



ADMISSION CHECKLIST

TODAY'S DATE: _____

NAME OF APPLICANT: _____

BASIC REQUIREMENTS FOR ALL STUDENTS

- ☐ Application Form (All blanks must be completely answered and signed by student)
- ☐ Application Fee (\$100 Non-refundable)
- ☐ Copy of high school diploma/ bachelor degree/ master degree
- ☐ Official Transcript (Sealed, original or certified copy, no photocopies)
- ☐ Letter of Recommendation (min. 1 for MASTER from an active member of the academe and/or business professional with credentials)

ADDITIONAL REQUIREMENTS FOR NEW INTERNATIONAL STUDENTS (F-1)

- ☐ Completed SEVIS I-20 Request Form
- ☐ Bank Statement (Affidavit of Financial Support)
- ☐ Foreign Transcript Evaluation Fee (\$100/\$200* Non-refundable), if applicable
- ☐ Copy of Passport
- ☐ If applicant has dependent/s, copy of dependent/s Passport & Proof of relationship
- ☐ TOEFL Score**
- ☐ Mailing Fee (\$50- \$90*** Non-refundable. Not applicable if I-20 is picked-up by student)

* \$200 is required if credits should be evaluated for transfer.

** Students without the TOEFL score will be given required exams; and students who failed the exam must take ELD (English Language Development) course.

*** Mailing fees may vary by country. Please inquire for the correct mailing fee.

ADDITIONAL REQUIREMENTS FOR PERMANENT RESIDENTS (GREEN CARD) AND U.S. CITIZENS

- ☐ Copy of Green Card, Naturalization Certificate or US Passport
or
- ☐ Copy of Social Security Card and Copy of Driver's License

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL (F-1) TRANSFER STUDENTS

- ☐ SEVIS Transfer Eligibility Form (DSO must complete and return this form prior acceptance letter issuance)
- ☐ Bank Balance Statement of the student or Affidavit of Support from supporter
- ☐ Copy of current I-20 Form from previous school
- ☐ Copy of Visa, Passport, I-94 Form, Visa Expiration Date Stamp
- ☐ Copy of Driver's License
- ☐ Copy of Social Security Card



CALUMS
VIRGINIA

CALIFORNIA UNIVERSITY OF
MANAGEMENT AND SCIENCES

12801 Fair Lakes Parkway, Fairfax, VA 22033
Tel: 703.663.8088 Fax: 703.663.8090
Website: www.calumsva.edu Email: info@calumsva.edu

AM 210

APPLICATION FORM

I. PERSONAL DATA

(Please type or use **BLOCK** letters)

STUDENT ID # _____

NAME _____
Last First Middle

DATE OF BIRTH _____ PLACE OF BIRTH _____
Month Day Year City Country

COUNTRY OF CITIZENSHIP _____

HOME PHONE _____ WORK PHONE _____

E-MAIL _____ MOBILE PHONE _____

MAILING ADDRESS *Building No.:* _____ *Apt. No.:* _____
Street: _____
City: _____ *State/ Province:* _____
Zip Code: _____ *Country:* _____

IN CASE OF EMERGENCY, NOTIFY:

NAME _____ PHONE # _____

ADDRESS *Building No.:* _____ *Apt. No.:* _____
Street: _____
City: _____ *State/ Province:* _____
Zip Code: _____ *Country:* _____
Relationship: _____

APPLYING FOR THE TERM BEGINNING

☐ WINTER 20 _____ ☐ SPRING 20 _____ ☐ SUMMER 20 _____ ☐ FALL 20 _____
(January) (April) (July) (October)

FIELD OF STUDY ☐ BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT
☐ MASTER OF SCIENCE IN COMPUTER INFORMATION SYSTEMS
☐ MASTER OF BUSINESS ADMINISTRATION

PLEASE MARK ALL APPLICABLE

☐ BLACK, NON-HISPANIC ☐ ASIAN / PACIFIC ISLANDER
☐ HISPANIC ☐ AMERICAN INDIAN / ALASKAN NATIVE
☐ WHITE, NON-HISPANIC ☐ RACE / ETHNICITY UNKNOWN

FOR OFFICE USE ONLY

Processed By _____

Date _____



APPLICATION FORM

II. EDUCATIONAL BACKGROUND

NAME AND LOCATION OF HIGH SCHOOL, COLLEGE(S), OTHER SCHOOLS ATTENDED.	YEAR FROM/ TO	MAJOR	DEGREE

III. PLEASE TELL US ABOUT YOUR DECISION IN CHOOSING CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES (REQUIRED).

IV. HOW DID YOU HEAR ABOUT US? PLEASE SPECIFY.

- | | |
|--|---|
| <input type="checkbox"/> NEWSPAPER/MAGAZINE | <input type="checkbox"/> WEBSITE |
| <input type="checkbox"/> TELEVISION/RADIO | <input type="checkbox"/> COLLEGE CAREER AND TRANSFER DAY EVENTS |
| <input type="checkbox"/> REFERRAL NAME : _____ | <input type="checkbox"/> OTHER |

I hereby certify that all the information provided in this application is true and correct to the best of my knowledge. I agree that any documents submitted along with this application will become the sole property of CalUMS-VA and will not be returned at any circumstances.

If my application is accepted, I agree to pay the tuition charges and fees. I also agree to abide by all rules and regulations of CalUMS-VA.

 SIGNATURE OF APPLICANT

 DATE


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I-20 REQUEST FORM FOR FOREIGN STUDENTS

 Please type or use **BLOCK** letters

NAME _____
Last
First
Middle
DATE OF BIRTH _____ **GENDER** ☐ MALE ☐ FEMALE
Month
Day
Year
COUNTRY OF BIRTH _____ **COUNTRY OF CITIZENSHIP** _____

DRIVER'S LICENSE # _____ **STATE ISSUED** _____
(if available)
SOCIAL SECURITY # _____ **E-MAIL ADDRESS** _____
(if available)
FOREIGN ADDRESS _____
(home country address)
Street #
Street Name
Apt
City
Province/ State
Country
Zip Code
U.S. ADDRESS _____
(current address)
Street #
Street Name
Apt
City
State
Zip Code
TRANSFER FROM _____
(School Name)

(School Address and Phone Number)
FIELD OF STUDY

 BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT
 MASTER OF BUSINESS ADMINISTRATION
 MASTER OF COMPUTER INFORMATION SYSTEMS

APPLYING FOR THE TERM BEGINNING
☐ WINTER 20 _____

 ☐ SPRING 20 _____

 ☐ SUMMER 20 _____

 ☐ FALL 20 _____

FINANCIAL INFORMATION
☐ STUDENT'S PERSONAL FUNDS

 ☐ FAMILY FUNDS FROM ABROAD
☐ SPONSOR IN U.S.A.

DEPENDENTS FOR F2 VISA

LAST NAME	FIRST NAME	DATE OF BIRTH (M/D/Y)	GENDER	RELATION- SHIP	COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP

*NOTE: Your I-20 Form cannot be processed until all documents are completed and an acceptance letter is issued by the Admissions Office.
 Please note that it takes at least three (3) working days to process I-20 documents.*



Student Enrollment Agreement

California University of Management and Sciences-Virginia (CalUMS-VA) is certified to operate by the State Council of Higher Education for Virginia (SCHEV). CalUMS-VA is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, associate's, bachelor's, and master's degrees.

This agreement shall automatically renew for successive quarters until the student graduates or withdraws from CalUMS VA.

STEP 1: Personal Information

I hereby apply for enrollment at CalUMS-VA. A representative has provided me with a university catalog and explained the programs and terms of the Enrollment Agreement. I am 18 years or older or have permission from my parent or guardian.

Date _____
Student Name _____ Student ID _____
Address _____
City _____ State/Country _____ Zip _____
Home phone [] _____ Work phone [] _____ Cell phone [] _____
Date of birth _____ Social Security _____ Email Address: _____

STEP 2: Academic Program Information

I agree to follow the requirements and upon the successful completion of all courses and the payment of all required tuition and fees, I will receive a:

Master's Degree

Bachelor of Science Degree

An Application fee for each program is \$100 and does not apply to the tuition. Text book costs (approximately \$100 per course) are additional and are paid for by the students. Books are not included in the total cost of tuition. Registration begins eight (8) weeks prior to the first day of class and ends one and one half weeks after the first day of class. Tuition is charged by quarter depending on the number of units the student is enrolled in.

Program Level / Length (Check one from list below)	Program	Units	Fee per Unit	Total Program Tuition Due
GRADUATE				
<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Business Administration (MBA)	56 Units	\$350 Per Unit	\$19,600 Plus books, Registration Fees and Graduation Fee
<input type="checkbox"/> Master of Science Degree <i>Normal length: 24 mo. Maximum Length: 36 mo.</i>	<input type="checkbox"/> Computer Information Systems (MSCIS)			
UNDERGRADUATE				
<input type="checkbox"/> Bachelor of Science Degree <i>Normal length: 48 mo. Maximum Length: 72 mo.</i>	<input type="checkbox"/> Business Management (BSBM)	180 Units	\$200 Per Unit	\$36,000 Plus books, Registration Fees and Graduation Fee

Tuition: Tuition is \$200 per unit for Undergraduate programs and \$350 per unit for Graduate programs. Tuition is charged by quarter depending on the number of units the student is enrolled in.

Application Fee: The total amounts for tuition listed above are the cost per unit multiplied by the number of units.

Books and Learning Materials: There is a one-time application fee of \$100 for each program.

Approximate costs are \$100 per course.

Program Start date: _____ **Anticipated Date of Graduation:** _____

Quarter/Year: _____

Credential to be awarded upon completion of the program selected: _____

Insert Program Title

Tuition for the program is shown. There is no carrying, interest, or service charges connected to any of these programs. Contracts are not sold to a third party at any time. Cost of unit is included in the cost for the goods and services. A one-time Application Fee must be paid at the time the Admission Application is completed. For degree programs the amount due is for each unit in which the student is enrolled.



- All degree courses are ten (10) sessions per quarter. Degree courses are scheduled on Mondays through Saturdays between 9:00 am and 10:00 pm.

The number of months set forth on Page 1 of this Agreement is an estimate of the period of time the student will have to attend class on a full-time basis to graduate from the Program if he/she enrolls in the required courses when available. The University may not offer every course described in the Catalog each term, which may require the Student to attend class for a number of months exceeding the estimate set forth on Page 1 of this Agreement. The University may not offer the course(s) required for the Program in any particular sequence.

STEP 3: Tuition and Payment Policy

I am paying the \$100 Application Fee for:

Graduate Program

Total Estimated Tuition:

Total didactic units required: _____
Tuition per unit: \$ _____
Total registration fees: \$ _____
Graduation fee: \$ _____

Undergraduate Program

Fee charges:

Application fee: \$ _____
Registration fee per quarter: \$ _____
Other (specify: _____): \$ _____

The total estimated tuition that can be charged for the _____ Program is \$ _____.

Tuition and Fees are stated in the Catalog.

Students are required to pay tuition and fees during registration. Cash, money orders, credit cards, and personal checks are acceptable modes of payment.

NOTE: Tuition and fees may be adjusted in accordance with academic policies and regulations approved by the University.

Tuition for each Academic Fiscal Year shall be established and published by March 31 prior to the first day of each Academic Fiscal Year, which begins in July 1 (Summer Quarter). The University reserves the right to adjust tuition and/or fees without prior notice.

PAYMENT POLICIES

After registration and payment of registration fee, students must pay at least 50% of the tuition and other applicable fees prior to the first day of the new quarter. The remaining 50% of the tuition and fees must be paid during the grace period ending on the Wednesday of the 2nd week of the quarter (last day to Add and Drop). Late payment of the tuition and fees are subject to a penalty charge. Students who are not able to make payments as of the above schedule may request the Finance Department a payment plan with installments spread over the course of the quarter. If approved, the students should attach the Application for Payment Plan and the Payment Plan Agreement to the course registration form.

PAYMENT PLAN

Application for payment plan payments will be considered on the basis of financial need and assurance of ability to make the payments as required. No tuition is to be deferred for students enrolled in less than four (4) units.

Student's Right to Cancel

Applicants have the opportunity to withdraw without any financial obligation within seven (7) business days of visiting the school or attending scheduled orientation if they have not previously visited the school and receive a full refund. Applicants have the right to cancel the enrollment agreement for a program of instruction, without any penalty or obligations, within seven (7) business days after signing the enrollment agreement and receive a full refund. Applicants who are denied admission to the school will receive a full refund of all payments within forty-five (45) days of the date of determination of admission. Cancellation may occur when the student provides a written notice of cancellation at the following address:

**California University of Management of Sciences - Virginia
Office of Registrar
12801 Fair Lakes Parkway, Fairfax, VA 22033**

This can be done by mail or by hand delivery. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Student Enrollment Agreement. Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the day it is received in the Registrar's office if hand delivered, or the date post marked if mailed.



Refund Policy

The applicant who cancels his/her enrollment within seven (7) business days after the signing the enrollment agreement, have the right to receive full refund of all payments without any financial obligation. The cancellation must be in writing and submitted to the Office of Registrar. Please review the section "Students' Rights to Cancel" for more information.

After the seven (7) business day cancellation but before instruction has begun, the applicant will receive full refund of all payments except application fee \$100.

The school will issue all refunds within forty-five (45) days of the date the written notification of cancellation is received by the Registrar.

A student who discontinues studies prior to the end of a term for which he or she is enrolled will receive a refund in accordance with the following schedule:

1. If a student drops a course or courses on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid by or on behalf of the student for the period of enrollment, except registration fee.
2. If, after classes have commenced and before expiration of the Add and Drop Period of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal the sum of all amounts paid by or on behalf of the student for the period of enrollment, except registration fee.
3. If after the expiration of the Add and Drop Period and before the expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 50% of all amounts paid or to be paid by or on behalf of the student for the period, less registration fee.
4. If after expiration of 25% of the period of enrollment for which he or she was charged, and before expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 25% of all amounts paid or to be paid by or on behalf of the student for the period, less registration fee.
5. If after expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will not be entitled to a refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the school of the student's withdrawal or the actual date of withdrawal, whichever is later.
2. The school terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the school, unexcused absences in excess of maximum set forth by the school, and/or failure to meet financial obligations to the school.
3. The student has failed to attend class for three (3) consecutive weeks.
4. The student fails to return from a leave of absence.

For the purpose of determining when the refund must be paid, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the school's attendance records.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. The School will refund any money that the student paid within 45 days after the school receives the notice of cancellation.

CaLUMS-VA does not provide federal financial aid program at this time.

Withdrawal from Courses

Students may withdraw from courses during the Add & Drop Period without affecting their grade point average. Students thereafter are required to obtain a permit from the Academic Dean to withdraw. Withdrawal from enrolled courses after the Add & Drop Period with the proper withdrawal procedure will result in a "W" grade recorded in the official transcript. A student can withdraw from a course by the following procedures:

1. Fill-out and complete the Withdrawal Request Form.
2. Submit the completed Withdrawal Request Form to the Registrar's Office immediately.

No withdrawals are permitted during the final three (3) weeks of instruction except in cases such as accident or serious illness. A grade of "F" will be automatically entered in the grade report if the student does not attend the final three weeks of class without being excused.

All withdrawals must be requested by completing the appropriate forms: Add & Drop Form or Withdrawal Request Form. Oral requests, whether by phone or in person, are not acceptable and will not be acted upon.

Withdrawal from University

There are two ways to withdraw from the University:

A. Students wishing to withdraw temporarily, but who wish to be considered as continuing students, must first obtain the approval of the Academic Dean.

The following procedures must be observed by the student:

1. Notify the Academic Dean or Registrar of intent to withdraw by completing and submitting the Withdrawal Notice Form.
2. Clear all outstanding debt/s with the University.
3. Students who submit their Withdrawal Notice Form shall receive their refunds within thirty (30) days from receipt of the Withdrawal Notice Form.

B. Students who fail to register two consecutive quarters, without the Academic Dean's approval, will be considered as automatically withdrawn from the University.

If a student fails to file his/her withdrawal notice within the two consecutive quarters period, CalUMS-VA will mail the refund check to the student at the address indicated in the student's registration record, within thirty (30) days from the last day of the second quarter. A student may withdraw from the University on or before the last day of the add & drop period without any penalty. The student will be refunded the full amount of monies paid less non-refundable fees if he/she is a continuing student. For students who request for withdrawal with appropriate forms, and then obtain an approval of the Academic Dean, the refund shall be made according to the University's Refund Policy. This policy is binding whether or not the student filed his or her withdrawal notice to the University.

Grounds for Cancellation / Termination by University

CalUMS-VA shall have the right to terminate this agreement at any time for violation of rules and policies as outlined in the catalog. At any time, CalUMS-VA reserves the right to exclude students whose conduct is deemed undesirable or prejudicial to the University community's best interests.

All amendments of the standards must be approved by the Campus Director in conjunction with the Board of Trustees. These standards are subject to amendment at any time with notices being posted on the campus bulletin boards.

The University policy stipulates that a student dismissed by disciplinary action, from either the University or a course, will not receive a refund of tuition or other fees. Students dismissed from the University or a course for disciplinary reasons must exclude themselves from classes, activities, university facilities, and general premises. Any exception must be approved by the Campus Director.

Students who have not fulfilled their financial obligation to the University are in violation of the enrollment agreement. Said students may be denied the right to graduate, take examinations, receive degrees, or obtain/request transcripts of their grades.



Notice Concerning Transferability of Credits and Credentials Earned at CalUMSVa

All courses or credits completed at the CalUMSVa are transferable to the California University of Management and Sciences – California Campus.

The transferability of credits you earn at the California University of Management and Sciences Virginia is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in any of the CalUMSVa's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CalUMSVa to determine if your credits or degree, diploma or certificate will transfer.

Job Placement Services

In order to assist its degree students, the University provides job placement assistance within the University and through its network affiliations with computer and business related companies. Assistance in the preparation of a resume can be provided upon student request. Students' resumes are maintained for alumni at their request. In addition, the University maintains a bulletin board showing current job announcements and career opportunities within the community is maintained. These services are provided at no cost to the students. The University, however, does not guarantee employment or a specific level of income from this service.

STEP 4: Read, Sign Your Name, Add Today's Date

NOTICE TO STUDENT: Do not sign this Student Enrollment Agreement before you read it or if it contains any blank spaces. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights. Initials required.

Initial here

- _____ *I have read, understood, and agreed to my rights and responsibilities. The University's cancellations and refund policies, and the transferability of credits have been clearly explained to me.*
- _____ *I have received a copy of the current catalog and have read it. I have understood and agreed to the University's policies published in the catalog.*
- _____ *I have received a copy of this Student Enrollment Agreement, which has been signed by both the University and me as student or my parent or guardian if I am less than 18 years old.*

Student signature _____

Date _____

Parent/guardian signature if student is less than 18 _____

Date _____

For School Use Only

Current Charges for Courses: \$ _____

Current Fee Charges: \$ _____

TOTAL CURRENT CHARGES FOR THIS QUARTER: \$ _____

TOTAL AMOUNT PAID: \$ _____

I certify that California University of Management and Sciences - Virginia has met the regulation of the State Council of Higher Education for Virginia (SCHEV).

This agreement is accepted by: _____
Signature of Authorized University Representative

Title: _____

Date: _____

ANY QUESTION OR PROBLEMS CONCERNING THIS UNIVERSITY WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE UNIVERSITY SHOULD BE DIRECTED TO THE STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA (SCHEV), JAMES MOOR BUILDING, 101 N. 14TH ST., RICHMOND, VA 23219. TEL: (804)225-2600.



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CREDIT CARD AUTHORIZATION FORM

NAME OF STUDENT: _____

MAJOR: _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ CARD TYPE: _____
(VISA or MC)

CARD CODE (back of card): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S ADDRESS: _____

CARDHOLDER'S SIGNATURE: _____

DATE: _____

AUTHORIZED AMOUNT: \$ _____

Please attach a copy of your credit card front&back and another form of identification such
driver's license, passport, etc.

WE DO NOT ACCEPT AMERICAN EXPRESS AND DISCOVER CREDIT CARDS