



Admissions Application Checklist

Step #1: Create an account & fill out your contact information.

Admissions Application portal: <https://www.ciam.edu/apply-today>

Step #2: Submit the following onto the admissions application portal:

a.) Resume

b.) A Valid Color Copy of a Government-Issued Photo Identification

- Domestic Students: Driver's license or Passport's Biographic Data Page
- International Students: Passport's Biographic Data Page

c.) Unofficial Transcript

d.) Unofficial English Proficiency verification

e.) Financial Support/Bank Statement

If you currently hold an F-1 visa, are applying for an F-1 visa, or are seeking to change your status to an F-1 visa, please ensure the financial support(s) or bank statement(s) aligns with the following requirements:

- ♦ Minimum requirement: \$32,086 USD. Additional support for dependents on F-2 status: \$4,000 for a spouse and \$3,000 for each child.
- ♦ Currency: USD. (Foreign Currency is acceptable).
- ♦ Language: English only
- ♦ Type of Account: Checking and/or savings (No paychecks, W2s, stocks, certificates of deposit, or investment accounts.
- ♦ Date: No more than 3 months (All 3 months are not required).
- ♦ Account holder name(s) must match the sponsor's name(s) on the Affidavit of Financial Support and I20 Application submitted.
- ♦ Balance: Bank statement only needs to show the total amount (ending balance) in the account. Transaction details are not required.
- ♦ Multiple Accounts: More than one account maybe submitted.
- ♦ Acceptable verification:

For U.S. accounts: screenshot(s) and online file downloads are acceptable.

For foreign accounts, only certified bank statements are acceptable (Ensure the bank generates a letter on their official letterhead, including a signature and stamp/seal).

Step #3: Request An **Official Transcript** of bachelor's degree or higher from an accredited institution recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).

a.) If your education is in the U.S.:

Request an Official US Transcript and have it sent to admissions@ciam.edu.

b.) If your education is outside of the U.S.:

Request an Official Foreign Transcript Evaluation and/or Official English Proficiency Verification and have it sent to admissions@ciam.edu.

- An Official Foreign Transcript Evaluation from a National Association of Credential Evaluation Services (NACES) approved evaluation agency. <https://www.naces.org/members>



- Official verification of English Language Proficiency Verification (e.g.: U.S. Associate's degree, English-speaking country, U.S. English language program, English language exam, Englishmedium verification).

Step #4: Submit the following copies to Alice (alice.lo@ciam.edu), if applicable.

- a.) Latest **Passport Visa Page**
- b.) Latest **I-94 Form** (no need on the travel history). <https://i94.cbp.dhs.gov/i94/#/home>
- c.) Current **I-20**
- d.) **EAD Card** (front side only, if applicable)
- e.) **Affidavit of Financial Support and I20 Application:** This form will be emailed to you.
If you currently hold an F-1 visa, are applying for an F-1 visa, or are seeking to change your status to an F-1 visa, please thoroughly read the instruction enclosed, fill out, sign, and submit the enclosed "Affidavit of Financial Support and I20 Application". The total tuition for the 2-Year MBA program is \$26,652. Financial support is calculated based on the estimated cost and funding for 12 months. Please note that the minimum requirement listed under Part 1 of the enclosed attachment is \$32,086 USD (Tuition & Fees \$13,518 + Living Expenses \$18,568). You will need to complete this form, even if you are self-sponsoring.

Next Step:

Admissions Application: Once your completed application, including all required supporting documents, has been received, the admissions team will begin the review process.

Application Reviewal: The review process typically takes about one week if you are applying for the upcoming term and two weeks or more if you are applying for the subsequent terms. You will be notified once the review is complete.

Admissions Decision: If accepted, you will receive an acceptance letter and be directed to the Office of Registrar (registrar@ciam.edu) for enrollment guidance, and the International Student Services (dso@ciam.edu) for assistance I-20 and Internship/Curricular Practical Training (CPT) details, if applicable. To secure your place in the program, please review and sign the Enrollment Package. If your application is denied, you will be issued a denial letter.

Questions?

Admissions:

Alice Lo
alice.lo@ciam.edu
(626) 350-1500 ext. 110

International Admissions:

Shan Zhang
internationaladmissions@ciam.edu
(818) 856-9300