



Undergraduate Application Checklist

Application Form

Application form should be filled out and submitted online at www.paloalto.edu

Personal Statement

Please tell us about your personal and educational background and anything else you believe is important in our consideration of your application to PAU. Please reflect on the specificity and goals of the PAU program that you are applying to and tell us why you believe this program will help you to achieve your personal and/or professional goals. And what are those goals?

Official Transcripts

Provide official transcripts from all colleges and universities attended. (We can initially process your application with unofficial transcripts).

Only units from accredited institutions will be accepted for transfer.

INTERNATIONAL TRANSCRIPTS

Applicants with transcript from international institutions must have foreign transcripts evaluated by an accredited agency. (www.naces.org)

MILITARY TRANSCRIPTS

Palo Alto University will accept transfer credit awarded for courses taken in the armed services. In order to have your military educational experiences evaluated for credit, you must submit evaluated transcript(s) from the appropriate agency below:

- **Army / Navy / Marines** - American Council on Education ([ACE](http://www.ace.edu))
- **Coast Guard** - Coast Guard Institute (CGI) - http://www.uscg.mil/hr/cgi/active_duty/go_to_college/default.asp.
- **Air Force** - Community College of the Air Force (CCAF) transcripts can be obtained: <http://www.au.af.mil/au/ccaf/>.

Transcript Definitions

Unofficial Transcript – Any transcript that has been in the hands of the student, such as a student copy/unofficial transcript. Unofficial transcript would also be an incomplete transcript, meaning that you are still taking classes and all of your grades have not been recorded. Unofficial transcripts cannot be used to transfer to another college or university; however, we can use them to determine eligibility for acceptance.

Official/Final Transcripts - An official transcript is the University's certified statement of your complete academic record. The official transcript is printed on security sensitive paper, comes in a sealed envelope and contains the University seal and signature of the University Registrar.