



National University: International Admissions

Checklist for Required Admissions Documents

Please see the list of application requirements below. Please tick/check off each requirement that you submit to National University. This checklist is primarily for your use to ensure that you submit all the required documents to prevent delays in processing your application.

Application Form & Applications Fees

- Application form completed and signed on the third and fourth pages
- Application fee of \$65 US

Academic Records

For Bachelor's degree

- Official high school transcripts and marksheets (and certified English translations, if applicable)
- Official high school diploma/proof of graduation (and certified English translations, if applicable)

For Master's programs or Foreign Credential Bridge Program

- Official college/university transcripts and marksheets (and certified English translations, if applicable)
- Official college/university diploma(s)/proof of graduation (and certified English translations, if applicable)
- Course syllabi/descriptions in English (if requesting transfer credit for any post-secondary courses)

Proof of English Proficiency

- Official TOEFL score reports (undergraduates: 525 PBT, 197 CBT, 70 IBT, graduates: 550 PBT, 213 CBT, 79 IBT)
- Official IELTS score reports (undergraduates: 5.5 band, graduates: 6.0 band) No band lower than 5.0
- I have not yet taken the TOEFL or IELTS. I plan to take one of these exams on _____ (must be taken before I-20 is issued)
- I plan to enroll in the English Language Program to improve my English before beginning my degree program
- English proficiency requirement waiver request. For a full listing of English proficiency waivers, please refer to page 28 of the NU catalog. Please explain which exception you are requesting: _____

Please specify

Proof of Financial Support

- Affidavit of Support for International Applicants form (Note: one form for each sponsor, and the names on the [Affidavit of Support for International Applications](#) must match the names on the bank letter)
- Bank statement or letter (Note: one of the following options must be submitted)
 - Foreign bank: Official bank letter in English with a balance of at least \$30,000 US on bank letterhead/seal, date, and type of account, or
 - US bank: Two consecutive monthly statements from a U.S. bank with a minimum ending balance of \$3,333. Must be official.
 - Section C of the Financial Statement for International Applicants should be completed and stamped/signed by your sponsor's bank

Additional Documents

- Copy of your passport showing your name, birth date and passport expiration date
- I will require an I-20 for my dependents
 - Spouse [marriage certificate, passport] Children [birth certificate(s), passport(s)]
- If already in the USA, a copy of your I-94 (back and front) and a copy of your F-I visa
- If already in the USA, a copy of your I-20 form (3 pages) or other immigration documents
- If attending another ESL program, school, college or university in the USA, submit the International Student School Transfer Information Form upon acceptance
- Authorization for Students under the age of 18

For more information, please contact the International Admissions Office

Email: isa@nu.edu, Phone: 1-858-541-7706, Fax 1-858-541-7791

9388 Lightwave Ave, Suite 181, San Diego, Ca, 92123, USA

www.nu.edu



National University: International Admissions

International Student Application

About the International Student Application. This is a three-section form:

Section 1: Application Information and Instructions

Section 2: International Student Application

Section 3: Additional Forms:

- A. Credit Card Authorization
- B. Affidavit of Support for International Students
- C. International Student School Transfer Information Form (for students already in the USA)
- D. Application Checklist

Please follow the instructions in each section. Failure to follow the instructions in each section could result in significant delays in the processing of your application form. Once you have read the entire application form and completed all the requirements, please mail the application, the application fee, and all supporting documents to National University (see the address below).

Section I: Application Information and Instructions

Application Deadlines. National University recommends that you turn in a completed application packet at least four to six months prior to your desired intake date.

Application Fee. A \$65 (US currency) non-refundable fee payable to National University must accompany your application. Checks must be drawn off a US bank and include electronically readable micro-encoding.

Financial Requirements. You must be able to provide proof of financial sponsorship for your educational costs while in the US. Please refer to the Affidavit of Support for International Students Form for additional information.

English Proficiency. All undergraduate applicants must provide proof of adequate proficiency in English. Generally, this requirement is met by providing official TOEFL score reports with the following scores: 525 PBT or 197 CBT or 70 IBT. Also acceptable are IELTS scores with a minimum overall band score of 5.5 with no individual band lower than 5. Graduate applicants generally must have at least a TOEFL score of 550 PBT or 213 CBT or 79 IBT. Also acceptable are IELTS scores with a minimum overall band score of 6.0 with no band lower than a 5. Other tests and means may be used to meet English proficiency requirements on a case-by-case basis. If you do not meet the English proficiency requirements, you will need to apply to our English Language Program.

Required Educational Documents. Please record your complete educational history on the application form. Failure to declare attendance at an educational institution is considered a serious offense. You must have all official academic records (transcripts, mark sheets, certificates, diplomas, degrees) sent directly to National University. Official documents are those mailed directly by educational institution(s) you previously attended in an unopened envelope to National University. If your institution will not mail original documents, exact copies that have been certified as such by the appropriate officials should be sent directly to National University in a sealed (unopened) envelope. Official English translations of all supporting educational documents must be submitted. Translations must be word-for-word (i.e. literal) translations. Educational documents must be the complete record of courses completed thus far. Partial records or excerpts are not acceptable. Final grades, marks, exam certificates, etc. might be required prior to determining admission.

Freshman applicants with no college/university level work completed need only their official high school/secondary transcripts and diplomas sent.

Transfer applicants with fewer than two years of post-secondary college/university level work completed need to have official high school/secondary AND official college/university records sent.

Transfer applicants with more than two years of post-secondary college/university level work generally need only send official college/university transcripts and diplomas/certificates.

Graduate applicants need to have official college/university transcripts and diplomas/certificates sent from each college/university attended.

Note: Applicants from India and Pakistan must submit individual mark sheets for each term completed.

Course Descriptions/Syllabi. For undergraduate transfer students, the exact transfer of post-secondary courses completed cannot be determined without a review of detailed syllabi (in English). These syllabi should be official school documents and include detailed information on the breadth and depth of the subject matter, the hours per week of classroom and laboratory instruction, names of textbooks used, and other pertinent information.

Scholastic Achievement Examinations. Undergraduates: The Scholastic Aptitude Test (SAT) or the American Collegiate Test (ACT) is recommended for scholarship applicants. Graduates: The Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT) is recommended for scholarship applicants.

Students Transferring from Another US Institution. If you are already on a student visa in the USA at another institution, please have that institution complete and send the Transfer-In Clearance Form.

Use of US Social Security Number. If you do not have a US social security number at the time you file the application, leave the item blank; the campus will assign a substitute number

Mailing Applications. Mail completed application forms and other required documents to:

International Admissions, 9388 Lightwave Avenue, 181, San Diego, California 92123-1426, USA



National University

International Student Application

27 Authorizations, Certifications and Enrollment Agreement (mandatory)

Document Release "I authorize National University to release admission documents, including academic records, grades, transcripts, admission records, course schedules, financial records, student account records, personal contact information, I-20's, and other records, to GCM SinoEd Group, Inc., for the purpose of providing support and advice, and I further authorize National University representatives to discuss those student records with the aforementioned named designee(s). I will not hold National University liable under the Family Educational Rights and Privacy Act (FERPA) or any other provision of law for releasing my student records to the aforementioned named designee(s). This release will be placed in my record and will be in effect until I notify National University, in writing, of any change."

Ownership of University Records Transcripts and other documents received by the University for the purpose of admission or recording supplemental work become the property of the University and will not be released or copied. Even though California regulatory agencies require that student records be kept for only five years, National University's student records are retained indefinitely. I hereby certify that I have read and understood the Student Records Policy described above. I agree to abide by the regulations of National University's General Catalog that I am enrolled under.

Address Change I certify that so long as I am a student at this institution, I will advise the International Programs Office if there is a change in any of the facts effecting my residence, within 10 days of the change.

Health Insurance I agree to meet National University's mandatory comprehensive health insurance requirement for the duration of my studies/practical training.

Tuition and Fees I agree to pay the University tuition and fees for each course in which I enroll at the amount being charged. I understand and agree that the University has the right to change tuition and fees at any time. **I also understand that upon initial arrival at NU, tuition fees for the first three courses will be due prior to registration for my first course, and the amount for the first course is non-refundable.**

Monthly Billing A billing statement will be mailed to you by the University approximately two weeks before the first class session of each course. The full amount of tuition is due and must be paid by you before the first class session. If you fail to pay the tuition when it is due, you will be billed a late charge and may be required to pay collection costs including reasonable attorney's fees and court costs which are described in "Collection Cost" below.

Financial Assistance You are responsible for the full amount of tuition and fees charged by the University even though you may be receiving government or company sponsored financial assistance.

Official Enrollment Official enrollment in a class requires registration with an Admissions Advisor prior to the first class. Late registration requires instructor approval. Instructors are not authorized to allow non-registered students to receive grades or to attend class.

Attendance If you are enrolled in a course which you are unable to attend, you agree to notify an Admissions Advisor as soon as possible so the course can be dropped. Students enrolled in the English Language Program are not entitled to tuition refunds after the start date of class. Adding, dropping, or substituting courses may effect your immigration status. You should contact the International Programs Office if you have any questions.

First month tuition is non-refundable. Thereafter, if you withdraw from an academic course after the first class period, you are entitled to a refund according to the following refund schedule:

Before midnight of the ninth (9th) day of the session Before midnight of the tenth (10th) day of the session, After midnight of the tenth (10th) day of the session, 100% is refundable. 50% is refundable. 0% is refundable.

You will not receive a refund unless you withdraw from the course with the assistance of an Academic Advisor and mail or deliver a written request for the refund to the University's Student Accounts Office. The University will mail your refund approximately ten working days from the date your written request is received, but no refund will be made unless you have a credit balance with the University. If you are receiving government or company sponsored financial assistance, your right to receive a refund, and the amount of the refund, is established by your sponsor. However, the admission fee charged by the University is non-refundable.

Late Charge If tuition is not paid by you when it is due, you agree that the University will incur administrative costs and other expenses in an amount that is difficult and impractical to determine. You further agree that a late charge of \$25.00 is a reasonable amount for the University to charge for the costs and expenses incurred by the University as a result of your failure to pay tuition when due. You will be billed the late charge for each course in which you make only the minimum tuition payments. Each tuition payment received from you will be first applied to the oldest tuition obligation.

Collection Costs If you do not pay your tuition and fees as required by this agreement, the University may incur collection costs. You promise to pay all collection costs, including reasonable attorney's fees and court costs.

Bar from Class Attendance If you fail to pay your tuition when it is due or break any of your promises in this agreement, the University may bar you from attending additional courses until your tuition is fully paid or satisfactory agreements have been made with the University's Student Accounts Office. You understand and agree that the University will withhold grades, transcripts, diplomas and other services if you fail to pay tuition or break any of your promises in this agreement. I have read the above and agree to make tuition and fee payments as they come due. I agree to abide by the rules and regulations described in the catalog.

Drug and Alcohol Policy The "Drug-Free Schools and Communities Act Amendments of 1989" (Public Law 101-226) clearly states the position which universities are expected to take with regard to drug and alcohol abuse. In support of the purpose of this legislation National University wishes to make known its concern for the health and well-being of all members of the University community-students, staff, and faculty-as well as the health and well-being of the community as a whole.

National University policy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, with limitation: possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana; the sale of any controlled substance which is in violation of local, state, or federal statutes; giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized university activity; and any other conduct which involves a drug-related violation of local, state or federal statutes is included in this prohibition. Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes or both. Disciplinary actions for violations by students will be determined by a Hearing Committee according to the process outlined in "Hearing Procedures" in the General Catalog.

I certify under penalty of perjury, or after first being duly sworn, that I have provided complete and accurate responses to the items on this application. I further certify (swear) all official documents, including proof of adequate financial support, submitted are authentic and unaltered records that pertain to me. My signature certifies the accuracy and completeness of the information provided. I understand that any misrepresentation may be cause for denial or cancellation of admission or enrollment and/or deportation from the United States. I understand that persons in the United States on an F-1 visa are expected to study full-time and that no student should expect to work. I certify that I have read all of the admission forms and acknowledge receipt of the NU General Catalog and agree to abide by the regulations contained therein.

Student's Name (Please Print Clearly)

Student Signature

Date (Month/Day/Year)



National University

Affidavit of Support for International Students

INSTRUCTIONS: Complete ALL applicable sections below in FULL. Signatures of applicant, sponsor and bank must be included. Failure to complete all sections will result in the form being returned to you and your admission will be delayed. Attach Bank Statement and/or funding award letter to this form and send directly to National University, International Admissions Office, 9388 Lightwave Avenue #181, San Diego, CA, 92123-1426.

Please complete one of the following

- Submit a foreign financial letter in English, with U.S. dollar amount of US\$30,000 or more
- Complete Section C in lieu of bank statement or letter
- Submit two consecutive monthly statements with a beginning and ending balance of \$3,333 from a bank within the U.S.A.

IMPORTANT: International students must present satisfactory evidence of adequate funds available to meet financial obligations at National University. Your papers for obtaining a student visa will not be issued until this form is received.

Estimated minimum costs of attending National University full-time for one academic year (9 months): US\$30,000

*Tuition and registration costs are subject to change without prior notice.

Section A. Applicant Information

Last / family name(as it appears on your passport)

First Name / Given Name

Middle Name

Date of Birth

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Country of Birth

Country of Citizenship

Phone

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Email

Source of Financial Support to meet US\$30,000 Requirement:

Your Own Funds

US \$

Funds from Sponsor (Parent, Relative or Private) please print the **name** above the line

US \$

Government or Private Scholarship (please **specify** above the line)

US \$

Total (must be US\$30,000 or more)

US\$

Section B. Financial Certification of Sponsor

(If government or private scholarship, leave section B blank and attach official award letter)

Name of Sponsor (sponsor can be yourself, parent, relative or private)

Relationship to student

Address of the Sponsor:

Number and Street Address

Apt. #

City / Town

Province / State

Postal / Zip Code

Country

Sponsor's Guarantee:

I, _____, guarantee that the sum of (US dollars) _____

please print sponsor name

will be available for the above named student for the first academic year at National University. The same amount will be available on a yearly basis for the duration of the student's academic program.

X _____

Signature of Sponsor

Date (month, day, year)

