

# California Coast University

## Application for Admission Checklist

This application is to be used when applying for admission. California Coast University has an open admission policy for qualified applicants. You may apply and complete the admission process at any time.

1. **Application:** Complete all items on the printed Application for Admission form and return it to our offices at **925 N. Spurgeon St., Santa Ana, CA 92701**
2. **Application Fee:** Include a \$75.00 non-refundable application fee. Applicants who wish to submit payment by credit card, please complete the credit card payment portion located at the end of the application or contact the Admissions Office directly at **1-888 CCU-UNIV**.
3. **Resume:** Include a professional occupational resume or job history highlighting your responsibilities or accomplishments for each position held. Please include any volunteer or academic experience and/or additional information that is relevant to your application.
4. **Official Transcripts:** Request official transcripts from all Colleges or Universities that you have attended since graduating high school. You may submit personal copies for evaluation purposes. Official copies must be received directly from the issuing College or University prior to official enrollment. You may download this Transcript Request form from our website at **www.calcoast.edu**.

If you have earned less than 12 college-level semester credits at an appropriately accredited postsecondary institution then you must provide an official transcript of high school completion.

5. **Undergraduate Students Only:** Specialized training programs, which students may have completed through their company, organization, military training experiences, professional, personal licensure requirements or other documented training experiences may be eligible for elective credit. Include copies of the certificates of completion with your application. Be sure to list the hours the course or training took to complete.
6. **Tuition:** Your tuition will depend on the total number of units needed, after all units are transferred and/or awarded for specialized training.
7. **Supplemental Information:** You will be contacted by our Admissions Department upon receipt of your application and advised of any additional or supplemental information that may be beneficial to your evaluation. After the evaluation is completed, you will receive a copy of your coursework matrix showing exactly which remaining courses are required to completing your degree program. *Your application file and transfer evaluation materials will be held open for 30 days. If you do not complete the enrollment process within that period, you will be subject to a non-refundable \$75.00 application fee.*

**If you have any questions about the programs or the checklist, feel free to contact our Admissions Department at 1-888-CCU-UNIV or E-mail: [admissions@calcoast.edu](mailto:admissions@calcoast.edu)**