



Pacific States University

ADMISSION PACKET FOR (Overseas International Applicants)

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



ACCREDITED
MEMBER
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Colleges & Schools



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ADMISSION INSTRUCTIONS FOR OVERSEAS INTERNATIONAL APPLICANTS

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

PSU is authorized under Federal Law to enroll non-immigrant alien students and to issue Certificates of Eligibility (Form I-20) enabling students to enter the U.S. with a student visa (F-1). Every effort is made by the PSU faculty to help students adjust to academic life in the U.S., particularly if English is the student's second language.

In order to attend PSU as an international student, you must obtain an F-1 student visa from a U.S. embassy. Before applying for a visa, you must be accepted by PSU, have received an acceptance letter and your SEVIS I-20 form.

Admission Process

I. Apply

Mail out all required documents and payment to PSU Admissions Office. 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	August 1
Winter	November 1
Spring	February 1
Summer	May 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.

II. Admission Granted or Denied

You will receive an email once an application and all supporting documents have been received by the Admissions Office. Please allow approximately three to four (3-4) weeks for processing time to receive an admission decision.

III. Immigration, admission, and other documents sent to student.

The Admissions Office will issue letters of acceptance to successful applicants who have completed satisfactorily all requirements. PSU will not issue SEVIS I-20 form until the student has been admitted and has been financially certified by the University.

- Once you have been accepted, a package containing your immigration paperwork (I-20, acceptance letter) and other informative documents will be shipped through FedEx to the address on your application or will be ready for pick up at PSU. ****Please make sure that the address and phone number on your application is correct***
- If your application and mailing fee (if applicable) have not been paid, this package will not be sent. There are no exceptions to this rule!

For more information after receiving I-20, please refer to [Letter to Accepted students from overseas](#).

We look forward to receiving your application and assisting you through the process.

REQUIRED DOCUMENTS AND PAYMENT FOR ADMISSION

Overseas International Applicants

	Undergraduate	Graduate
Required Documents		
Official Diploma / Certificate*	High school or equivalent	Bachelor's (minimum GPA of 2.5)
Official Transcripts*	High school or equivalent Transfer College (if applicable)	All degrees
Degree and Transcript Evaluation and Verification	✓	✓
Proof of English Language Proficiency ● 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.	● 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	● 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*	\$27,635	\$19,295
Copy of Passport	✓	✓
A Letter of Recommendation	Optional	Optional
Personal Essay	Optional (200 Words Or Less)	Optional (200 Words Or Less)
GMAT or GRE Scores	X	Optional
Description of Professional Work Experience	X	Optional
Payment		
Application Fee (Non-Refundable)	\$50	\$50
Program Registration Fee (One-Time) (Non-Refundable)	\$150	\$150
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
Additional Requirements for <i>International Students</i> Bringing Dependents		
Dependent I-20 Issue Processing Fee (one-time payment)	\$50	\$50
Bank Statement (addition to Bank Statement for Applicant)	● \$6000 / year for the first dependent ● \$2,000 / year for each additional dependent	● \$6000 / year for the first dependent ● \$2,000 / year for each additional dependent
Copy of Passport	Each Dependent	Each Dependent
Certified Copy of Marriage Certificate*	Dependent Spouse	Dependent Spouse
Certified Copy of Birth Certificate*	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 evaluation and 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.

	Undergraduate	Graduate
Price / Unit	\$345 per unit	\$380 per unit
Total Units / Course	180 units	56 - 64* units (MS) 60 - 80* units (MBA)
Approx. Time to Complete	Min. 4 year	2.5 year (MS) 3 year (MBA)
Academic Year Time Frame	3 Quarters	3 Quarters
Estimated Expenses for One Academic Year		
Tuition Fee	\$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)	\$185	\$185
Health Insurance	\$840	\$840
Living Costs (\$850 per Month)	\$7,650	\$7,650
Total	\$27,635	\$19,295
Tuition (only) before Transfer Credit for Entire Program		
Total (Prerequisite Courses <u>Excluded</u>)	\$62,100	\$21,280 (MS) \$22,800 (MBA)
Total (Prerequisite Courses <u>Included</u>)	\$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.

FINANCIAL POLICY

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) per course	\$20
Change-of-Program Fee	\$100
Late Registration Fee	\$100
Returned Check Fee	\$35

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	<p>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).</p> <p>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.</p>
Request For Additional Information	<p>Be certain that you have all the necessary documents before sending your application, as missing documents will delay the processing of your evaluation.</p> <p>Please note that:</p> <ul style="list-style-type: none">• 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

Required Documents

To prevent any potential delay in the processing of your application, it is recommended that you submit required documents as stated on WES website: <https://www.wes.org/required-documents/>. WES reserves the right to request original documents at any time during the evaluation process.

Translations

If your documents are not issued in English, precise and word-for word translations are required. Your documents can be translated by your institution, a certified translation agency such University Language Services, or any other professional translation service.

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](https://www.wes.org/), 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.**



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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)

☐ Fall

☐ Winter

☐ Spring

☐ Summer

Year

UNDERGRADUATE

Bachelor of Business Administration

- ☐ Accounting
☐ Computer in Business
☐ Marketing

GRADUATE

Master of Business Administration

- ☐ Accounting
☐ Finance
☐ International Business
☐ Real Estate Management

☐ OTHER (please specify)

Master of Science

- ☐ Computer Science
☐ Information Systems

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

☐ Male ☐ Female

Date of Birth (mm/dd/yyyy)

Country of Citizenship

Country of Birth

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 _____

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

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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 NO FEE (PSU will not be responsible for any lost, stolen, or damage of the document(s) requested to be delivered via this method)
<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)	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>) <i>Mailing Label – Print name and address legibly</i>
Full Name (Last, First Middle)	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Phone Number	
Email Address	

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;">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

	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	\$27,635	\$19,295
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
Tuition (only) before Transfer Credit for Entire Program		
Total (Prerequisite Courses <u>Excluded</u>)	\$62,100	\$21,280 (MS) \$22,800 (MBA)
Total (Prerequisite Courses <u>Included</u>)	\$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

3424 Wilshire Blvd. 12th floor, Los Angeles, CA 90010

Tel: 323.731.2383 / Fax: 323.731.7276 / www.psuca.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

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