



International Student Center CCSJ- Room 100
5885 Haven Avenue
Rancho Cucamonga, CA 91737
+1 909-652-6195
international@chaffey.edu

ADMISSION DOCUMENTS CHECKLIST

Required for ALL applicants:

- ☐ **High School Transcripts**
Official transcripts from all secondary schools attended. Non-English transcripts must be translated and submitted with the original language.
- ☐ **Proof of English Proficiency**
Official test results or evidence of English proficiency. For minimum score and acceptable qualifications: www.chaffey.edu/studentsupport/international-center/admissions-requirements.php
- ☐ **Copy of Passport**
- ☐ **Financial Statement**
Bank statement (dated within the past 6 months) verifying at least \$31,000 USD to fund tuition, fees, and living expenses for 1 year. If being sponsored by an organization, submit sponsorship letter guaranteeing funds. For a US bank statement of an individual other than a parent, an I-134 form must be submitted.
- ☐ **Non-refundable \$40 USD Application/Activity Fee**
Pay the fee on line via Student Finance page in Self-Service portal.
- ☐ **Tuberculosis (TB) Test and Health Insurance (Must be submitted before the first day of class.)**
TB test: Submit result (dated within the past 6 months) or get tested at Chaffey Student Health Services.
Health insurance: Must be purchased with Chaffey College prior to the beginning of the semester
at: <https://acienroll.azurewebsites.net/isp/plans/?locationName=Chaffey%20College&locationId=1374>
- ☐ **Passport size photo**
Submit a clear, recent photo. The photo should be of high quality and clearly visible.

Transfer applicants

(Students with valid I-20 from another US institution)
All of the above, plus:

- ☐ **I-20 Transfer-In Form**
Refer to page 4 of the application
- ☐ **Copy of current I-20, I-94, and visa**

Applicants under 18 years old (age 16-17) by the start of classes

All of the above, plus:

- ☐ **Emergency Contact Information and Internet Usage Form**
<http://www.chaffey.edu/admissions/Emergency-Internet.pdf>

Once complete application packet is received, it will be under review and once approved, the admissions letter and I-20 form will be generated within 2 weeks and will be sent to the student via email.