

CALIFORNIA LUTHERAN UNIVERSITY

International Student Bulletin for Graduate Programs



THOUSAND OAKS • CALIFORNIA • USA

Application Procedure

1. Complete the attached International Student Application and send it to California Lutheran University with a \$50.00 application fee (in U.S. dollars, by cashier's check or money order).
2. Arrange for the official TOEFL or IELTS score report to be sent directly to California Lutheran University. For the TOEFL, a minimum paper-based total score of 570, a computer-based total score of 230, or IB total score of 88-89; for the IELTS, 6.5 or above are required for graduate admission.
3. Arrange for the testing service to send official test scores directly to the University, as follows:
 - a. for MBA program — the GMAT (Graduate Management Admission Test)
 - b. for all other graduate programs — the GRE (Graduate Record Exam)
4. Arrange for original language official transcripts and certificates from the institution issuing your baccalaureate degree or equivalent to be sent directly to California Lutheran University. If the official educational documents are in a language other than English, please attach a certified literal English translation. All records must be in English. International students applying to California Lutheran University are required to have their records evaluated for equivalency to a U.S. bachelor's degree.

An equivalency transcript evaluation is required for all graduate programs. This can be done through a credentials evaluation agency. In the Los Angeles area, an agency meeting professional standards and the California teacher credentialing requirement is: The International Education Research Foundation (IERF). You must request that your evaluation results be sent directly to California Lutheran University. There is a fee of approximately \$160.00 for the required "detailed report", which you must pay directly to the evaluation service. You may request an application for the service by contacting:

International Education Research Foundation, Inc.
Credentials Evaluation Service
P. O. Box 66940, Los Angeles, California 90066, U.S.A.
Telephone: (310) 390-6276 FAX: (310) 397-7686
www.ierf.org E-mail: info@ierf.org
5. Provide an affidavit of support certified by a financial institution and addressed to the University. It is expected that students will have sufficient financial resources to provide for academic and personal expenses while attending the University. Foreign graduate students on non-immigrant visas are **not** eligible for financial aid or employment opportunities.
6. Write a personal statement briefly describing your professional or occupational goals and include it with the application.
7. Provide three letters of recommendation from persons who can verify your professional experience and suitability for graduate work. Persons recommending applicants may submit letters on their own stationery directly to the University.
8. Set an appointment for a telephone interview with the admission counselor for your proposed program by calling the appointment desk. For MBA, MBA in Financial Planning, Computer Science or Public Policy and Administration call 1-805-493-3325. For Education or Psychology call 1-805-493-3335. The admission counselor will discuss admission procedures with you and refer you to an academic adviser in your proposed major. The academic adviser will review program requirements and advise you about course work to be taken.
9. When the application and all supporting materials have been received by the University, the completed file will be reviewed for admission by the appropriate University representatives. If admission is granted, you will be notified of acceptance and asked to send a cashier's check or money order in the amount of \$250.00. (An additional deposit of \$300 is required for students admitted to graduate programs, for a total deposit of \$500). This non-refundable fee will be deposited in your student account and credited toward tuition costs. If you choose not to attend classes at CLU, the amount will be forfeited. Upon receipt of the tuition deposit, you will be sent the I-20 form with which to secure a student visa. Information about housing, insurance and billing will also be sent.
10. Upon arrival, contact the admission counselor and notify her that you have arrived. She can help you arrange an appointment with your program's academic adviser, who will assist you in planning your academic program.

NOTE: There are different admission requirements and costs for the Ed.D. in Educational Leadership. Please contact the CLU School of Education at 1-805-493-3421 or clusoe@callutheran.edu for details prior to applying.

Credit Requirements

Foreign students must enroll as full-time students to maintain their immigration status. Six credits per term is required for full-time status in the M.B.A., M.P.P.A., Education and Psychology programs. Eight credits per term is required for full time status in the Computer Science graduate program



Student Application Form

FOR OFFICE USE ONLY:
 Admitted to Regular Graduate Status
 Date: _____
 By: _____
 Program Director

I am an applicant for the following master's degree program (check one)

- | | | |
|---|--|--|
| 1. <input type="checkbox"/> Business Administration (M.B.A.)
Professional Track (check one):
<input type="checkbox"/> Finance
<input type="checkbox"/> Information Technology Management
<input type="checkbox"/> Management and Organizational Behavior
<input type="checkbox"/> Marketing
<input type="checkbox"/> Customized <input type="checkbox"/> General
<input type="checkbox"/> M.B.A. in Financial Planning | 2. <input type="checkbox"/> Computer Science (M.S.C.S.)
3. <input type="checkbox"/> Education (check one):
<input type="checkbox"/> Counseling and Guidance (M.S.)
<input type="checkbox"/> College Student Personnel (M.S.)
<input type="checkbox"/> Curriculum and Instruction (M.A.)
<input type="checkbox"/> Education (M.Ed.)
<input type="checkbox"/> Educational Leadership (M.A.)
<input type="checkbox"/> Special Education (M.S.) | 4. <input type="checkbox"/> Counseling Psychology/MFT (M.S.)
5. <input type="checkbox"/> Clinical Psychology (M.S.)
6. <input type="checkbox"/> Public Policy and Administration (M.P.P.A.)
7. <input type="checkbox"/> I am applying for:
M.B.A./M.S.C.S./M.P.P.A.: <input type="checkbox"/> Fall _____ <input type="checkbox"/> Winter _____
<input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____
All other programs: <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____
8. I plan to start in the year 20 ____ |
|---|--|--|

PERSONAL INFORMATION

1. Name: _____ Gender: Male Female
Family Name First Middle
- Please list any other names which may appear on academic documents and other information you plan to send to us: _____
2. Permanent Home Address: _____
Street and Number
- _____ Town or City Province Postal Code Country
- E-mail Address: _____ Phone: _____ Mobile Phone: _____
3. Present Address (if different from above): _____
 E-mail Address: _____ Phone: _____ Mobile Phone: _____
4. Place of Birth: _____ Date of Birth: _____
(month/day/year)
5. Country of Citizenship: _____ 6. Native (first) language: _____
7. Marital Status: _____ Religious Affiliation: _____
8. Do you have permanent resident status in the United States? If yes, please indicate your alien registration number: _____
9. Will family members be living with you while you study in the U.S.?
 If so, who?
10. Closest relative or acquaintance in U.S. (if applicable). Name: _____
 Address: _____ E-mail: _____ Telephone: _____
11. Housing Plans: With relatives/friends Private Housing

FINANCIAL INFORMATION

I, (your name) _____, guarantee that I have sufficient funds available to pay all of my expenses while attending California Lutheran University including tuition, room & board, air fare and incidental expenses.

Personal Funds.....\$_____ (amount per year)
 Family Funds.....\$_____
 Other Funds (specify).....\$_____

(These funds must be verified by a letter or statement from a financial institution.)

Signature _____ Date _____

If admitted, will you need an I-20 form to secure a student visa? Yes No

Do you currently have a valid U.S. visa? If yes, please indicate the type and expiration date: _____

Detach and return this portion to: California Lutheran University, Graduate and Adult Programs, Thousand Oaks, CA 91360-2700



EDUCATION

1. List schools you are now attending or have attended:

Name of Institution	Location	Dates Attended		Actual Name of Degree, Diploma or Credential	Date Received or Expected
		From	To		

2. Test Scores: (Official test results should be mailed from the Testing Service directly to California Lutheran University)

TOEFL Date taken: _____ Score: _____ Anticipated date for taking exam: _____

IELTS Date taken: _____ Score: _____ Anticipated date for taking exam: _____

GRE Date taken: _____ Score: _____ Anticipated date for taking exam: _____

GMAT Date taken: _____ Score: _____ Anticipated date for taking exam: _____

3. Number of years and circumstances under which you have studied the English language: _____

4. Other languages you speak and/or write: _____

EMPLOYMENT:

List any full-time positions of employment you have had: _____

How did you find out about our university? Internet Search Current CLU student International company
 Guide Book CLU Alumni International fair
 Peterson's CLU faculty/staff member Other _____

Do you have family, relatives or friends who attended our University?

Name _____ Relationship to you _____

Dates of attendance _____ Date of graduation (if applicable) _____

Did you enclose the \$50.00 application fee? Yes No (Application will not be processed without fee)

For credit card payment, please complete the following information:

Credit card type Visa Mastercard American Express Card Number _____ Exp. _____

Name of cardholder _____ Amount to be paid _____

Information given in this application is complete and correct to the best of my knowledge. I understand that it is my responsibility to arrange a meeting with a University Adviser who will assist in planning my program and assuring that requirements are met; however, ultimate responsibility for program completion is mine. Requirements are listed in the Graduate Catalog, which may be viewed on-line at <http://www.callutheran.edu/admission/graduate/downloads>.

Signature _____ Date _____

MAIL TO:

CALIFORNIA LUTHERAN UNIVERSITY

60 West Olsen Road #2200, Thousand Oaks, CA 91360-2700, USA

Phone: 805 493-3325 • Fax: 805 493-3861 • E-mail: cluadmission@callutheran.edu • Web Site: <http://www.callutheran.edu/Graduate>

“I came to Cal Lutheran’s MBA to learn about the American business culture. After attending classes with students in the U.S. and from other countries, I learned to think about and view things differently than I had done within my own culture. My experience at CLU helped me to see that international business is not just about money; it is about understanding different cultural perspectives.”

– Anna Kwong, Hong Kong

“CLU’s graduate program will give you the knowledge and experience that is essential in today’s business world in order to become successful. You study with adults who are working professionals and you learn from their experiences as well as from the expertise of the professors.”

– Leena Pakarinen, Finland

“Studying at CLU was the most valuable experience of my life. The subjects in the MBA program were relevant to business and I found that the small class environment was very helpful. The professors were supportive and willing to help when I had questions.”

– Sinee Juntarapootirat, Thailand



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www.callutheran.edu/Graduate