



## BAY ATLANTIC UNIVERSITY APPLICATION DOCUMENT CHECKLIST

For detailed information on BAU's admission requirements, please visit: [Admissions requirements](#)

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

If the transcript is not in English, a certified English translation must be provided.

- a. Shows name of the applicant
- b. Recommended CGPA: 2.0 minimum
- c. Language of instruction\* (not required)
- d. 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**

For detailed information about official scores from one of the approved English proficiencies: [BAU PROOF OF ENGLISH LANGUAGE PROFICIENCY](#).

May be waived if the medium of instruction of the applicant's previous academic program was English, and an official letter from the institution is provided to confirm this.

| Name                            | Undergraduate<br>Minimum Score  | Graduate<br>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<br>Test | 70 (Only Offered on-<br>campus) | 75 (Only Offered on-<br>campus) |
| Mentora College ESL<br>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 be in English.
- Must not be older than 3 months.
- Show proof of adequate financial resources:

| Minimum Amount / Year | 2025-2026 | 2026-2027 |
|-----------------------|-----------|-----------|
| Undergraduates        | \$25,500  | \$26,020  |
| Graduates             | \$28,860  | \$29,470  |
| Dual degree Track     | \$36,480  | \$37,270  |

- 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 and include the branch information: phone number, address, and email address.

### 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. ALL OTHER IMMIGRATION DOCUMENTS

- Form I-20 from your current school in Continue Attendance.
- Most recent I-94 Form: <https://i94.cbp.dhs.gov/home>
- Copy of Visa or Notice of Action (Change of Status).
- BAU SEVIS Transfer Form *(find our template on page 4)*.



**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.

|                           |  |                        |                       |                          |
|---------------------------|--|------------------------|-----------------------|--------------------------|
| <b>Application Number</b> | APP-00 _____                                 | <b>Name of Student</b> |                       |                          |
|                           |  |                        | <b>First Name</b>     | <b>Last Name</b>         |
| <b>Program</b>            | Mentora ESL Program <input type="checkbox"/> |                        | <b>Degree Program</b> | <input type="checkbox"/> |

**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.**

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Name of Sponsor</b>         |  |  |  |
| <b>Relationship to Student</b> |  |  |  |

**Sponsor contact information:**

|   |  |                      |  |
|---|--|----------------------|--|
| <b>Mailing Address (include city and country)</b> |  |                      |  |
| <b>Phone number</b>                               |  | <b>Email address</b> |  |

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.

|                          |  |             |     |
|--------------------------|--|-------------|-----|
| <b>Sponsor Signature</b> |  | <b>Date</b> | / / |
|--------------------------|--|-------------|-----|

**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.



**SEVIS TRANSFER  
ELIGIBILITY FORM**

Please complete **PART 1** and give the form to the Designated School Official (DSO) at your current School to complete **PART 2**.

**PART 1: To be completed by the student.**

|                           |  |                        |                   |                  |
|---------------------------|--|------------------------|-------------------|------------------|
| <b>Application Number</b> | APP-000_____                                     | <b>Email</b>           |                   |                  |
| <b>DOB</b>                | ____/____/____<br>As it appears on your passport | <b>Name of Student</b> | <b>First Name</b> | <b>Last Name</b> |

|                             |  |                                       |     |
|-----------------------------|--|---------------------------------------|-----|
| <b>Current U.S. Address</b> |  | <b>Address (apt, floor, building)</b> |     |
| <b>City</b>                 |  | <b>State</b>                          |     |
| <b>Zip Code</b>             |  | <b>US phone number</b>                | + 1 |

I request and authorize the DSO at \_\_\_\_\_ (Current School) to complete PART 2 of this form and release to Bay Atlantic University (BAU)

|                          |  |             |                |
|--------------------------|--|-------------|----------------|
| <b>Student Signature</b> |  | <b>Date</b> | ____/____/____ |
|--------------------------|--|-------------|----------------|

**PART 2: To be completed by the current school Designated School Official (DSO)**

\*Note: The above-named student intends to transfer to BAU, your assistance is appreciated in providing the following information and signing this form.

The SEVIS code for Bay Atlantic University (BAU) SEVIS Code **WAS214F54910000**

**SEVIS ID of Student** \_\_\_\_\_ **I-20 Expiration date** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Current SEVIS status** ☐ Active ☐ Terminated **Date of Student enrolled** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Last date of attendance** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date of termination of study** \_\_\_\_/\_\_\_\_/\_\_\_\_  
**SEVIS transfer release date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Level of study at your institution ☐ Language ☐ Undergraduate ☐ Graduate

Has the student met his/her financial obligations with your institution? ☐ Yes ☐ No

Has the student applied or received authorization for Off-Campus employment? ☐ Yes ☐ No - If yes, please specify the type \_\_\_\_\_, start date \_\_\_\_/\_\_\_\_/\_\_\_\_ and last date \_\_\_\_/\_\_\_\_/\_\_\_\_

Has the student been on annual vacation? ☐ Yes ☐ No - If yes, please specify last start date \_\_\_\_/\_\_\_\_/\_\_\_\_ and Last finished date \_\_\_\_/\_\_\_\_/\_\_\_\_

Has the student been on Reduced course load? ☐ Yes ☐ No - If yes, please specify the type \_\_\_\_\_ and the last start date \_\_\_\_/\_\_\_\_/\_\_\_\_ and Last finished date \_\_\_\_/\_\_\_\_/\_\_\_\_

Has the student acted in accordance with USCIS regulations? ☐ Yes ☐ No If no, please explain \_\_\_\_\_

Please email this form to [dso@bau.edu](mailto:dso@bau.edu) and [admissions@bau.edu](mailto:admissions@bau.edu)

|                            |  |                      |                |
|----------------------------|--|----------------------|----------------|
| <b>Name of Institution</b> |  | <b>Phone number</b>  |                |
| <b>DSO Name</b>            |  | <b>DSO Signature</b> |                |
| <b>Email:</b>              |  | <b>Date</b>          | ____/____/____ |

## 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](mailto: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](mailto: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

For detailed information on Bay Atlantic University's scholarship and tuition assistance requirements, please visit: [BAU Scholarship & Tuition Assistance Program](#)

### MERIT-BASED TUITION ASSISTANCE

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](mailto:admissions@bau.edu), so we can forward them to the scholarship committee.

### REQUIRED DOCUMENTS FOR APPLICATIONS

#### 1. **LETTER OF INTENT**

Describe in detail how your academic coursework and extracurricular experiences have significantly influenced and shaped your career aspirations. The letter of intent should be between 250 – 500 words.

**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 achieved because of your proactive efforts.

#### 2. **SCHOLARSHIP ESSAY**

**Choose ONE of the following prompts:**

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

#### 3. **PROOF OF FINANCIAL NEEDS**

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

#### **SUPPLEMENTAL DOCUMENTS FOR APPLICATIONS**

*Please note: Applications submitted with fewer than two (2) additional documents will be considered incomplete and will not be reviewed.*

#### **4. ACCEPTED TEST SCORES**

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

#### **5. EXTRACURRICULAR ACTIVITIES**

Official certificate or evidence of participation/completion and time commitment to extracurricular activities.

#### **6. COMMUNITY SERVICE**

Official certificate to 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.

#### **DMV TUITION**

**Available to domestic students only residents of the DC–Maryland–Virginia (DMV) area.**

Tuition assistance awards are determined based on the cumulative GPA reflected on the student's official transcripts and are granted at the discretion of the Scholarship Committee.

#### **1. SCHOLARSHIP ESSAY**

*Follow this prompt: How will you use your college education to impact your community?*

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

**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 if such violations are detected at a later stage.**