

## Pre-Business Analytics, Pre-Graduate Studies, Diploma, & Certificate Program Application Checklist

- Pre-Business Analytics, Pre-Graduate Studies, Diploma, & Certificate Program Application** (4 pages)  
All pages must be filled completely and signed before submitting the application.
- \$150 Non-refundable Application Fee**  
Pay the \$150 non-refundable application fee one of the following ways:
  - **Attached with this application** (bank draft, cashier's check, personal check, or money order made payable to **CSUEB**)
  - **Online** ([CASHNET](#))
    - You will only be able to pay online after you have submitted this application and have received your Net ID (CSUEB student ID).
  - **In person at the University Cashier's office** (cashier's check, personal check, or money order made payable to **CSUEB**)
    - Requires a Net ID.
- Verification of Finances**  
Send bank statements, letter, or seal to verify your financial support.
- Copy of Passport**  
Send a copy of your passport with your photo and personal information.
- Official TOEFL or IELTS Score**
- Copies of official transcript verifying completion of 4-year bachelor degree or equivalent**  
Transcripts should be both in your native language and translated into English.

### \*\* Pre-Business Analytics / Pre-Graduate programs students

The university application for MS in Business Analytics or your selected major via [Cal State Apply](#) and \$70 application fee must be submitted before enrolling in the program. It is not required to submit the university application at the same time with this ALP application.

### Application Steps:

1. **Fill in your information on pages 1-4.**
2. **Sign (your written signature) on the bottom of each page.**
3. **Submit your application and other documents one of the following ways:**



#### Mail

American Language Program  
California State University, East Bay  
25800 Carlos Bee Blvd., SF-102  
Hayward, CA 94542-3012



E-mail (must be a scanned copy)  
[alpgen@csueastbay.edu](mailto:alpgen@csueastbay.edu)



#### Fax

(510) 885-2040



#### In Person

American Language Program  
California State University, East Bay  
25800 Carlos Bee Blvd., SF-102  
Hayward, CA 94542-3012

# APPLICATION FOR PRE-BUSINESS ANALYTICS, PRE-GRADUATE STUDIES, DIPLOMA, & CERTIFICATE PROGRAM

**STUDENT INFORMATION** (must be the same as passport)

Family (Last) Name: \_\_\_\_\_

Given (First) Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender:  Male  Female

**STUDENT'S PERMANENT (HOME COUNTRY) ADDRESS**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

(ALP is authorized to send the student's Net ID to this e-mail.)

**WHERE SHOULD THE STUDENT'S I-20 BE SENT?**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

(UPS tracking information will be sent to this e-mail.)

<p><b>When will you begin your studies?</b>                  Year: _____  <input type="checkbox"/> Summer (May)  <input type="checkbox"/> Fall 1 (August)      <input type="checkbox"/> Spring 1 (January)  <input type="checkbox"/> Fall 2 (October)      <input type="checkbox"/> Spring 2 (March)  <i>(Note: International Business and Paralegal Studies starts in Spring 1 or Fall 1 only)</i></p>	<p><b>Which program are you interested in studying?</b>  <input type="checkbox"/> Pre-Business Analytics  <input type="checkbox"/> Pre-Graduate Studies  <input type="checkbox"/> International Business Diploma  <input type="checkbox"/> Paralegal Studies Certificate</p>
<p><b>Do you have a CSUEB Net ID?</b>  <input type="checkbox"/> Yes (What is it? _____)  <input type="checkbox"/> No  <b>Have you ever attended CSUEB ALP before?</b>  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p><b>How did you find out about ALP?</b>  <input type="checkbox"/> Recruiter: _____  <input type="checkbox"/> Website: _____  <input type="checkbox"/> ALP Student: _____  <input type="checkbox"/> Other: _____</p>
<p><b>Method of Payment:</b> \$150 non-refundable application fee (Refer to the application checklist for more details)  <input type="checkbox"/> Attached with this application      <input type="checkbox"/> Online      <input type="checkbox"/> In person</p>	
<p><b>RECRUITERS ONLY</b> – Please fill in ALL areas below</p>	
<p>Company Name: _____ Company Phone: _____                  Contact Person: _____ Contact's E-mail: _____</p>	

I certify that the information in this document is true, complete, and accurate.

\_\_\_\_\_  
 Signature of Student (application cannot be processed without a written signature)

\_\_\_\_\_  
 Date

## DECLARATION OF FINANCES FOR INTERNATIONAL (F-1) STUDENTS

International Students must provide proof of sufficient financial support to meet all necessary expenses while attending the American Language Program and California State University, East Bay. The information you provide will determine your eligibility for the program and will appear on your I-20. The following costs are subject to change.

	<b>Pre-Business Analytics Pre-Graduate Studies 1 Semester (8 weeks x 2 sessions)</b>	<b>International Business 2 Semesters (32 weeks)</b>	<b>Paralegal Studies 2.5 Semesters (8 weeks x 5 sessions)</b>
<b>Tuition &amp; Fees per Program</b>	\$6,000	\$7,800	\$7,660
<b>Mandatory Health Services Fee per Program</b>	\$193	\$386	\$579
<b>Mandatory Health Insurance for the duration of the Program</b>	\$837.50	\$1,675	\$2,010
<b>Estimated Living Expenses per Program</b>	\$9,500	\$19,000	\$23,750
<b>Total Estimated Cost per Program Total Estimated Cost per Term</b>	\$16,531 \$8,265.5 per session	\$28,861 \$7,215.25 per session	\$33,999 \$6,799.80 per session
<b>Total Funds Required per Program for Verification of Finances</b>	<b>\$16,531 per program (16 weeks)</b>	<b>\$28,861 per program (32 weeks)</b>	<b>\$34,000 per program (40 weeks)</b>

\* Estimated living expenses include housing, food, books, materials, and local transportation.

### **SECTION 1: APPLICANT INFORMATION AND LIST OF DEPENDENTS**

<b>Applicant Name</b>	<b>Name on Passport (if different)</b>
Family (last) Name: _____	Family (last) Name: _____
Given (first) Name: _____	Given (first) Name: _____
Middle Name: _____	Middle Name: _____
City and Country of Birth: _____	
Country of Citizenship: _____	

If you are married and plan to have your dependents live in the U.S. while you are attending California State University, East Bay, please list your dependents below. *Additional assets are required for each dependent: \$5,000 for your spouse and \$5,000 for each child.* **\*Please attach a copy of your dependents' passports.**

Family Name, Given Name	Date of Birth (mm/dd/yyyy)	Country of Birth	Relationship to Student
1.			
2.			
3.			

I certify that the information in this document is true, complete, and accurate.

\_\_\_\_\_  
Signature of Student (application cannot be processed without a written signature)

\_\_\_\_\_  
Date

**Section 2: SOURCES OF FUNDS**

YOU MUST PROVIDE REQUIRED DOCUMENTATION (bank statements, letter, or seal).

Financial documents that demonstrate proof of funding must be in English and must:

- Be an official bank statement or bank letter on letterhead with a stamp/seal and/or bank officer’s signature.
- Demonstrate at least the minimum total estimated expenses for one semester or one academic year.
- Include an issue date that is within the recent 12 months of when you submit your application.
- Include the account holder’s name.
- Include a specific amount in dollars (USD).

Type of Documentation	Acceptable	Not Acceptable
Bank Letters	✓	
Bank Statements (Savings or Checking Accounts)	✓	
Fixed/Term/Time Deposits - must be able to be withdrawn at any time without penalty	✓	
Loan Letters	✓	
Scholarship Letters (Private, Government, School, etc.)	✓	
Solvency Letter - Bank letter indicating funds immediately available to the individual	✓	
Employer Letters / Salary Statements		X
Line of Credit Letters		X
Provident (Retirement) Fund Statements		X
Stock Market, Equity, or Mutual Fund Statements		X
Life Insurance Policy		X

Please enter amount of funds below: Minimum amount is the estimated cost for the length of your study. See page 1.

\$ \_\_\_\_\_ PERSONAL FUNDS  
 \$ \_\_\_\_\_ SCHOLARSHIP, GOVERNMENT, OR OTHER AGENCY FUNDS  
 \$ \_\_\_\_\_ FAMILY OR PRIVATE INDIVIDUAL AS SPONSOR

Sponsor’s Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sponsor’s Complete Address: \_\_\_\_\_  
 \_\_\_\_\_

Sponsor: This is to certify that I (we) the undersigned agree to provide the funds required for study at CSUEB and that I (we) are submitting financial document(s) indicating the availability of these funds.

Sponsor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HEALTH INSURANCE COMPLIANCE AGREEMENT**

AGREEMENT TO OBTAIN AND MAINTAIN HEALTH INSURANCE COVERAGE

Web link: [ALP International Student Health Insurance Plan](#)

I have read the terms above and agree to obtain and maintain health insurance coverage pursuant to CSU minimum requirements. I understand that I will not be allowed to register until I have provided proof of insurance that meets the stated requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

