

BAY ATLANTIC UNIVERSITY

NON- DEGREE – ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

DOCUMENT CHECKLIST

GENERAL ADMISSIONS REQUIREMENTS (ALL APPLICANTS)

1. PHOTOCOPY OF PASSPORT / ID

- Expiration date **More than 6 months from program start date**
- The information in the passport (name, nationality, date of birth, among others) must be the same as the applicant's information.
- Non-F1 students can submit any **Government-Issued ID**

INTERNATIONAL APPLICANTS (WHO NEEDS F1 VISA)

2. BANK STATEMENTS

- Must not be older than 3 months.
- Show proof of adequate financial resources (minimum \$14,280)
- 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.

3. 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 2 of this document)

FOR CHANGE OF STATUS APPLICANTS

In addition to the above documents, all required immigration documents must also be submitted.

4. CURRENT VISA

5. COPY OF YOUR DS 2019 FORM (Only if you hold a J-1 Visa)

6. I-94 Form <https://i94.cbp.dhs.gov/home> (Click **Get Most Recent I-94**)

FOR TRANSFER- IN APPLICANTS

If you hold an F-1 visa and want to transfer to our School. In addition to the above documents, all required immigration documents must also be submitted.

7. Copy of your current I-20 (Continued Attendance I-20)

8. Current VISA / Notice of Action or Adjustment of Status

9. I-94 Form <https://i94.cbp.dhs.gov/home> (Click **Get Most Recent I-94**)

10. [Sevis Transfer Eligibility Form](#)



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/mentora-esl/make-a-payment/> 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: zelle@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**

Bank SWIFT: COMHUS33

Bank Name: MainStreet Bank

Bank Address: Bank address: 10089 Fairfax Blvd. Fairfax, VA 22030

Account Number: 2010156994

Routing Number: 056009246

ABA: 056009246

Beneficiary Name: Bay Atlantic University

Beneficiary Address: 1510 H St NW.

Washington, DC 20005

5. Credit/Debit Card Authorization (next page)

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** _____www.bau.edu

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