer.com/school/calu>
- > **AFFIDAVIT OF FINANCIAL SUPPORT**
Confirm that you possess total funding that equals or exceeds your total cost for one academic year. Print and complete the online affidavit document for submission.
- > **OFFICIAL/NOTARIZED DOCUMENTATION VERIFYING FINANCIAL SUPPORT**
Official documentation verifying that you possess sufficient funding can be provided in the form of:
 - Bank statement from checking, savings, and/or certificate of deposit
 - Letter from bank on letterhead, stating the date the account opened, average balance, and current balance
 - Scholarship or sponsorship letter or memorandum verifying amount, source, and dates of award
- > **OFFICIAL ACADEMIC TRANSCRIPTS**
Official academic transcripts are to be submitted directly to *California University of Pennsylvania* by all of the secondary/ high schools you have attended and, if applicable, by all of the post-secondary/college/ university you have attended.
- > **TWO LETTERS OF REFERENCE FROM PERSONS NOT RELATED TO YOU BY BIRTH OR MARRIAGE**
It is preferred that one of these letters be completed by the headmaster or principal of your secondary school, and at least one additional letter be sent from a teacher or professor who has good knowledge of your academic work. Each letter should recommend you for admission to *California University of Pennsylvania*.
- > **RECENT PHOTOGRAPH OF YOU TAKEN WITHIN THE PAST 90 DAYS**
Electronically submitted photos are permitted.
- > **ENGLISH LANGUAGE TEST SCORE**
If you are a native of a non-English native speaking country, either your TOEFL or ILETS score is to be submitted directly to *California University of Pennsylvania* by the testing agency.
 - TOEFL: www.ets.org/toefl
 - ILETS: www.idpielts.me

> **SCHOLASTIC APTITUDE TEST (SAT)**

Your scores on the SAT are to be submitted by *The College Board* testing agency directly to *California University of Pennsylvania*. You may take the SAT test multiple times. The highest score scored on any section on any test attempt is considered. Contact Mr. Bilitski if you have difficulty with access to the SAT.

- **SAT:** www.student.collegeboard.org

Note that your:

- ✓ **APPLICATION FEE** (if money order payment is used)
- ✓ **AFFIDAVIT OF FINANCIAL SUPPORT**
- ✓ **OFFICIAL/NOTARIZED FINANCIAL VERIFICATION DOCUMENTATION**
- ✓ **OFFICIAL ACADEMIC TRANSCRIPTS**
- ✓ **TWO REFERENCE LETTERS**
- ✓ **PHOTOGRAPH**
- ✓ **LANGUAGETEST SCORES**
- ✓ **SAT SCORES**

must be submitted directly to:

Mr. Barry Bilitski
Assistant Director of Admissions
Campus Box 94
250 University Avenue
California, PA 15419 U.S.A.

Please contact Mr. Bilitski with questions you have regarding international student admission:

E-mail: bilitski@calu.edu

Phone: 1.724.938.5917