REQUIRED ADMISSION DOCUMENTS

Students must submit the following documents to C.I.U:

1. Student Application form and enrollment agreement
2. Application fee $100.00 (non-refundable)
3. Tuition deposit $830.00 (refundable)
4. Express Mailing fee (optional) $45.00 (non-refundable)
5. Copy of passport
6. Documents that show your immigration status if you are in United States. (transfer form, I-20, visa, I-94)
7. One passport-size photograph
8. Original financial/bank statement
9. Original high school or degree transcript and English translation if original is not in English.

(applicants must be at least 18 years of age)
ATTENDANCE

1. International students are required to attend more than 70 percent of the classes each term to meet international student’s requirements. This is considered to be a legal contract between the student and C.I.U.

2. A written notification to the admissions office is needed for any transfer or withdrawal from the school. Students who met international student’s requirements and attended at least 3 months at California International University considered adequate for transfer to another institution.

3. A written request for a leave of absence must be submitted to the admissions office. International students failing to notify the admissions office of any absence longer than 30 days will be suspended.

4. Students who have paid tuition and have attended more than 70% of the 5 month’s classes are eligible for one month vacation. There will be no tuition payment for this period. Academic one year discounted rates include charges for this period.

5. Vacation outside of USA: The students who take vacation in their home countries after 5 months of attendance and meeting international student’s requirements tuition credit will be given for one month. In the following cases: sickness, accident, funeral etc. student may request a tuition credit up to three months with documents proofing the case.

6. Students who take more than three months vacation outside of USA will be suspended from CIU in any case.

TUITION&REFUND POLICY

1. Tuition payment is due on or before attendance of classes.

2. There is a $20.00 late fee if the tuition is received after the due date.

3. If the tuition is not paid within 15 school days after the due date, the student’s name will be automatically dropped from the roster (attendance sheet).

4. A request for a tuition refund must be made in writing.

5. A student who was denied a student visa will receive a refund of tuition deposit with a deduction of mailing fee. A written request and all original documents issued by C.I.U. must be returned within 180 days of the initial payment.

6. A student can request a refund within 180 days from the date student withdrew from school.

7. If the student pays for several months at a discounted rate, then leaves the school before the end of the paid tuition period, the refund will be the tuition paid less the number of months attended. The number of months attended will be charged at the regular rate.

8. Refunds will be issued within 20 business days upon receipt of the written request and all original documents issued by C.I.U.

(The forms can be obtained at the Admissions Office)
English as a Second Language Program

INTENSIVE ESL PROGRAM

<table>
<thead>
<tr>
<th>Morning classes</th>
<th>TOEFL PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels 1-6</td>
<td>Morning classes</td>
</tr>
<tr>
<td>9:30am-1:15pm (M-F)</td>
<td>9:30am-1:15pm (M-F)</td>
</tr>
</tbody>
</table>

TOEFL TEST SCHEDULE

Institutional TOEFL test once a month.

ESL ACADEMIC CALENDAR FOR 2013

Term 1: January 7 – March 29
Term 2: April 1 – June 21
Term 3: July 1 – September 20
Term 4: September 30 – December 20

Summer Vacation: June 24 – June 28
Fall Vacation: September 23 – September 27
Winter Vacation: December 23 – January 3

SCHOOL HOLIDAYS for 2013:

New Year Day (January 1)
Martin Luther King’s Birthday (January 21)
President’s Day (February 18)
Memorial Day (May 27)
Independence Day (July 4)

Labor Day (September 2)
Columbus Day (October 14)
Thanksgiving Day (November 28/29)
Christmas Day (December 25)
# APPLICATION FOR ENGLISH LANGUAGE PROGRAM

**I. Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**II. Address in the United States:**

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Apt.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Telephone number in the United States:** ( ) ____________ - ____________

**Address in home country:**

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Apt.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Telephone in home country:** ( ) ____________ - ____________

**E-mail address:** ____________________________

**III. Sex:**

- Male ( )
- Female: ( )

**Citizenship:** ________________

**Date of birth:** ________________

**Country of birth:** ________________

**Visa Status:**

- International student ( )
- Non-international student ( )
- Permanent Resident ( )
- U.S. Citizen ( )

**IV. Expected date of first class:**

Month / Day / Year

**V. Type of visa you currently hold in the U.S.A?**

**Admission number (I-94)** ________________ **Social Security Number** ________________

**Driver’s License Number** ________________ **State issued** ________________

**Passport Number** ________________ **Expiration date** ________________

**Visa Number** ________________ **Date issued** ________________

**VI. How did you learn about our school?**

- Newspaper ( )
- Internet ( )
- Friend ( )
- C.I.U. Student ( )

PHOTO HERE
VII. Education Information:
Name of High School Graduated from ____________________________
Date of Graduation ____________ City ____________ Country ____________
List the names and locations of any institution attended after high school.
Name of Institution ____________________________________________
Location ____________ Dates ____________ Degree Earned ____________

VIII. Financial Information: Sponsor’s Name: ____________________________
Relationship to Student: ____________________________________________
Address: _______________________________________________________

Telephone:  Day (   ) __________ - ________________________________
           Eve (   ) __________ - ____________________________________

IX. Emergency contact in the United States: Name: ____________________________
Relationship to Student: ____________________________________________
Address: _______________________________________________________

Telephone:  Day (   ) __________ - ________________________________
           Eve (   ) __________ - ____________________________________

I certify that the information given in this application is complete and accurate to the best of my knowledge. Upon signature of this application, I agree to comply with all the necessary regulations and school standards of conduct.

Signature of Student: ____________________________ Date: ____________
Signature of Sponsor: ____________________________ Date: ____________

CREDIT CARD INFORMATION
Cardholder’s name: ____________________________
(Please print name as found on card)
Card number: ____________________________
Type of card: ____________ Expiration date: ___ / ___ / ___
Amount to be charged: ____________
Cardholder’s signature: ____________________________ Date of signature: ___ / ___ / ___

OFFICE USE ONLY:
Application was: (circle one) approved denied
Reason application was denied: ____________________________
Received by: ____________________________ Approved by: ____________________________
Date: ____________ Date: ____________
DEPENDENTS OF APPLICANT: (only for international students who need I-20 forms) 
(Please Print)

1. Name ____________________________________________
   Address in U.S.A.:____________________________________
   Address in home country:_______________________________
   Relationship to Applicant:______________________________
   Date of birth:________________________
   Country of Citizenship:___________ Place of birth:__________

2. Name ____________________________________________
   Address in U.S.A.:____________________________________
   Address in home country:_______________________________
   Relationship to Applicant:______________________________
   Date of birth:________________________
   Country of Citizenship:___________ Place of birth:__________

3. Name ____________________________________________
   Address in U.S.A.:____________________________________
   Address in home country:_______________________________
   Relationship to Applicant:______________________________
   Date of birth:________________________
   Country of Citizenship:___________ Place of birth:__________

4. Name ____________________________________________
   Address in U.S.A.:____________________________________
   Address in home country:_______________________________
   Relationship to Applicant:______________________________
   Date of birth:________________________
   Country of Citizenship:___________ Place of birth:__________
California International University provides a Bachelor of Science degree program in Business Management and Master of Science degree program in International Business.

Take Advantage of the Opportunities Awaiting You at CIU

For an application, visa counseling, or more information, call the Admissions Office at 213-381-3710 or 213-381-3719.
Or e-mail us at the following address: dean@ciula.edu
You can apply on-line at our web site: www.ciula.edu.

California State Licensure
California International University is licensed to operate as an approved institution under Section 94310 of the Private Postsecondary Act of 1989. Licensure by the State provides the consumer student with the assurance that California International University meets the standards required by state law to operate as a degree-granting institution. More information about state licensure may be obtained from the Dean or you may contact the Bureau for Private Postsecondary and Vocational Education, 400 R. Street, Suite 5000, Sacramento, CA 95814.