



Pacific States University

ADMISSION PACKET FOR INTERNATIONAL STUDENT (TRANSFER-IN)

3424 Wilshire Blvd, 12th Floor, Los Angeles, CA 90010 | Phone: 323.731.2383 Fax: 323.731.7276 | www.psuca.edu

Contact PSU Admission Office at admissions@psuca.edu



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Bureau for Private Postsecondary Education



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ADMISSION INSTRUCTIONS FOR TRANSFER-IN

We are glad you are interested in applying to Pacific States University and want the application process to be as easy as possible. Please read all instructions carefully. If you have any questions, don't hesitate to contact us.

If you are currently studying in the United States or engaged in Optional Practical Training (OPT), your current academic institution must release your I-20 in SEVIS (the Web-based data collection and monitoring system) before PSU can issue an I-20 for study at PSU. In order to continue your studies in the United States and transfer to Pacific States University, you must follow the steps outlined below.

Admission Process

I. Notify Your Current School

Notify your current school of your intention to transfer to Pacific States University by submitting the "Transfer-In Status Verification Request" form.

II. Apply

Mail out or bring in person the completed "Transfer-In Status Verification Request" form along with admission's required documents and payment. To receive the earliest consideration, an applicant requiring an F-1 Visa should submit an application and supporting documents according to the following schedule:

Applying for	Documents should be received by
Fall	September 1
Winter	December 1
Spring	March 1
Summer	June 1

NOTE: We do not accept applications by email! You need to mail your application and all supporting required documents to our mailing address:

PSU Admissions
3424 Wilshire Blvd, 12th Floor
Los Angeles, CA 90010

Contact Information:

- You must provide a valid e-mail address when you submit your application. All communication directed from the Office of Admission to international applicants is conducted via e-mail.
- You must provide your permanent address in your home country. This information is required even if you currently reside in the U.S.
- You must provide your current mailing address (if it is not the same as your permanent address). If you are currently outside the United States, do not provide the address of a friend or relative living in the U.S. as your current address. This will delay the processing of your application.

III. Admission Granted Or Denied

Once the PSU Admissions Department receives all of your application documents, fees, and your application packet is complete, an Admissions Officer will begin to evaluate your file for admission. You will receive an email once an application and all supporting documents have been received by the Admissions Office (allowed approximately three to four (3-4) weeks for processing time). After your application is processed and admission is granted, the student needs to pay the US **\$2000 commitment fee** in order to receive an acceptance letter and "Transfer Release" form. When your documents are ready for pick up, we will contact you via email and or phone.

IV. Submit To Your Current School

You must submit an acceptance letter and the "Transfer Release" form to your current school by having them fill out and bring the completed "Transfer Release" form to PSU. This form will allow PSU to transfer your SEVIS information. Once your SEVIS information is released to PSU, we will then be able to create a new I-20 for you to study at PSU!

V. Register

You must register at PSU no later than the first day of the start of the specified quarter mentioned in your acceptance letter. We recommend registering during the pre-registration period, when the registration fee is waived and classes are OPEN.

VI. Receive Your I-20

Between the 3rd and 4th week of the quarter, please come to the Admissions Office to get your original I-20. We look forward to receiving your application and assisting you through the process.

Status Requirements

In order to remain eligible in student status you must:

- Attend the school you are authorized to attend on your I-20.
- Carry and complete a full load of courses at least 12 units if you are an undergraduate, 8 units if graduate and doctorate for each quarter. Doctoral students in dissertation research courses are considered full-time.
- Maintain a valid passport at all times.
- Have a valid I-20.
- Obtain permission to extend your I-20 as needed.

Due to the Immigration Reform and Immigrant Responsibility Act of 1996, it is of outmost importance that all students maintain their F-1 visa status. Beginning April 1, 1997, persons unlawfully in the U.S (out of status for 6 months) are barred admission to the U.S. for 3 years. Persons out of status for 1 year would be denied admission to the U.S. for 10 years

REQUIRED DOCUMENTS AND PAYMENT FOR ADMISSION

Transfer-In F-1 International Applicants

	ACP	Undergraduate	Graduate
Required Documents			
Official Diploma / Certificate*	Bachelor's	High school or equivalent	Bachelor's (minimum GPA of 2.5)
Official Transcripts*	Bachelor's	High school or equivalent Transfer College (if applicable)	All degrees
Degree and Transcript Evaluation and Verification	✓	✓	✓
Proof of English Language Proficiency <ul style="list-style-type: none"> ● TOEFL/IELTS must be taken within 2 years from the date of application. ● Must submit original TOEFL/IELTS score. You may request official copy to be sent directly to PSU by visiting the http://www.ets.org Institution Code: 4625. 	<ul style="list-style-type: none"> ● U.S. Degree ● U.S. High School Diploma ● TOEFL PBT – 450 ● TOEFL CBT – 133 ● TOEFL IBT – 45 ● TOEIC L&R – 750 ● IELTS – 4.5 ● GTEC CBT – 900 	<ul style="list-style-type: none"> ● U.S. Degree ● U.S. High School Diploma ● TOEFL PBT – 450 ● TOEFL CBT – 133 ● TOEFL IBT – 45 ● TOEIC L&R – 750 ● IELTS – 4.5 ● GTEC CBT – 900 	<ul style="list-style-type: none"> ● U.S. Degree ● U.S. High School Diploma ● TOEFL PBT – 500 ● TOEFL CBT – 173 ● TOEFL IBT – 61 ● TOEIC L&R – 750 ● IELTS – 5.5 ● GTEC CBT – 1050
Application Form	✓	✓	✓
Two Recent 2"X2" Passport Size Photos	✓	✓	✓
Certificate of Financial Support Form	✓	✓	✓
Proof of Fund of Sponsor*	\$15,835	\$26,480	\$19,235
Copy of Passport	✓	✓	✓
A Letter of Recommendation	Optional	Optional	Optional
Personal Essay	Optional (200 Words Or Less)	Optional (200 Words Or Less)	Optional (200 Words Or Less)
GMAT or GRE Scores	X	X	Optional
Description of Professional Work Experience	X	X	Optional
Interview with D.B.A. Admissions Committee	X	X	X
Copy of U.S. Current Visa Stamp	✓	✓	✓
Copy of I-94 Record <i>(Retrieve from https://i94.cbp.dhs.gov/)</i>	✓	✓	✓
Copy of Form I-20 A-B from Prior School	✓	✓	✓
Copy of Employment Authorization Card <i>(Required only for students on OPT)</i>	✓	✓	✓
Payment			
Application Fee (Non-Refundable)	\$50	\$50	\$50
Program Registration Fee (One-Time) (Non-refundable)	\$150	\$150	\$150
Commitment Fee (Applicable to tuition)	\$2,000	\$2,000	\$2,000
Mailing Fee (Select one, Non-Refundable) A. International Express Mailing B. Domestic Express Mailing C. Pick Up at PSU	A. \$100 B. \$25 C. Free	A. \$100 B. \$25 C. Free	A. \$100 B. \$25 C. Free
Additional Requirements for International Students Bringing Dependents			
Dependent I-20 Issue Processing Fee <i>(one-time payment)</i>	\$50	\$50	\$50
Bank Statement <i>(addition to Bank Statement for Applicant)</i>	<ul style="list-style-type: none"> ● \$6000 / year for the first dependent ● \$2,000 / year for each additional dependent 	<ul style="list-style-type: none"> ● \$6000 / year for the first dependent ● \$2,000 / year for each additional dependent 	<ul style="list-style-type: none"> ● \$6000 / year for the first dependent ● \$2,000 / year for each additional dependent
Copy of Passport	Each Dependent	Each Dependent	Each Dependent
Certified Copy of Marriage Certificate*	Dependent Spouse	Dependent Spouse	Dependent Spouse
Certified Copy of Birth Certificate*	Dependent Child	Dependent Child	Dependent Child

**The total estimated costs may be varied depends on each student's background.

Note: The University reserves the right to change at any time, without prior notice, tuition, fees, or other charges.

General Notes: X=Not required, ✓=Required.

If any document is issued in the applicant's native language, please provide both the original document and a translation of the document into English. Translated documents must be **notarized. Translations must be submitted for all records not officially issued in English. These must be in the same format as the original-language documents, line-by-line, word-for-word, and must be typed. PSU reserves the right to request translations prepared by professional translation services and the right to request original documentation; submission of fabricated or false documents will result in immediate dismissal of the application and will disqualify the individual from applying to PSU in the future.*

*Faxed, scanned, emailed copies cannot be accepted.

*Official notarized copies must be clear and good quality.

- Incomplete or unacceptable admission documents will delay the admission process.
- All documents submitted for admission purposes become the **property of Pacific States University** and will not be returned to the applicant. Please make personal copies before you submit to Admission Office. (Do not send the original diploma. Please send an official copy of your diploma).
- If you have received a **degree from an institution outside of the United States** you are required to complete degree evaluation and verification, please read the attached instructions for **Application of Degree Verification**.

ESTIMATED EXPENSES FOR TUITION AND FEES

Supplemental Financial Information

These costs are based on a student enrolled in **full-time** classes.
 All PSU listed fees should be regarded as **estimates** that are subject to change.

	ACP	Undergraduate	Graduate
Price / Unit	\$627 per course (Including material)	\$345 per unit	\$380 per unit
Total Units / Course	72 units (18 courses)	180 units	56 - 64* units (MS) 60 - 80* units (MBA)
Approx. Time to Complete	1.5 year	Min. 4 year	2.5 year (MS) 3 year (MBA)
Academic Year Time Frame	5 Sessions	3 Quarters	3 Quarters
Estimated Expenses for One Academic Year			
Tuition Fee	\$6,270 (10 courses)	\$16,5620.00 (3 Qs)	\$9,120 (24 units)
Registration Fee (\$50 Per Q, Pre-Registration \$0)	-	\$150 (3 Qs)	\$150 (3 Qs)
Facility Fee (\$150 Per Q)	-	\$450 (3 Qs)	\$450 (3 Qs)
Estimated Books Fee	-	\$1,800 (3 Qs)	\$900 (3 Qs)
Foreign Degree Verification (One-Time Fee)	\$225	\$185	\$185
Health Insurance	\$840	\$840	\$840
Living Costs (\$850 per Month)	\$8,500	\$7,650	\$7,650
Total	\$15,835	\$27,635	\$19,295
Tuition (only) before Transfer Credit for Entire Program			
Total (Prerequisite Courses Excluded)	\$11,286	\$62,100	\$21,280 (MS) \$22,800 (MBA)
Total (Prerequisite Courses Included)	\$11,286	\$62,100	\$24,040 (MS) \$28,320 (MBA)

* Units shown above are with prerequisite courses.

** The total estimated costs may be varied depends on each student's background.

- Living Expenses:** Each student may choose living accommodations or other expenses which would cost more than the amounts listed above. This is an estimate of minimal expenses only. It is advised that each student should arrive in the U.S. with at least \$2,500 in cash to cover "settling-in" expenses. PSU offers student housing in dormitory-style housing at The Hobart Residence.
- Health Insurance:** It is recommended at Pacific States University. PSU does not provide a health insurance plan to international students.

For additional financial information, please visit to www.psuca.edu.

1. Finance Charge (for those students who are not paying their tuition in full)

We encourage all students to pay tuition and fees in full and promptly. For those who may find this difficult, PSU will follow the steps outlined below. If students fall behind in their payments, faculty will be notified not to admit students to class or to let them participate in class activities which include test taking.

Payment Method	Balance Due	Finance Charge		
		Second Month of the quarter <i>(finance charge will be applied on the first day of the second month)</i>	Third Month of the quarter <i>(finance charge will be applied on the first day of the third month)</i>	Beginning Month of the next quarter <i>(finance charge will be applied on the first day of the following quarter)</i>
A. Payment in Full	N/A	N/A	N/A	N/A
B. Installment (A minimum 1/3 of total amount when register)	\$1 - \$1,999	\$50	\$50	\$100
	\$2,000 or above	\$100	\$100	\$100

2. Penalties

Description	Fee (US\$)
Change-of-Course Fee (Add / Drop, After 1st week of the quarter)	\$20
Change-of-Program Fee	\$100
Late Registration Fee	\$100
Returned Check Fee	\$30

3. Overpayment Policy

Pacific States University is not a financial institution. Payments directed to Pacific States University should be rendered for the amount due based upon University tuition only, or the expected amount of tuition. **Payments for other personal living expenses should be directed to student personal bank account (not to the University).**

Please note that payments received in excess of the amount billed will either be placed on deposit for upcoming quarters, or the payment will be returned to the sender. (In the case of wire transfers, the wire transfer will be reversed to return funds back to the originating account and it will also include the bank charge fee).

DEGREE EVALUATION AND VERIFICATION INFORMATION

If you have received a degree from an institution outside of the United States you are required to complete degree evaluation and verification, please read the following instructions:

- **All transcripts from countries outside of the USA must be verified and evaluated** indicating that the coursework is comparable to United States educational standards. (Except for ESL program students.)
- The foreign degree evaluation and verification process must be completed **before the student is officially enrolled** at PSU. Failure to complete the verification process in the allotted time may result in delayed admission or deferral to a future term.

An applicant must submit original diplomas and transcripts with certified translation into English to an independent transcript evaluation service that is a member of either the [National Association of Credential Evaluation Services \(NACES\)](#) or the [Association of International Credential Evaluators \(AICE\)](#). A list of the agencies and instructions for submissions can be obtained from an admissions officer.

PSU recognizes the **International Education Research Foundation (IERF)** and **World Education Services (WES)** as providers of evaluations and verifications of prior international degrees. You can always use any NACES or AICE recognized evaluation agency. Details about their services, including application forms, fees, and required documents are available at www.ierf.org and www.wes.org

Please start the process as soon as possible to avoid delays in your admissions process.

IERF Degree Evaluation and Verification Requirements

Original Documents

To prevent any potential delay in the processing of your application, it is recommended that you submit **ORIGINAL DOCUMENTS**. Original records are required for licensure (i.e., accounting, architecture, teaching, etc.) and for many schools and universities. IERF reserves the right to request original documents at any time during the evaluation process. **Official certified true copies** of academic records issued by the **institution of study or relevant government body** may be acceptable as original, **whereas notarized copies are not**.

Photocopies

Original documents (including translations) must be accompanied by **clear, legible and full-sized photocopies** (front and back). Otherwise, you will be assessed a **\$20 fee**. Photocopies become the property of IERF.

Translations

Translations must be submitted for all records not officially issued in English. These must be in **the same format as the original-language documents, line-by-line, word-for-word, and must be typed**. IERF reserves the right to request translations prepared by professional translation services. If submitting official or original translations, please include a set of clear, legible and full-sized photocopies (front and back).

IERF has negotiated a special discount with **University Language Services** for our applicants who use their translation services. You can contact them directly through their [website](#) to learn more about the discount.

Request For Additional Information

Be certain that you have all the necessary documents before sending your application, as **missing documents will delay the processing of your evaluation**.

Please note that:

- At any time during the evaluation process, IERF reserves the right to request original documents, additional documents, and/or those documents be sent directly to IERF by the issuing institutions.
- The requested documentation and/or fees must be submitted within **4 months**. Otherwise, your case will be closed and an **\$80 fee** will be required to reopen your case.

	General Report (General Equivalency)	Detail Report (Transfer Credit)	Detail Report with Course Level Identification	Detail Report with Course Level Identification (Professional Licensing / Certification)
Suggested For	Undergraduate (U) Graduate (G)	Undergraduate (U) Graduate (G)	Doctorate	Accounting Certificate Program
Description	This report identifies the institution(s) attended, dates of attendance, credential(s) earned, and the United States educational equivalent.	General Report + It also lists individual courses taken with semester units, individual grade equivalents and an overall grade point average (where applicable).	Detail Report + It identifies the level of the class (e.g., lower versus upper division, professional, vocational).	Detail Report + It identifies the level of the class (e.g., lower versus upper division, professional, vocational).
Documents to Submit	<ol style="list-style-type: none"> Academic records <ul style="list-style-type: none"> secondary studies (U) undergraduate studies (G) Translations (if applicable) Photocopies of all original documents submitted (including translations) Payment: Check, Cashier's Check, Money Order or Credit Card, payable to IERF 	<ol style="list-style-type: none"> Academic records <ul style="list-style-type: none"> secondary and uncompleted undergraduate studies (U) undergraduate and (un)completed graduate studies (G) Translations (if applicable) Photocopies of all original documents submitted (including translations) Payment: Check, Cashier's Check, Money Order or Credit Card, payable to IERF 	<ol style="list-style-type: none"> Academic records undergraduate, graduate and (un)completed doctoral studies Translations (if applicable) Photocopies of all original documents submitted (including translations) Payment: Check, Cashier's Check, Money Order or Credit Card, payable to IERF 	<ol style="list-style-type: none"> Academic records undergraduate and (un)completed graduate studies Translations (if applicable) Photocopies of all original documents submitted (including translations) Payment: Check, Cashier's Check, Money Order or Credit Card, payable to IERF

PROCESSING OPTION

A. Apply by Yourself

You have to apply for a Degree Verification through [IERF website](#), pay all fees listed below online, and send your original documents listed above to IERF. When your Degree Verification is completed, IERF will mail those documents back to you. Click [here](#) for IERF online application instructions.

Verification Fee	\$85	\$165	\$185	\$185 + \$20 (duplicate copy for PSU)
Domestic Secure Mailing (Recommended)	\$20	\$20	\$20	\$20
Total Fee	\$105	\$185	\$205	\$225

B. Apply by Pacific States University

If you want PSU to apply for a Degree Verification for you, submit your original documents listed above and the additional documents and total fee listed below to PSU.

Additional Document	IERF Processing and Credit Card Form	IERF Processing and Credit Card Form	IERF Processing and Credit Card Form	IERF Processing and Credit Card Form
Processing Service Fee	\$20	\$20	\$20	\$20
Total Fee	\$125	\$205	\$225	\$245

Please note that:

- If you have continued on to undergraduate studies, you are required to submit academic records for secondary studies and uncompleted undergraduate academic records.
- If you have continued on to graduate studies, you are not required to submit academic records for secondary studies but you must submit undergraduate academic records and uncompleted graduate academic records.
- If you have continued on doctoral studies, you are not required to submit academic records for secondary studies but you must submit undergraduate and graduate academic records and uncompleted undergraduate academic records.
- It is strongly recommended, to submit these records all at once in order to avoid extra degree verification fees.
- **No refunds** will be issued once an application has been submitted, even if the applicant disagrees with the evaluation. A check that is returned due to **insufficient funds** is subject to an **additional \$30 fee**.

WES Degree Evaluation and Verification Requirements

Original Documents

To prevent any potential delay in the processing of your application, it is recommended that you submit **ORIGINAL DOCUMENTS**. Original records are required for licensure (i.e., accounting, architecture, teaching, etc.) and for many schools and universities. WES reserves the right to request original documents at any time during the evaluation process. **Official certified true copies** of academic records issued by the **institution of study or relevant government body** may be acceptable as original, **whereas notarized copies are not**.

Photocopies

Original documents (including translations) must be accompanied **by clear, legible and full-sized photocopies** (front and back). Otherwise, you will be assessed a **\$20 fee**. Photocopies become the property of WES.

Translations

Translations must be submitted for all records not officially issued in English. These must be in **the same format as the original-language documents, line-by-line, word-for-word, and must be typed**. WES reserves the right to request translations prepared by professional translation services. If submitting official or original translations, please include a set of clear, legible and full-sized photocopies (front and back).

Request For Additional Information

Be certain that you have all the necessary documents before sending your application, as **missing documents will delay the processing of your evaluation**.

Please note that:

- At any time during the evaluation process, WES reserves the right to request original documents, additional documents, and/or those documents be sent directly to WES by the issuing institutions.
- The requested documentation and/or fees must be submitted in order for the evaluation to be processed..

	Document-by Document Evaluation (General Equivalency)	Course-by-Course Evaluation (Transfer Credit)	Detail Report with Course Level Identification (Professional Licensing / Certification)
Suggested For	Undergraduate (U) Graduate (G)	Undergraduate (U) Graduate (G)	Accounting Certificate Program
Description	A Document-by-Document evaluation identifies and describes each of your credentials. It contains the name of the credential, the requirements for entry, the program length, the equivalency in terms of U.S. education	A WES Basic Course-by-Course evaluation identifies and describes each of your credentials. It contains, the name of the credential, the requirements for entry, the program length, the equivalency in terms of U.S. education, a list of all courses completed at the post-secondary level, a U.S. semester credit and grade equivalent for each course, a U.S. grade point average (GPA) on a 4.0 scale, a designation of the level (upper or lower) of each undergraduate course.	To apply for the CPA examination, a CPA Supplemental Report is required. <u>View sample report</u> . The CPA Supplemental Report analyzes your business and accounting courses as required by state boards of accounting. Many CPA boards require official copies of your transcripts. We recommend selecting the CPA International Credential Advantage Package (ICAP) to fulfill this requirement. With ICAP, we will store your verified transcripts in addition to your evaluation report for easy sending later. Note: Please confirm with the CPA Board to which you are applying if a WES evaluation will be accepted.
Documents to Submit	https://www.wes.org/required-documents/	https://www.wes.org/required-documents/	https://www.wes.org/required-documents/
PROCESSING OPTION			
C. Apply by Yourself You have to apply for a Degree Evaluation & Verification through WES website , pay all fees listed below online, and send required documents listed above to WES. When your Degree Evaluation and Verification is completed, WES will mail any originals documents back to you. Click here for WES online application instructions.			
Evaluation Fee	\$100	\$160	\$260 + \$50 (duplicate copy for PSU)
Secure Mailing (Recommended)	https://www.wes.org/evaluations-and-fees/other/	https://www.wes.org/evaluations-and-fees/other/	https://www.wes.org/evaluations-and-fees/other/

Please note that:

- If you have continued on to undergraduate studies, you are required to submit academic records for secondary studies and uncompleted undergraduate academic records.
- If you have continued on to graduate studies, you are not required to submit academic records for secondary studies but you must submit undergraduate academic records and uncompleted graduate academic records.
- If you have continued on doctoral studies, you are not required to submit academic records for secondary studies but you must submit undergraduate and graduate academic records and uncompleted undergraduate academic records.
- It is strongly recommended, to submit these records all at once in order to avoid extra degree evaluation and verification fees.
- **No refunds** will be issued once an application has been submitted, even if the applicant disagrees with the evaluation. A check that is returned due to **insufficient funds** is subject to an **additional \$30 fee**.

PSU DORMITORY INFORMATION



HOBART RESIDENCE

528 S. Hobart Blvd, Los Angeles, CA 90020, USA • Phone: 213-637-0308
 Email: hobartresidence@gmail.com • Website: www.HobartResidence.com

RATES:

All prices listed below are per person.

A payment of the full rent must be made along with the security deposit in order to secure your room.

ROOM TYPE / DURATION	4 WEEKS	1 WEEK	DAILY
PRIVATE ROOM	\$850.00	\$270.00	\$70.00
TWO-BED ROOM	\$700.00	\$220.00	\$60.00
THREE-BED ROOM	\$600.00	\$190.00	\$50.00
FOUR-BED ROOM	\$550.00	\$170.00	\$40.00

Note: The unit with a bathroom is charged a \$50 additional fee for 4 weeks rate.

SECURITY DEPOSIT:

If you want to make a reservation, you should pay the security deposit and rent with online reservation form.

The security deposit will be non-refundable if you move out earlier than the original move-out date on the agreement.

DURATION	DEPOSIT	DEDUCTION	REFUND
ONE NIGHT TO 12 WEEKS	\$200.00	\$50.00*	\$150.00**
OVER 12 WEEKS TO 24 WEEKS	\$300.00	\$50.00*	\$250.00**
OVER 24 WEEKS TO 36 WEEKS	\$400.00	\$50.00*	\$350.00**

* \$50 will be deducted for cleaning when you move out.

** Additional \$50 will be deducted for bedding sets laundry fee (except student self-laundry).

** Additional \$50 will be deducted if you don't return the room key.

** Additional \$150 will be deducted if you don't return the main key.

LINEN FEE (PILLOW, PILLOWCASE, BED SHEET & BLANKET):

Lease: \$30.00 (Staying for less than 4 weeks only)

Purchase: \$50.00 (Staying for more than 4 weeks)

CANCELLATIONS AND REFUNDS:

Cancellation and refund request for the security deposit must be submitted in writing.

Cancellation fee \$100.00 will be charged, and calculations for the security deposit as the chart below.

PRIOR TO MOVE-IN DATE	REFUND	CANCELLATION FEE
14 DAYS	100 %	\$100
8 – 13 DAYS	50 %	\$100 plus 50% of Rent
7 DAYS – AFTER MOVE-IN	0%	\$100 plus 100% of Rent

Check-in: Monday to Friday (during office hour***): 10:00AM - 4:30PM.

\$30.00 extra fee will be charged for before/after hour check-in

Check-out: 11:00 AM

Late check-out: \$30.00 extra fee will be charged after 11:00AM till 5:00 PM.

\$50.00 extra fee will be charged after 5:00 PM

Weekend (Saturday & Sunday) & Holiday check-in/check-out will be charged \$50.00.

***** Office hour subject to change. Please contact the office for the current office hour.**



Pacific States University

3424 Wilshire Blvd, Suite 1200, Los Angeles, CA 90010 USA | Phone: 1 (323) 731-2383 | Fax: 1 (323) 731-7276 | www.psu.edu
Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS)
Licensed to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California

APPLICATION FOR ADMISSION

Please be sure you have: 1) answered all questions completely; 2) enclosed the appropriate fees; 3) attached required academic documents; and 4) signed and dated this application.

Admission Information

Applying for Term (select one)			Year
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
UNDERGRADUATE Associate of Arts <input type="checkbox"/> Beauty Management Bachelor of Business Administration <input type="checkbox"/> Accounting <input type="checkbox"/> Computer in Business <input type="checkbox"/> Marketing Bachelor of Science <input type="checkbox"/> Computer Information Systems	GRADUATE Master of Business Administration <input type="checkbox"/> Accounting <input type="checkbox"/> Finance <input type="checkbox"/> International Business <input type="checkbox"/> Management of Information Technology <input type="checkbox"/> Real Estate Management <input type="checkbox"/> Beauty Management Master of Science <input type="checkbox"/> Computer Science <input type="checkbox"/> Information Systems	POSTGRADUATE Doctor of Business Administration <input type="checkbox"/> International Business NON DEGREE <input type="checkbox"/> Accounting Certificate Program <input type="checkbox"/> English as a Second Language <input type="checkbox"/> OTHER (please specify)	Please attach two (2) passport photos here

Applicant Information (All required – please print clearly)

Last Name (exactly as it appears on your passport)		First (Given) Name		Middle Name	
Gender	Date of Birth (mm/dd/yyyy)	Country of Citizenship		Country of Birth	
<input type="checkbox"/> Male <input type="checkbox"/> Female					
US Social Security Number (if applicable)		Driver's License Number (if applicable)		Passport Number	
Permanent Address – Street (please enter your home country address if you are an international student)					
City		State	ZIP/Postal Code	Country	
Current Mailing Address – Street (if different from above)					
City		State	ZIP/Postal Code	Country	
Home Telephone Number		Alternative Telephone Number		Email Address	

Applicant Status

Are you a United States Citizen? Yes No Are you a U.S. Permanent Resident? Yes. State of Residency _____ No

Will you need to apply for an F-1 International Student Visa? Yes No

Type of your current visa _____ Date of Expiration (mm/yyyy) _____ Will you need to change your status to F-1 International Student? Yes No

Will you be transferring from other university to Pacific States University? Yes. Transferring from _____ No

Last Date of Attendance (mm/dd/yyyy) _____ If you are currently on OPT, please provide End Date (mm/dd/yyyy) _____

Have you previously applied to Pacific States University? Yes, Applied for term _____ No Have you attended to Pacific States University before? Yes, Date of Last Attendance (mm/dd/yyyy) _____ No

Academic History

Name of Institution	Full Address of Institution		
Attendance Date From (mm/yyyy)	Attendance Date To (mm/yyyy)	Degree Awarded	Major Field
Name of Institution	Full Address of Institution		
Attendance Date From (mm/yyyy)	Attendance Date To (mm/yyyy)	Degree Awarded	Major Field
Name of Institution	Full Address of Institution		
Attendance Date From (mm/yyyy)	Attendance Date To (mm/yyyy)	Degree Awarded	Major Field
Name of Institution	Full Address of Institution		
Attendance Date From (mm/yyyy)	Attendance Date To (mm/yyyy)	Degree Awarded	Major Field

Note: List in chronological order all secondary schools, colleges and universities you have attended or are attending, showing dates, diplomas, and degrees. Include every institution, regardless of length of attendance, even if no work was completed. Request each school to forward an official transcript to PACIFIC STATES UNIVERSITY. Include any past attendance at Pacific States University. All documents received become the property of Pacific States University.



Pacific States University

3424 Wilshire Blvd. Suite 1200, Los Angeles, CA 90010 USA | Phone: 1 (323) 731-2383 | Fax: 1 (323) 731-7276 | www.psuca.edu
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Licensed to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California

Dependent Information (for international applicant only)	English Proficiency
Please refer to the Additional Requirements for bringing dependents and adjusting your Proof of Financial Support	<input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> None
Do you plan on bringing your spouse as a Dependent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Test Date (mm/dd/yyyy) _____
Do you plan on bringing your children as Dependents? <input type="checkbox"/> Yes, how many? _____ <input type="checkbox"/> No	Score _____

Voluntary Information Requested By Department Of Education, U.S.A.		<input type="checkbox"/> I do not wish to furnish this information
Race/National Origin <input type="checkbox"/> American Indian, Alaskan Native <input type="checkbox"/> Black, Non-Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian, Pacific Islander <input type="checkbox"/> African American <input type="checkbox"/> Race / Ethnicity Unknown <input type="checkbox"/> Non-Resident Alien		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
		Physical Disability <input type="checkbox"/> Yes <input type="checkbox"/> No

Referred to Pacific States University by	
<input type="checkbox"/> PSU Alumni <input type="checkbox"/> PSU Current Student <input type="checkbox"/> Agent <input type="checkbox"/> Website <input type="checkbox"/> Newspaper / Magazine <input type="checkbox"/> TV / Radio <input type="checkbox"/> Other	
Please provide name or specify _____	

Application and Other Fees	
<input type="checkbox"/> Application Fee (non-refundable, for all applicants).....	US\$50.00
<input type="checkbox"/> Program Registration Fee (non-refundable, for all applicants) One-Time.....	US\$150.00
<input type="checkbox"/> Commitment Fee (applicable to tuition, for Transfer-In and Change of Status applicant only).....	US\$2,000.00
<input type="checkbox"/> Dependent(s) Document Processing Fee (non-refundable).....	US\$50.00

Delivery Method (Select one of the following method to receive Acceptance Letter and Form I-20, non-refundable)	
<input type="checkbox"/> In-Person Pick-Up (<i>Photo identification is required to pick up the document(s)</i>).....	NO FEE
<input type="checkbox"/> U.S. first-class mail to U.S. addressee – no tracking number..... <i>(PSU will not be responsible for any lost, stolen, or damage of the document(s) requested to be delivered via this method)</i>	NO FEE
<input type="checkbox"/> FedEx to U.S. addressee – recommended.....	US\$25.00
<input type="checkbox"/> FedEx to international addressee – recommended.....	US\$100.00

Delivery Instruction (Select one)	
I. Pick-up instructions – for in-person pick-up only <input type="checkbox"/> I wish to pick up my document(s) by myself <input type="checkbox"/> I wish to authorize the individual below to pick up my document(s) <hr/> Full Name (Last, First Middle) _____ <hr/> Phone Number _____ <hr/> Email Address _____	II. Mailing instructions – for mail delivery only <input type="checkbox"/> Mail to current mailing address as I printed on page 1. <input type="checkbox"/> Mail to different mailing address below (<i>P.O. Boxes is not accepted</i>) <p style="text-align: center;"><i>Mailing Label – Print name and address legibly</i></p> <div style="border: 1px solid black; border-radius: 10px; height: 60px; width: 100%; margin-top: 10px;"></div>

Payment Method (Select one)	
<input type="checkbox"/> In-Person <input type="checkbox"/> Money Order (payable to Pacific States University) <input type="checkbox"/> Personal Check (payable to Pacific States University)	
<input type="checkbox"/> Credit Card (Visa or MasterCard only) Credit Card Number: _____	
Expiration Date (mm/yyyy): _____ CV Code (3 or 4 digit code on the back of credit card): _____	

Application will not be processed until all required fees are received. Total Due US\$ _____

Certification	
Pacific States University does not discriminate on the basis of race, color, age, religion, sex, national or ethnic origin, marital status, physical disability, sexual orientation, or any other legally protected status in the administration of its educational programs, admission policies, or any other University-administered programs or activities. Inquiries concerning the application of Title IX of the Educational Amendment of 1972 and other non-discriminatory statutes should be directed to the Associate Dean, the University officer assigned the responsibility for reviewing such matters.	
I, the undersigned, acknowledge and agree with all the procedures and conditions of the admissions of Pacific States University. Additionally, I waive the right to inspect the campus before enrolling if I am not physically able to be present to inspect the campus. Furthermore, Pacific States University reserves the right to deny any application for admission. I acknowledge that the above application is correct in all respects; that I have not omitted the name of any school or college previously attended; and that, if admitted, I agree to observe all the rules and regulations of the Pacific States University.	
Applicant's Signature Required <div style="font-size: 2em; font-weight: bold; margin-top: 10px;">X</div>	Date Signed (mm/dd/yyyy) _____

INSTRUCTIONS FOR COMPLETING CERTIFICATE OF FINANCIAL SUPPORT

(Overseas International F-1, Transfer-In F-1, Change of status to F-1 applicants)

U.S. Immigration Regulations require a school to certify on Form I-20A-B that nonimmigrant F-1 students have provided proof of financial responsibility for the duration of their student's status in the U.S. Due to federal regulations restricting work authorization, most international students should not expect employment to be a significant means of financial support while studying at Pacific States University.

Therefore, international students must provide proof of sufficient funds to pay for all expenses at Pacific States University for **the first academic year**. However, sponsors should certify that funds will be available for each year of your program at PSU. The Certificate of Eligibility Form I-20 will be issued only after this form has been received with the requested financial documentation, approved, and you have been offered admission.

Step 1: Determine the Costs of Your Program of Study

There are different costs for each PSU program of study. Please find the minimum required amount for proof of funds. If you are international students, you are required to submit proof of funds **for the first year**.

Table.1

	ACP	Undergraduate	Graduate
Estimated Expenses for the First Academic Year (Required for International students holding F-1 visa status)			
Minimum Required amount for the Proof of fund	\$15,835	\$23,435	\$19,235
Dependent Expenses (if any) (addition to the above required amount)	<ul style="list-style-type: none"> ● \$6000/y for the first dependent ● \$2,000/y for each additional dependent 	<ul style="list-style-type: none"> ● \$6000/y for the first dependent ● \$2,000/y for each additional dependent 	<ul style="list-style-type: none"> ● \$6000/y for the first dependent ● \$2,000/y for each additional dependent
Tuition (only) before Transfer Credit for Entire Program			
Total (Prerequisite Courses <i>Excluded</i>)	\$11,286	\$62,100	\$21,280 (MS) \$22,800 (MBA)
Total (Prerequisite Courses <i>Included</i>)	\$11,286	\$62,100	\$24,040 (MS) \$28,320 (MBA)

**The total estimated costs may be varied depends on each student's background.

Note: The University reserves the right to change at any time, without prior notice, tuition, fees, or other charges.

Step 2: Complete the form

After you have determined the cost of your program of study, please fill out the [Certificate of Financial Support form](#).

Section 1. In this section, applicants need to fill out this section, including personal information, financial support amount under appropriate sources. If an applicant has more than one sponsor, a bank letter (proof of fund) and a Certificate of Financial Support Form must be submitted for **EACH** sponsor. It must be signed and dated by the applicant.

Section 2. The Sponsor needs to complete this section. If you are sponsoring yourself, you still need to complete this section and write "myself" under relationship to application field. It must be signed and dated by the sponsor.

Section 3. The bank official of the sponsor's bank needs to complete this section. It must be signed and dated by bank official. (If the bank official refuses to complete and sign this section, you may attach a bank letter as a proof of fund).

Step 3: Gather Supporting Financial Documents to Attach to the CFS Form

All supporting financial documents must be in English or accompanied by a notarized English translation showing available liquidable funds. Proof of property ownership is NOT sufficient evidence of fund availability.

Table. 2

MEANS OF FINANCIAL SUPPORT	SUPPORTING DOCUMENTATION
Applicant's Personal fund	Original bank letter of the applicant.
Funds from Parent/Guardian	Original bank letter of the parent/guardian.
Funds from Another source (Government Scholarship, Student Loan)	Signed original documentation in English specifying dates, amount, monetary currency, and terms of sponsorship/award or loan approval.
Funds from Company	Original bank letter of that company AND signed letter from Company, or Employer on company letterhead specifying dates, amount, monetary currency, and terms of sponsorship.
An individual sponsor who is a U.S. citizen, U.S. Permanent Resident, or non-immigrant legally present in the U.S.	Must submit a completed I-134 Affidavit of Support Form with supporting financial documents in addition to the bank letter.
Requirement	Financial Supporting documents must be original copies sent by mail or courier service. We are not able to accept electronic copies of these documents.

A recent bank letter(s) must be met the following conditions:

1. It must be **ORIGINAL** and in **ENGLISH**.
2. The name of the account holder on the bank letter **must match** the name of the sponsor stated in Certificate of Financial Support Form.
3. The information on the bank statement must be dated **no older than 6 months** of the intended date of enrollment.
4. Those students bringing dependents must show proof of having an additional \$6000 per year for the first dependent and \$2000 per year for each additional dependent.
5. The bank statement must be stamped, signed and dated by a bank official.
6. The bank statement will need to show at least the **minimum required amount** shown on the Table.1.

Please note that these supporting financial documents will also be required at the U.S. Embassy or Consulate when you apply for your visa.

Step 4: Submit the CFS Form and the Supporting Financial Documents to Your Admission Office

Submit the completed CFS Form and supporting financial documents to ADMISSION OFFICE along with your application package.

For questions on how to fill out the form(s), you can contact your admission office at 323.731.2383.



PACIFIC STATES UNIVERSITY

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CERTIFICATE OF FINANCIAL SUPPORT

U.S. Immigration Regulations require a school to certify on Form I-20A-B that non-immigration F-1 students have provided proof of financial responsibility for the duration of their student status in the U.S. Accordingly, please complete Section I of this form and have your sponsor and your sponsor's bank complete Section II and III, respectively. Please return this form with your Application for Admission.

PLEASE TYPE OR PRINT LEGIBLY.

SECTION I – INFORMATION PROVIDED BY APPLICANT

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Family Last Name	First Name	Middle Name
Address: Number, Street			Telephone Number ()
City	State / Country		Zip Code

MEANS OF FINANCIAL SUPPORT (Enter amount available for first year of study and dependent expenses under appropriate sources)

Student's Personal Funds \$	Funds from Parent / Guardian \$	Funds from Another Source (Specify) \$	Funds from Company* \$
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* If a company is your sponsor, please provide a sponsorship letter on the company letter head.

I, the undersigned, certify that the information given above is true, accurate and that the funds are available and will be provided as specified in this form. Also, understand that if I cannot meet my financial obligations to the University, or if it becomes evident that I have given false information in this Certificate of Financial Support, I may be withdrawn from school. I have read the Supplemental Financial Information flyer.

Applicant's Signature

Date

SECTION II – ATTESTATION BY GUARANTOR OF FUNDS

Name of Sponsor: Last Name	First Name	Middle Name	Relationship to Applicant (myself, family, company)
Address: Number, Street			Telephone Number ()
City	State / Country		Zip Code
Social Security Number:	Driver's License Number and State:		

I, the undersigned, certify that the information given above is true and accurate and that the funds are available and will be provided as specified.

Sponsor's Signature

Date

SECTION III – CERTIFICATION BY BANK OFFICIAL

Name of Bank Official: Last Name	First Name	Middle Name
Name of Bank		
Address: Number, Street		Telephone Number ()
City	State / Country	
		Zip Code

I, the undersigned, certify that the person guaranteeing funds has been a client at this bank/financial institution since _____ and, to the best of my knowledge, has adequate resources to provide funds as specified in this form.

Bank Official's Signature

Date

BANK STAMP



PACIFIC STATES UNIVERSITY

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TRANSFER-IN STATUS VERIFICATION REQUEST

PART I - TO BE COMPLETED BY STUDENT

All international students who are holding an F-1 visa and planning on transferring to Pacific States University must have this form completed by the institution you were last authorized to attend. If this form is not return, we cannot complete your transfer application process.

Student Name _____ SEVIS ID Number _____
Family Name First Name

Address _____
Street City State Country Zip Code

Email Address _____ Telephone _____

Student Signature _____ Date _____

PART II - TO BE COMPLETED BY AN F-1 INTERNATIONAL STUDENT DESIGNATED SCHOOL OFFICIAL (DSO)

This is to verify that the above named student has applied for admission to Pacific States University. Please provide the following information. **This form is NOT a Transfer Release form. DO NOT release student's SEVIS record until you have proof of acceptance.**

1. Current Immigration Status

Enrolled in ACADEMIC ESL STUDIES Date of Attendance: from _____ to _____

Select One FULL TIME PART TIME If part-time, please explain _____

If student is in ESL studies, how many levels of ESL do you offer? _____ What is the student's current level? _____

If the student is in high school studies, please provide student graduation date: _____

The student is in good standing with USCIS and is maintaining his/her F-1 status: Yes No

If No, please explain _____

Please list all beginning and ending dates of practical training:

OPT Start Date _____ End Date _____

CPT Full Time Part Time Start Date _____ End Date _____

Comments you feel would be appropriate: _____

2. Institution in SEVIS Information

Name of Institution in SEVIS _____

School SEVIS Code

--	--	--

 214F

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Address _____

Telephone Number _____ Fax Number _____

Email Address _____

DSO Name and Title _____

DSO Signature _____ Date _____

Kindly return to the address listed above or fax to the Admissions Office of Pacific States University at (323)731-7276