

CALIFORNIA UNIVERSITY OF MANAGEMENT & SCIENCES

REQUIRED APPLICATION DOCUMENTS

1. APPLICATION FORM and FINANCIAL FORM
2. COPY OF PASSPORT
3. BANK STATEMENT
Submit either (a) a copy of your own current Bank Statement for \$15,000 US Dollars, or its equivalent, or, (b) a copy of your sponsor's bank statement showing at least \$15,000 US dollars, or its equivalent. (If the bank statement you are using is not in U.S. dollars, please do the conversion by going on the internet to www.currency-eexchange.co.uk/Currency-Converter.htm, then print the appropriate page and include it with your application material).
4. LETTER OF SUPPORT
If using a sponsor's bank statement, the sponsor also needs to provide a letter of support that states "I am the sponsor for (*student's name*) and I intend to provide him/her with support during the first year at CalUMS, in the amount of _____.
5. ENGLISH PROFICIENCY DOCUMENTATION
Sufficient evidence may be a TOEFL score of 500 or more (80 internet-based or 213 computer base), or, an IELTS score of 6.0,
6. PERSONAL RESUME
7. TWO LETTERS OF RECOMMENDATION
The recommendation letters must come from someone who can comment on your work skills, such as an employer, a co-worker, or a professor who has assessed your work ability. The letters should provide an assessment of your ability to successfully complete graduate studies and succeed in an employment situation.
8. TRANSCRIPTS OF UNIVERSITIES ATTENDED
Include a copy of your official transcripts for every year that you studied at the university level. It is important that the transcripts show all subjects taken and all grades or marks earned for each subject. It also is very helpful if the grading system of the university is shown on each record. You will need to show you have the equivalent of a 2.50 GPA or greater. (If your original transcripts are in a language other than English, a copy of that transcript, along with the English translation, also needs to be submitted).
9. BACHELOR DEGREE DOCUMENTATION
Copies of your certificate or diploma showing you have earned a Bachelor Degree. (If issued in another language, submit an English translation also).
10. PAYMENT SCHEDULE FOR FIRST NINE MONTHS
Review the payment schedule, and sign this form acknowledging your understanding of the payments you need to make in the first 9 months and

acknowledging our best estimate of tuition and fees for the entire program.

11. **FAST-TRACK EMPLOYMENT SERVICES PACKAGE FORM.**

The extra services offered by HTIR in this Package are optional. Please select your intent to purchase, or not to purchase, this package, and sign.

WHERE TO SEND DOCUMENTS

Please send all documents to HTIR Program Office at 3740 University Street, Eugene, Oregon, 97405 USA. If you have questions about the required documents noted herein, please e-mail HTIR at www.admissions@htir.com.

WHEN FEES ARE REQUIRED

1. **WHEN YOU SEND IN THE ABOVE APPLICATION DOCUMENTS:**

NO application or processing fees are required when you send in your application.

2. **WHEN THE UNIVERSITY ACCEPTS YOU AND HAS PREPARED YOUR I-20 FORM:**

\$2,950 must be deposited as a down payment with HTIR or with its agent when the I-20 is ready—then the I-20 will be released to you. (If you do not obtain a visa, this deposit will be returned to you in its entirety)

3. **UPON ARRIVAL AT THE UNIVERSITY:**

\$453 shall be paid when you arrive and register in the first month. Then, each month thereafter a similar payment of \$453 shall be paid, until a total of 9 such payments have been made, as per the Payment Schedule noted above in #10.