Congratulations on taking action to advance your academic career. Applying to attend CHU in the U.S. is a multi-step process that may become confusing. Follow our checklist below and contact us if you need assistance. *For admissions requirements see the reverse side of this page.*

**Multi-Step Application Guide**

**All international applicants:**
1. Completed Application.
2. Scanned color copy of your passport photo and information page.
3. Copy of your bank statement. Must include your name, bank name, date of statement within the last six months, and minimum amount for BA: $13,038, MBA: $16,852, IETP: $17,268.
5. $50 application fee + $100 mailing fee. Mailing fee is not required if your personal representative is mailing your information for you. Mark appropriate amount on the credit card authorization form. FedEx Courier mail takes 3-5 business days.

**BA applicants:**
6. Request official high school transcripts. If you submit post-secondary transcripts you do not have to provide high school transcripts.

**BA & MBA applicants:**
7. Request official scores from TOEFL® or IELTS®. Official scores are not needed if secondary or post-secondary (high school or college) education was completed in English.

**MBA applicants:**
8. Request post-secondary (college or university) transcripts to be professionally evaluated and sent to CHU. Must use CHU approved evaluators: www.aice-eval.org or www.naces.org. at $200 USD approximate cost. If not in English, request translation at $100 USD approximate cost.

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**Important Contact Information**

| Colorado Heights University | Phone: +1 303-937-4225 | Email: admissions@chu.edu |
| 3001 S. Federal Blvd.       | Fax: +1 303-937-4224   | Website: www.chu.edu      |
| Denver, CO 80236           |                        |                      |