



## Document Checklist

		☑	Item	Notes
On Application	1		<b>Application form</b>	Fully completed and signed
	2		<b>Academic transcripts and certificates</b>	Official school reports or transcripts that meet the entry requirement for the course, with a certified English translation if not originally in English (with translator's details and credentials, signature and date of translation).
	3		<b>Evidence of English</b>	Meet the language requirements for the course, either CATS Internal English test or third-party verified test (TOEFL, IELTS, ESOL, IGCSE, etc).
	4		<b>Copy of passport</b>	Clear copies of information page(s) of passport in color valid for at least 6 months from course start date including: passport number; name in English script; passport start and expiry dates; date of birth; clear photograph. Details must match all other documents provided.
	5		<b>Explanation of any gaps in the academic record e.g. personal statement</b>	A written explanation for any study gaps longer than 1 semester (e.g. for work, military service, incomplete courses).
	6		<b>Previous US visas and I-20 statements</b>	Copies of all previous local visas (including refusal letters), whether in the same or former passports. If there is study history in the US, also copies of I-20s (see point 14 below).
Post Application	7		<b>Student Enrollment Contract</b>	Fully completed and signed by the fee payer on each page.
	8		<b>Previous Study in the US form</b>	Fully completed and with supporting documents; latter only if applicable and not provided already as per point 7 above. The form must be completed by <u>all students</u> to identify any previous visa history in the US.
	9		<b>Interview with authorised staff of CATS Academy Boston</b>	Essential for Grade 12 entry and any Merit Scholarship cases. May be required on a case-by-case basis for other applicants.
	10		<b>Proof of funds</b>	All non-US citizens requiring F1 US visas must provide an official bank statement of liquid funds that exceed the amount of total obligation stated in the Student Enrolment Contract. If not in English, must be accompanied by a true English translation with clear translator's credentials, date and signature.
	11		<b>Payment of deposit/ Financial Guarantee letter</b>	The minimum deposit amount stated in the offer letter conditions must have been received before we can provide a final Acceptance letter and I-20.
	12		<b>Parental Consent Form</b>	Only for students under 18 years of age at the time of visa application, must be signed by both parents or legal guardians.
	13		<b>Medical Forms</b>	Fully completed forms must be returned prior to student's arrival at the school
	14		<b>I-20 Transfer Form</b>	Only for students with previous US study history under F1 visa.



CATS Academy Boston  
2001 Washington Street,  
Braintree, Massachusetts,  
02184, USA  
[www.catsacademyboston.com](http://www.catsacademyboston.com)  
+1 857 400 9700

**In addition, one or more of the following may be required depending on the course and circumstances, and these may be asked for at a later stage of the application process:**

- Course specific tests and assessments
- An independent accommodation request form and approval from the Head of School
- Homestay agreement

**Depending on the student's individual circumstances, other information or documentation may be required.**

*If you provide all of the required documents at the same time, we will be able to process the application more quickly. In exceptional circumstances, further evidence or information may be required and we will inform you of this as soon as possible. Your assistance with this is greatly appreciated.*