**APPLICATION REQUIREMENTS**

To process an application with CTM Education, please provide the following documents:

1. **Completed Application Form**: Please complete the CTM Education application form and be sure that the name you provide is the same as in your passport.
2. **Personal Statement (Essay)**: The CTM Education application form includes a section for a brief personal statement or essay. You may complete this, or you are welcome to submit a separate statement. You may write on any topic to demonstrate your thoughts and how clearly you express yourself.
3. **Transcript (Academic Record)**: Please send us an official copy of your secondary school transcript (with English translation) showing the courses and grades/marks you received for the most recent 3 years of schooling. If you have any national examination results, certificates, or diplomas, please send us official copies (with English translation) as well.
4. **Standardized Test Scores/English Proficiency**: If English is not your first language, please arrange to take either the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) test and submit your results.
5. **Recommendation Letter**: The CTM Education application form includes a section for a statement of recommendation from your college counsellor, or from a teacher who has taught you in an academic subject such as English, Mathematics, or Science. Your teacher may use the CTM Education application form or write their own letter. You may send more than one recommendation but only one is necessary.
6. **Passport ID Page**: Please send us a copy of your passport photo ID page so we can confirm the spelling of your name and your date of birth. If you currently have an F-1 visa, please also send a copy of your visa page.
7. **Documentation of Financial Support/Certification of Finances**: U.S. immigration requires that you submit financial documentation indicating that you and your family (or sponsors) have sufficient funds to cover one year of college expenses. Please submit an official bank letter (in English and, if possible, with a supporting bank statement) confirming that funds are available to cover your university costs.

Please be sure all financial documents are in English, in U.S. Dollars, and are officially signed and dated within six months of the start of the academic term.

**After Admission**: Once admitted, an I-20 Form for your visa will be provided only after you have been accepted, paid the enrolment deposit, and have both your passport ID page and documentation of financial support on file.