



## INSTRUCTIONS FOR ADMISSIONS

All applicants applying to an academic program must go through Western Covenant University's admissions process. Although the application process may seem rather daunting, we are here to guide you through it. The Admissions process is a series of steps that assist the student in achieving his or her educational goals. It also serves as an agreement between the college and applicant enrolling for credit. WCU asks that you participate in the matriculation process with us to ensure your educational success. If you commit to an educational goal, we commit to helping you succeed.

Applications for admissions are accepted throughout the year. There are (4) enrollment intakes per calendar year. Applicants are urged to apply in a timely manner for the desired enrollment term *especially if you are an F-1 applicant*. Admissions Portfolio (AP) should be submitted 30 days prior to the term of enrollment to ensure timely processing. F-1 applicants with a "change of status" should submit 60 to 90 days prior.

**Winter QT**(Jan-Mar)

**Spring QT**(Apr-Jun)

**Summer QT**(July-Aug)

**Fall QT**(Oct-Dec)

## ADMISSION PROCESS

### STEP 1: SUBMIT ADMISSIONS PORTFOLIO (AP)

Applicants must submit a completed Admissions Portfolio (AP). The AP is an accumulation of all the necessary documents the Office of Admissions uses to evaluate if applicant meets criteria for the applied program. The required items are clearly listed on the Application for Admissions. Certain programs may have unique admissions requirements. Make sure you review the admissions requirements of the program to which you are applying. Use the checklist (next page) to ensure that all required documents are submitted.

Please include non-refundable application fee:

- All Applicants **\$200**
- F-1 Applicants add a processing/courier fee of **\$200**

All materials must be submitted in English, and applicants must verify any translations by including the original or notarized copy of the original.

The completed AP and any supporting materials (such as transcripts and test scores) become the property of the University and will not be returned to the applicant or transmitted to a third party.

### STEP 2: EVALUATION

After the Admissions Portfolio (AP) has been received, the Office of Admissions will evaluate if the applicant meets the criteria or is missing an element. WCU reviews every application individually. If an item is missing, the Office of Admissions will contact the applicant and request the missing items. If the Admissions Portfolio (AP) remains incomplete for over 30 days, the Admissions Portfolio (AP) will be discarded.

### STEP 3: DECISION

Within 7-10 days of receiving a complete application, one of the following decisions shall be determined:

**DENIED:** If the applicant is not accepted, the Office of Admissions will send a letter to the applicant informing applicant of the decision, stating why his/her qualifications are deficient. Denial can be appealed.

**ACCEPTED:** If the applicant is accepted for admission, an acceptance letter will be sent to the applicant along with an enrollment agreement and other admissions documents to formalize acceptance into the program.

### STEP 4: ACCEPT ADMISSION OFFER

If you wish to accept the offer of admission, additional admissions enrollment documents are required to be filled, signed and returned in order to formally enroll in the program.

### STEP 5: OFFICIAL ENROLLMENT

Once the admissions enrollment documents are received, you will be issued an official enrollment package, which includes an enrollment and letter, student identification number (SID#), and ID card. Also, included is a registration form for the term you wish to enter.

### STEP 6: REGISTERING FOR CLASSES

Students are required to register for classes. A staff from the Office of Student Support will assist you with this process. Registration requires choosing the appropriate classes and paying tuition fees. Payment can be made via check, bank wire, credit, debit, or money order. Returned checks are subject to a \$35.00 fee.

# ADMISSIONS PORTFOLIO CHECKLIST

The Admissions Portfolio checklist is to help applicants monitor which requirements are complete or incomplete. Admissions forms can be found on our Forms & Downloads web page. Check off each item enclosed. Missing requirements may delay admissions processing. Once all documents are collected, please submit the documents to WCU through one of the following methods. If you have any questions regarding this section, please contact The Office of Admissions at **(213) 293-1771** or us at:

**EMAIL.** Please send ONE EMAIL with all required documents to: [info@wcuniversity.edu](mailto:info@wcuniversity.edu)

(Please note that Official Transcripts from institutions located in the United States must be official, sealed, and sent directly from the institution's office to our university.)

**IN PERSON.** Please schedule an appointment with us to submit documents in person. Please note that in person submissions are BY APPOINTMENT only.

**PLEASE CALL 213-293-1771 to make an appointment!**

**MAIL.** Please send all required documents to:

**Office of Admissions :**  
Western Covenant University  
3333 Wilshire Blvd., Suite 700  
Los Angeles, CA 90010

## PART 1. ALL APPLICANTS MUST HAVE THE FOLLOWING: - Please submit this document if you are reapplying for admission.)

- Open House Orientation (Required for all applicants)
- Application for Admissions Form
- Signed Performance Fact Sheet (Link can be found on <http://wcuniversity.edu/forms-downloads/> for most current fact sheet)
- Application for Admissions Fee (All Applicants \$200/F-1 Applicants add an \$200, I-20 Processing/Courier Fee)
- Photo Headshot (Printed photo or emailed JPEG is acceptable)
- Academic Credentials (Original Transcripts or Foreign Credential Evaluations)       High School Diploma, GED, OR ATB  
(for undergraduate applicants only)
- Evidence of English Proficiency - If English is not your native language, please provide us with one of the following:

- **Exam scores:** TOEFL PBT/IBT, IELTS, iTEP, TOEIC, or GRE

- **Academic background:** a high school diploma or completion of 24+ semester or 36+ quarter college-level units taught in English. \*\* (Please view website for more information on test score and grade requirements)

Copy of Identification Card - Please provide us with one of the following:

Copy of U.S. Passport

Copy of Driver's License or other state photo identity card issued by Department of Motor Vehicles

Copy of Permanent Resident Card

Copy of Foreign Government-issued Identification

## PART 2. FOR F-1 TRANSFER, CHANGE OF STATUS, AND INITIAL APPLICANTS

- Copy of Passport + passports for all dependents (if applicable) Bank Statements showing financial capability
  - Sponsors: Affidavit of Support Form - WCU
  - Sponsors: Government Issued I.D.

## PART 3. FOR F-1 TRANSFER AND CHANGE OF STATUS APPLICANTS

- Copy of I-94 and/or I-797 Notice of Action for Change of Status Approvals (for applicants who changed status to F-1)
- Copy of Visa

## PART 4. FOR F-1 TRANSFER APPLICANTS ONLY

- Copy of most recent Form I-20

**PART 5 NOTES** - Please indicate below if you have any special circumstances or factors so that an WCU admissions advisor can better assist you.

# SKILL ASSESSMENT

To ensure that students will be successful, an assessment shall be made at the time of admissions evaluation. An assessment shall be made on whether each prospective student has the skills and competencies to succeed in an online learning environment, as well as a student's access to computer, software, and internet technologies. These will be taken into consideration before admitting a prospective student into the program. Applicants are to respond to the survey below so that WCU may assess the applicant's ability to be successful in an online learning environment. (NOTE: Answering "No" to any one question does not necessarily disqualify you from admissions.)

- |     | Yes                      | No                       |  |
|-----|--------------------------|--------------------------|--|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | I have access to a reliable computer with a stable internet connection.  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | I am capable of using standard hardware, such as a computer, USB drive, mouse, keyboard, etc.  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | I possess good computer software skills and can use Microsoft Office software (Word, Excel, Powerpoint), web browsers, and email programs.                               |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | I am a user/subscriber of web forums, blogs, social networking sites (LinkedIn, Facebook), e-commerce (Amazon, eBay) sites.  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | I have previously completed a course, academic program, and/or a professional training course online.  |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | I am capable of conducting online searches and doing internet research using popular search engines (Google, Yahoo).   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | I am good at prioritizing tasks and often get things done ahead of time without being reminded by my instructor.   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | I can commit 10-15 hours to studying per week for every 3 unit course I enroll and can plan blocks of time to devote to my studies.                                      |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | I possess good reading comprehension and can comprehend college-level texts with minimal guidance from an instructor.  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | I have local people around me (family, friends, and professional colleagues) who can provide moral, academic, and/or professional support to pursue my academic program. |
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# ACKNOWLEDGMENTS

I hereby acknowledge the following statements are true and correct. I affirm that these statements will be considered as part of the admissions process and may influence a respective outcome. (NOTE: Answers should be Yes or No.)

- |    | Yes                      | No                       |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | I am currently on an F-1 status OR intend to change/ reinstate to an F-1 status.   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | I am currently authorized to study in the U.S. and will reside within the State of California.   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | If I have been referred by a member of the WCU community, I have provided the referrer name on Page 3, Section 1, of the Application for Admissions Form.  |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | I would like Transfer Credit (TRC) evaluated. By checking YES in this box, I understand that I must provide the appropriate transcript(s) or a Course-by-Course Foreign Credential Evaluation. I also understand that TRC is awarded at the sole discretion of the Office of Admissions. |