





## Admissions Application Checklist

1. **Online Admissions Application:** <https://www.ciam.edu/apply-today>
2. **Current Professional Resume**
3. **A Valid Government Issued Photo Identification**
  - ♦ Domestic/International (non-F visa) students - example: Driver's license or Passport
  - ♦ F-1 Academic or Language Students - Passport only
4. **Official Transcript of Bachelor's Degree or Higher from An Accredited Institution:**
  - ♦ If you have completed a bachelor's degree or higher in the U.S., please request an official transcript to be sent directly from the university to the Office of Admissions.
  - ♦ If you have completed a bachelor's degree or higher outside of the U.S., please ensure the following:
    - a.) Obtain an official foreign transcript evaluation. Have the evaluation agency send the official digital copy directly to the Office of Admissions. For more information, click  [HERE](#). Alternatively, please review the "Important Documents & Links" section located at "<https://www.ciam.edu/how-to-apply>" for further guidance.
    - b.) Meet the English Language Proficiency Requirement. Request the testing agency to send the official score verification to the Office of Admissions. For more information, click  [HERE](#). Alternatively, please review the "Important Documents & Links" section located at "<https://www.ciam.edu/how-to-apply>" for further guidance.

Please request your official transcript(s) to be send to:

- a.) Electronic Mail: [admissions@ciam.edu](mailto:admissions@ciam.edu)
- b.) Physical Mail:  
Office of Admissions  
California Institute of Advanced Management  
1000 S. Fremont Ave - Mailbox #45  
Building A10, 4th Floor, Suite 10402  
Alhambra, CA 91803

5. **Affidavit of Financial Support and I20 Application:**

If you currently hold an F-1 visa or are seeking to change your status to an F-1 visa, please submit the financial verification for the processing of your I-20. Ensure that all information provided is accurate and up-to-date.

- a.) For international students in the U.S.: SEVIS Transfer Release Date could be an estimation.
- b.) You are allowed to have more than one sponsor. You are also permitted to sponsor yourself.
- c.) All sponsors must sign page 2 - Part Two: Financial Sponsor Information (up to two sponsors per page). Additional page(s) are acceptable.
- ed) A Permanent Address is required by SEVP.



# California Institute of Advanced Management

MANAGEMENT THAT MATTERS

Office of Admissions  
626-350-1500  
admissions@ciam.edu  
www.ciam.edu

## 6. Financial Support/Bank Statement:

If you currently hold an F-1 visa or are seeking to change your status to an F-1 visa, please submit the financial verification for the processing of your I-20. Ensure that all information provided is accurate and up-to-date.

- a.) Minimum requirement: \$30,618 USD.
- b.) Additional support for dependents on F-2 status: \$4,000 for a spouse and \$3,000 for each child.
- c.) Submit a current bank statement not older than 3 months. (All 3 months are not required)
- d.) Bank statement should be in English. (Foreign Currency is acceptable).
- e.) Bank statement only needs to show the total amount (ending balance) in the account.  
Transaction details are not required.
- f.) Account holder's name(s) on the bank statement(s) must match the sponsor's name(s) on the Affidavit of Financial Support and I20 Application submitted.
- g.) Applicants may submit more than one bank account, including savings and checking accounts.  
(No paychecks, W2s, stocks, certificates of deposit, or investment accounts.)
- h.) For U.S. account screenshot(s) and online file downloads are acceptable.
- i.) For foreign accounts, only certified bank statements are acceptable.

## 7. Statement of Purpose:

- a.) The objective of the Statement of Purpose (S.O.P.) is to provide applicants with the opportunity to articulate why they are a qualified candidate and a good fit for CIAM.
- b.) Please ensure to include your name, the term for which you are applying, and specify the concentration you are interested in.
- c.) The applicant must be the sole writer and submit original work.
- d.) Applicants have one chance to submit their SOP.
- e.) Guidelines: Click [HERE](#). Alternatively, please review the "Important Documents & Links" section located at "<https://www.ciam.edu/how-to-apply>" for further guidance.

## 8. Non- refundable **\$75 Application Fee** – waived.

**Notes:** The 2-Year Hybrid Master of Business Administration in Executive Management (MBA) programs is designed for the following students:

- ◆ Domestic Applicants who are living in the U.S. ◦ U.S. Lawful Permanent Residents (Green Card Holders)  
◦ U.S. Citizens
- ◆ International Applicants who are living in the U.S. with the following Nonimmigrants Classes  
◦ A, E, G, H, I, J, K, L, N, O, P, Q, R, NATO, S, T, TN, V  
◦ F: Academic or Language Student (An I-20 will be issued by CIAM after admissions acceptance.

If you have any questions on I-20 and Curriculum Practicum Training (CPT), please contact International Student Services (dso@ciam.edu) for further guidance.

2.) Our Non-Discrimination Policy <https://www.ciam.edu/nondiscrimination-policy>.

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