

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 amount / year \$17,640.
- 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.

- Copy of Current Visa.
- Copy of your DS 2019 Form *(Only if you hold a J-1 Visa)*.
- Most recent I-94 Form: <https://i94.cbp.dhs.gov/home>

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.

- 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 3)*.



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	/ /
--------------------------	--	-------------	-----

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.

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

Current U.S. Address		Address (apt, floor, building)	
City		State	
Zip Code		US phone number	+ 1

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

Student Signature		Date	____/____/____
--------------------------	--	-------------	----------------

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 and admissions@bau.edu

Name of Institution		Phone number	
DSO Name		DSO Signature	
Email:		Date	____/____/____

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

1510 H Street NW, Suite #400 Washington, D.C., 20005 United States