

GRADUATE INTERNATIONAL STUDENT DOCUMENTATION CHECKLIST



Please complete and submit all requests in chronological order.

PRE-ADMITTED

- Complete the Online Application for Enrollment www.apply.cleary.edu/tudent-application and attach signed FERPA Form www.cleary.edu/wp-content/uploads/2018/10/FERPA_2018.pdf
- Post-Secondary/College Transcript
- Professional Resume
- MBA Essay (Statement of Purpose) www.cleary.edu/wp-content/uploads/2018/07/MBA_Admission_Essay-2018.pdf
- InCred Transcript Evaluation (Required for athletes - upon request for non-athletes) www.incredevals.org/students/
- Evidence of English Proficiency (IELTS/TOEFL/English Proficiency Letter), waived if USA diploma was attained
- Passport (all pages and must include photo page, address page, and valid for 6 months in the future)
- Proof of Liquid Assets; Bank Statement or Personal or Educational Loan
- Declaration of Financial Support Form www.cleary.edu/wp-content/uploads/2018/10/DeclarationofFinancialSupportform-1.pdf

OFFICIAL ADMIT

- Submit 1st initial \$500 deposit. If denied F-1 VISA twice, \$250 will be refunded after two 214b forms are submitted for evidence.
- International I-20 Shipping Form www.cleary.edu/wp-content/uploads/2015/10/International-I-20-Shipping-Form-Electronic.pdf
- Student confirms they received I-20, pays \$200 I-901 SEVIS fee, and schedules VISA appointment
- Confirm receipt of VISA to Cleary Univeristy
- If F-1 VISA is obtained, submit 2nd non-refundable deposit of \$500 (amount is applied to first semester's tuition)
- RSVP for International Orientation
- Confirm housing and accommodations www.cleary.edu/housing
- Book and Pay Airfare
- Obtain official Transcripts and TOEFL or IELTS scores to submit to International Admissions upon arrival
- If airport pickup is required, contact internationaladmissions@cleary.edu two days prior to arrival

AFTER ARRIVAL

- Register for classes
- Purchase books and supplies
- Attend International Orientation

DURING WELCOME WEEK

- Confirm local US address for SEVIS once classes start (update Student Portal account)
- Obtain US Bank Account
- Obtain US phone number (SIM card optional) and confirm US mailing address
- Obtain student health insurance/sign waiver
- Obtain MI Driver's License
- Schedule payment plan with Cleary University Business Office

