INTERNATIONAL STUDENT: The steps listed provide advisement to students that are attending West with a government scholarship or financial guarantee. It is your responsibility to contact an advisor at the government agency that issues your financial guarantee/scholarship to determine the appropriate steps to receive your educational funding.

PROVIDE THE FOLLOWING TO YOUR FINANCIAL GUARANTEE / SCHOLARSHIP ADVISOR:

- **Full Admission Letter** (first page of this document)

- **Official Transcripts:**

  Transcripts must be requested in person at Admissions & Record or online. Visit the following link for more information: [http://www.wlac.edu/Admissions/Grades-Transcripts.aspx](http://www.wlac.edu/Admissions/Grades-Transcripts.aspx). We recommend you obtain the transcripts before the start of the semester. Transcript requests will not be processed when the semester begins unless you have paid all fees out of pocket. If this is your first semester at West, notify Admissions & Records that would like your first semester classes on the transcript.

- **Comprehensive Student Education Plan (CSEP)**

  To obtain a CSEP, schedule an appointment with the Counseling Department at (310) 287-7242 or visit SSB 350. You must first complete West Expressway and complete the math and language (English OR ESL) assessment exam. You are limited to one exam per year.

  The CSEP states which classes are required to satisfy your major/transfer requirements and the anticipated number of semesters at West Los Angeles College. *Obtaining a CSEP may require several weeks. Please begin this process as soon as possible.*

PROVIDE THE FOLLOWING TO THE BUSINESS OFFICE:

- **FULL Financial Guarantee**

- **Online/Hybrid SACM Approval Letter** *(if enrolled in online or hybrid courses)*

  Please note that West will not remove holds or bill your government for ESL (English Second Language), Online/Hybrid courses, or enrollment in a class in your native language. *You are responsible for any unpaid/unbilled fees.*

Submit this Financial Guarantee to the Business Office (SSB 230) immediately after receiving it from your scholarship advisor. The Business Office removes the fees immediately. If, however, your scholarship organization does not pay the full amount, a hold is placed on your account and you must pay the remaining balance. We advise you to review your student account regularly over the course of the semester.

The Business Office is solely responsible for processing payments and fee holds. The International Student Program cannot assist you with payment for fee holds.

SEND OFFICIAL TRANSCRIPTS AT THE END OF EACH SEMESTER TO YOUR SCHOLARSHIP ADVISOR

Submit official transcripts to your scholarship advisor after your final grades have been posted to your SIS account.

Transcripts must be requested in person at Admissions & Record or online. Visit the following link for more information: [http://www.wlac.edu/Admissions/Grades-Transcripts.aspx](http://www.wlac.edu/Admissions/Grades-Transcripts.aspx). We recommend you obtain the transcripts before the start of the semester. Transcript requests will not be processed when the semester begins unless you have paid all fees out of pocket.