



BAY ATLANTIC UNIVERSITY APPLICATION DOCUMENT CHECKLIST

1. **OFFICIAL TRANSCRIPT AND DIPLOMA** of high school (if applying for undergraduate programs) or bachelor's degree (if applying for graduate programs) (**must be in English**)

- Shows name of the applicant
- Recommended CGPA: 2.0 minimum
- Language of instruction* (not required)
- Course-by-course evaluation** is required if the transcript was issued by a foreign institution of higher education outside of the USA.

If your student type of registration status is Refugee and Asylee in the United States (if no high school transcripts and diploma are available):

- Proof of attempt to obtain documentation of secondary school completion.
- Signed and dated statement indicating secondary school completion, name and address of the foreign school, and graduation date.
- Refugee or asylee status documentation, if applicable, showing entry to the U.S.

2. **PROOF OF ENGLISH LANGUAGE PROFICIENCY** (*waived if language of instruction is English)

Name	Undergraduate Minimum Score	Graduate Minimum Score
IELTS	5.5	6
TOEFL (PBT, CBT, IBT)	525, 194, 70	550, 214, 80
TOEIC	650	700
Duolingo	75	90
Pearson (PTE)	48	53
BAU English Proficiency Test	70 (Only Offered on-campus)	75 (Only Offered on-campus)
Mentora College ESL Program	Pass 400C course	Pass 500C course



3. **COURSE-BY-COURSE EVALUATION

(Required for only Master's applicants whose transcript was not issued by a U.S. institution)

- The applicant must provide a course-by-course evaluation of the transcript from [NACES-member](#) or an [AICE member](#) credential evaluation service to establish U.S. equivalency of a bachelor's degree.
- [ECE](#), [TEC](#), and [Scholaro](#) are our recommended international transcript evaluation services.



ECE



TEC



SCHOLARO

- A bachelor's degree equivalency is required for graduate applicants. It is not required for undergraduate applicants.

4. PHOTOCOPY OF PASSPORT

- Expiration date **More than 6 months from application date**
- The information in the passport (name, nationality, date of birth, among others) must be the same as the applicant information.

5. BANK STATEMENTS

- Must not be older than 3 months.
- Show proof of adequate financial resources: For **2024-2025**: minimum \$24,900 (undergraduates) / \$28,260 (graduates); for **2025-2026**: minimum \$25,350 (undergraduates) / \$28,800 (graduates)
- If the applicant has any dependents, passport copies and marriage certificate (for spouse) and birth certificate (for children) And extra \$300/month is required for each dependent.
- Use [OANDA](#) to exchange currency.
- Must show the name of the account owner.

6. SPONSORSHIP LETTER (if the applicant is not the owner of the bank account)

- Must show the names and relationship between the sponsor and student.
- Must have sponsor's contact information (email, phone number, address)
- Must have sponsor's signature.
- One Sponsorship Letter is needed for each sponsor.
- If the financial statement is from a company, the applicant must provide proof of ownership, tax returns or a chamber of commerce.

(Find our Sponsorship Letter template on page 3 of this document)

ADDITIONAL REQUIREMENTS FOR REGISTRATION (DEADLINE: ORIENTATION DAY)

7. VISA COPY, FORM I-94, ALL OTHER IMMIGRATION DOCUMENTS



**Affidavit of Financial Resources
For Issuance of Form I-20 or DS-2019**

Anyone providing financial support for the student's education must fill out the **Affidavit of Financial Resources** and furnish an official bank statement with a clear date. If the account is jointly held, each account holder should complete a separate affidavit of financial resources. Please ensure that the student's name is clearly indicated on all financial documents.

Application Number	APP-00 _____	Name of Student		
			First Name	Last Name
Program	Mentora ESL Program ☐		Degree Program ☐	

PART 1: If you are funding your own study, please verify the document requirements in **PART 3** and sign here.
Student Signature verifying self-sponsorship:

_____ If you have a sponsor, continue to Part 2.

PART 2: Please write clearly and print.

Name of Sponsor	
Relationship to Student	

Sponsor contact information:

Mailing Address (include city and country)			
Phone number		Email address	

I/We guarantee to provide the financial assistance to cover the tuition, fees, and living expenses for the student (and dependents, if applicable) pursuing studies at Bay Atlantic University. To substantiate the availability of funds, I have enclosed the original bank statement(s) as per the specified requirements outlined below.

Sponsor Signature		Date	/ /
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PART 3: Attach supporting documents.

Requirements for Documentation of Funds

- An official dated **bank statement** must be provided.
- All accounts and **bank contact information** must be easily accessible and liquid **assets**. It should contain the branch information, including the phone number, address, and email address.
- All supporting documentation must be dated within 3 months.
- If the bank statement belongs to a company, along with this affidavit is required the proof of ownership or registration with the chamber of commerce.

NOTE: The following documents are NOT acceptable.

- Statements verifying employment and salary or Insurance premiums and policies.
- Property or personal assets (automobiles, land, jewelry, buildings, etc.)
- Lines of credit or Assets such as: stocks, bonds, equities, retirement accounts
- Income tax returns
- Attestations stating that a sponsor can meet the expenses without providing accompanying bank statements.

PAYMENT OPTIONS

1. Credit Card

You can fill the Credit Card Authorization Form in the next page to make your payment or visit <https://bau.edu/tuition-fees/> page, scroll down to **Make a Payment** button, and enter your credit card information to make your payment.

Please specify what you are making the payment for (e.g.: courier fee, deposit payment for tuition, etc.), Including your **Full Name and Application ID**

2. Zelle Payment

To make a payment via Zelle, please follow the instructions below:

- Access your online banking or mobile banking application.
- Locate the "Send Money with Zelle" option within your banking platform.
- Our account is registered under the following email: zellebau@bau.edu
- Double-check the accuracy of the email address to ensure your payment reaches the intended recipient.
- Enter the payment amount accurately.
- Include your **Full Name and Application ID** in the memo or notes section to ensure proper identification of your payment.
- Verify the details and confirm the payment.

3. PayPal



You can use the following QR Code to start your payment via PayPal. Please specify what you are making the payment for (e.g.: courier fee, deposit payment for tuition, etc.)

4. International Wire Transfer

You can use the following wire information and email the bank confirmation statement to admissions@bau.edu. Please specify what you are making the payment for (e.g.: courier fee, deposit payment for tuition, etc.), Including your **Full Name and Application ID**

Intermediary Bank:
Name: **Community Bankers Bank**
Swift Code: COMHUS33
ABA: 051005106

Beneficiary Bank:
Name: **MainStreet Bank**
Bank address: 10089 Fairfax Blvd.
Fairfax, VA 22030
ABA: 056009246

Beneficiary:
Name: **Bay Atlantic University**
Address: 1510 H St NW.
Washington, DC 20005
Account number:
2010156986

5. Credit/Debit Card Authorization



CREDIT/DEBIT CARD CHARGE AUTHORIZATION FORM

PLEASE COMPLETE THIS AUTHORIZATION FORM AND RETURN TO US.

All information will remain confidential.

Name of Student: _____
Last Name Middle Name First Name

Billing Address: _____

Card Information:

(☐) VISA (☐) MASTER CARD (☐) AMERICAN EXPRESS (☐) DISCOVER

Cardholder Name (as it appears on the card): _____

Credit Card Number: _____

Expiration Date: _____

Card Identification number (last 3 digits on the back of the credit card): _____

Payment Description: _____

Total Amount to Charge: \$ _____

I authorize Bay Atlantic University to charge the agreed amount listed above to my credit/debit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Credit/Debit Card Holder Signature _____ **Date** ____/____/____

INSTRUCTIONS FOR THE TUITION ASSISTANCE APPLICATION

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1. **ACCEPTED TEST SCORES** (Supplemental Documents - Not required for admission)

- If applying to Undergraduate programs: SAT, ACT
- If applying to Graduate programs: GMAT, GRE

2. **EXTRACURRICULAR ACTIVITIES** (Supplemental Documents - Not required for admission)

Evidence of participation/completion and time commitment to extracurricular activities.

3. **COMMUNITY SERVICE** (Supplemental Documents - Not required for admission)

Demonstrate your impact on your school, work, religion, local or other community. This could include volunteer history, ongoing or multiple instances of serving in their community, or ongoing advocacy/awareness efforts.

4. **PROOF OF FINANCIAL NEEDS** (Required for tuition assistance applications)

Applicants must submit their or their sponsor's **monthly or annual income statement**.

5. **LETTER OF INTENT** (Required for tuition assistance applications)

Describe in detail how your academic coursework and extracurricular experiences have significantly influenced and shaped your career aspirations.

INSTRUCTIONS: Discuss how these experiences have clarified your career goals and provided you with valuable skills, insights, and knowledge that you believe will be instrumental in your success within your chosen field. Provide specific examples of how these experiences have prepared you for your intended career path and highlight any significant achievements or milestones you have reached as a result of your proactive efforts.

The letter of intent should be between 250 – 500 words.

6. **SCHOLARSHIP ESSAY** (Required for tuition assistance applications)

- Must follow the essay prompts.
- 500–750 words, 12 pt. Times New Roman font, 1-inch margins, double-spaced (2.0), and must have clear paragraphing.
- Must have the student's full name and signature.
- No plagiarism, AI assistance, willful dishonesty (**Automatic Rejection**) Suggested plagiarism.
- checker tools: [HERE](#) or [HERE](#)

*** Applicable for non-DC-MD-VA residents or international students with a student visa:

Choose ONE of the following prompts:

- BAU is looking for global citizens who want to have a lasting impact not only on their own communities but the global community as well. How will you practice Global Citizenship at BAU and in the local community? How will you continue to be a Global Citizen in your country and community after completing your education at BAU? What difference do you want to make in the world?



- B. Throughout your studies, you may come across many trials and tribulations in your life. Recount an incident or time when you experienced failure in your life. How did it affect you, and what lessons did you learn? How will those lessons contribute to your growth in your studies and career?

Note: All applicants need to submit at least 4 out of the 5 required documents to apply for the scholarship. Once all documents are ready for submission, feel free to email them to admissions@bau.edu, so we can forward them to the scholarship committee.

*****Applicable for DC–MD–VA residents (permanent residents, citizens, refugees, asylum seekers with proof of residency):**

Please follow this prompt

How will you use your college education to impact your community?

IMPORTANT NOTICE: During the admission process, if we discover any instance of plagiarism, the use of AI writing assistance, or any deliberate dishonesty in any part of your application, your scholarship or tuition assistance application will be automatically rejected. Bay Atlantic University reserves the right to withdraw any previously granted tuition assistance or scholarship decision if such violations are detected at a later stage.