



SAN DIEGO UNIVERSITY
FOR INTEGRATIVE STUDIES

Admissions Packet

Application Materials & Procedures

3900 Harney Street San Diego, CA 92110

(619) 297-1999 ~ (800) 234-7041 ~ Fax (619) 542-1999

www.sduis.edu ~ E-mail sduisadmissions@sduis.edu

Revised 11/2010

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Student Checklist

Name: _____
Last First Middle

Degree Program at SDUIS: _____

This checklist is for your personal reference:

- | | |
|---|--------------------------|
| Application for Admission filled in and mailed | <input type="checkbox"/> |
| Transferability Statement signed and mailed | <input type="checkbox"/> |
| Educational Intent Statement written and sent | <input type="checkbox"/> |
| Two letters of recommendation sent | <input type="checkbox"/> |
| Official Transcript received by SDUIS from previous colleges & universities, or high school diploma | <input type="checkbox"/> |
| Request for Transfer Credit or Prior Academic Credit Completed (if applicable) | <input type="checkbox"/> |
| \$60 Application Fee | <input type="checkbox"/> |
| Final Admissions Interview (to be scheduled after documents are received by SDUIS) | <input type="checkbox"/> |
| Enrollment Agreement (to be signed at the time of Final Admissions Interview) | <input type="checkbox"/> |
-

For International Students only:

- | | |
|--|--------------------------|
| Degree Programs Only: Test of English as a Foreign Language (TOEFL) Score Certificate Programs: SDUIS Placement Test Score of 75 | <input type="checkbox"/> |
| Bank Statement (checking or savings), translated into English, in the amount of \$5,000 USD | <input type="checkbox"/> |
| Affidavit of Financial Support (if bank statement not in student's name) | <input type="checkbox"/> |
| Copy of Passport and I-94, Visa, and Current I-20 (if transferring from another school) | <input type="checkbox"/> |
| Official Transcripts from prior Universities or Colleges, translated into English, and Official Transcripts in Language of Origin | <input type="checkbox"/> |
| Abroad Booking Fee \$300 (only for students entering the United States) | <input type="checkbox"/> |
| Transcript Evaluation from Credential Evaluating Agency (if Transcript is from non-US University) | <input type="checkbox"/> |
-

Please retain copies of all application materials submitted!

Until your complete application requirements are received, your admission will be considered **conditional**. Remember you have twelve (12) weeks, or one (1) quarter from the date your enrollment agreement is signed to complete your admissions. This does not apply for international students on the student visa already in the United States. International students are required to complete all admissions requirements prior to enrolling for classes if they are entering the US on a student visa.

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Dear Student,

We would like to thank you for your decision to apply to the San Diego University for Integrative Studies. This Admissions Packet contains all the information and necessary forms you need to apply to the University. Please read the entire document to ensure easy and fast processing of your information. We look forward to having you with us and welcome you!

Best regards,

Office of Admissions
(800) 234 - 7041
sduisadmissions@sduis.edu

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Forms

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- Transferability of Units
- Request for Credit

SDUIS on the Web: Welcome!



The San Diego University for Integrative Studies features an extensive Website with lots of information for your convenience. Please visit our Website at:

www.sduis.edu

You will find **admissions forms online** as well as other pertinent information regarding the school. You can also register for classes online! In addition, we offer exciting online programs. For more information or questions, please contact us at: sduisadmissions@sduis.edu

1. Admissions Philosophy

The University seeks mature students who have the ability, preparation, and motivation needed to accomplish their academic, professional and personal goals. In keeping with the philosophy of integrative education, admission to the University is based largely on a process of personal interview and individual evaluation of relevant academic experience. Since the programs at the University are integrated and holistically oriented, the University seeks diverse students committed to promoting integration, compassion, personal responsibility and well-being in themselves and others. The San Diego University for Integrative Studies takes seriously its mission to formulate learning, which serves the larger society, as well as, the individual.

2. Admissions Process

Eligible persons may apply to the University at any time. New classes at the University begin throughout the quarter, therefore continuous registration is available to students. This means that an applicant may begin his/her program at virtually any time during the calendar year.

The first step in the admissions process is to arrange a personal interview with an Admissions Advisor. During the interview, an informal evaluation of the applicant's existing academic record will be made. The applicant will then be eligible to formally apply and conditionally enroll in a degree program. For applicants who are not able to appear in person for an interview, the interview may be conducted by phone, and the application for admission and enrollment agreement mailed to the University with the registration fees and initial tuition payments. All remaining admissions materials must be turned in within twelve (12) weeks, or one (1) quarter, of the enrollment date.

The University's admission policy is not competitive. The criteria for admission will be the applicant's academic preparation and his or her apparent orientation to an integrated education as presented in the statement of Admissions Philosophy. After the Registrar's review, the Director of Admissions will notify the applicant of official status.

Deadline for application: We have a **year-round open registration** that encourages potential students to begin their education without extended delays. You can submit your application for admission to SDUIS any time for the upcoming Quarter. Classes start in January, April, July and September. Upon receipt of your Application for Admissions, we begin a student file for you. As your admissions materials begin to arrive, your file is reviewed and you are notified of missing documents. Your application will be considered "conditional" until all required information is submitted. There is a one-time, non-refundable Application Fee that should be sent with the Application for Admission.

When can I start taking classes? For students who wish to register for classes while the admissions materials are coming in a "Conditional Enrollment Agreement" is signed giving you status as a "Conditional Student". Our policy allows you to take one quarter as a "Conditional Student". International students are required to complete all admissions requirements prior to enrolling for classes if they are entering the US on a student visa.

The admissions process is complete when the following documents have been received by the SDUIS admissions office:

1. Statement of Educational Intent (2 to 3 pages, typewritten)
2. Two Letters of Recommendation
3. Official Transcripts from previous Universities and Colleges attended, in original language and original translation to English if English was not the medium of instruction
4. Signed Transferability of Units Form
5. Request for Credit Form (when applicable)
6. Signed Enrollment Agreement (to be signed after Final Admissions Interview)
7. Final Admissions Interview

Final Admissions Interview: Upon receipt of all the above materials, a Final Admissions Interview will be scheduled to review with you your materials and create your degree plan. For Distance Learning students the interview is conducted on the telephone. After the Final Admissions interview, you will be notified of your status. If you are accepted into the program you will be asked to sign the Student Enrollment Agreement.

Registration process for new students: You are eligible to register for classes as soon as we receive your Application for Admission and "Conditional Enrollment Agreement". The Registration form may be found on the last page of the Quarterly Schedule of Classes and on the SDUIS Website at <http://www.sduis.edu>. The "Conditional Enrollment Agreement" can be mailed, emailed or faxed upon request. Deadline for registration for continuing students is posted on the quarterly schedule of classes. Payment is due at the time of registration for new students. Registration will not be processed without payment.

Payment options: Students have the following payment options: Quarterly-Payment-in-full, Monthly-Partial-Payment. **Quarterly-Payment-in-Full Students** pay for all the classes in which they have registered for the upcoming quarter at the time of registration. **Monthly-Partial-Payment Students** divide the quarter's registration by three (the number of months in a quarter) and add the \$5 deferred payment processing fee to each payment (form available in the Administrative Office or by email).

3. Eligibility

▪ **Master of Arts**

Students may enter an M.A. program with a B.A. Degree. Transfer credit is accepted towards the Master's Degree if it is relevant to the degree program and if it was earned after completion of the B.A. Out of 85 required units at the M.A. level, 76-quarter units must be completed at SDUIS.

▪ **Doctor of Philosophy in Psychology**

The Master's Degree is necessary for entrance into a Ph.D. program. The Ph.D. Program requires the completion of between 80 and 100 units, depending upon specialization.

▪ **Transfer Credit or Prior Equivalent Academic Credit**

A student may request prior earned equivalent credit for University course requirements. An official transcript must document this credit. Check with the Admissions Advisor during the initial interview to determine eligibility for credit. If it is determined that the student is eligible for transfer credit or prior equivalent academic credit, the **Request for Credit Form** will need to be filled out and submitted along with the other admissions materials. Course descriptions from the appropriate college or university catalogues will be required.

4. Educational Intention Statement

1. Points to Consider

Please provide us with a 2 to 3 page typewritten educational intention statement. When preparing your document, please remember the following:

- date your document
- include your name, address, phone number, and E-mail on the upper left corner of the first page
- use 1 inch margins all around (not when E-mailing)
- include page numbers (not when E-mailing)
- use at least a 10-point font
- use double space
- staple all your pages together on the left upper corner when you're done (not when E-mailing)

2. Contents of Statement

Your statement must include the following information:

A) Personal Statement

Describe your background, and emphasize the experiences which have most shaped your interest in the human sciences.

B) Educational Background and Work Experience

List all experiences which are relevant to your prospective area of study. You may include your curriculum vitae and/or resume.

C) Educational and Professional Goals

Discuss the program of study you would like to follow at the University and your reasons for pursuing an advanced degree at this time. Define what you consider to be an integrative education and what you consider to be your role in this mode of education.

D) Research Interest

Discuss experiments, interests and research questions you would like to explore at the University.

3. Submitting Your Statement

You have several options to submit your statement: by regular mail, fax, and email. When emailing, please paste your document into the body of the email.

5. Official Transcripts

Official Transcript Request Forms:

Applicants should request official copies of transcripts from all universities and colleges previously attended. These records should be sent directly from the college or university to the San Diego University for Integrative Studies to be considered official. For your convenience, the University provides transcript request forms in this packet. The forms should be filled out completely, clipped out and mailed/faxed to the appropriate college or university together with whatever transcript fee that school requires.

Unofficial transcripts sent to us will be solely used to evaluate possible credit transfers to the university, but cannot be used for admission in lieu of the original documents. All documents submitted to the university will become part of the student's record and remain in the possession of the university.



Application for Admission

Section 1: Please print or type

Full Legal Name: _____
Last First Middle or Maiden

Permanent Mailing Address: _____
Street City State Zip Code

Home Phone #: _____ E-Mail: _____
 Fax: _____

Driver's License/State ID #: _____ State Issued: _____

Social Security #: _____ Birth Date: _____

Birth Place: _____ Age: _____

Present Employer's Name: _____

Address: _____

Employer's Phone #: _____ Present Position: _____

Closest Living Relative: _____
Name Address City State/Zip Code

Relationship: _____ Home Phone #: _____

E-mail address: _____ Work Phone #: _____

List any clubs or organizations to which you belong and their location (city): _____

How did you learn about SDUIS?: _____

- | | | |
|---------|--|--|
| | <input type="checkbox"/> Residential | <input type="checkbox"/> Distance Learning (Online) |
| Level: | <input type="checkbox"/> Certificate | <input type="checkbox"/> Bachelors |
| | <input type="checkbox"/> Masters | <input type="checkbox"/> Doctorate |
| Program | <input type="checkbox"/> Accounting | <input type="checkbox"/> Advertising |
| | <input type="checkbox"/> Communication | <input type="checkbox"/> Executive Leadership Coaching |
| | <input type="checkbox"/> Expressive Arts Therapy | <input type="checkbox"/> Family Leadership Coaching |
| | <input type="checkbox"/> Fashion Design | <input type="checkbox"/> Graphic Design |
| | <input type="checkbox"/> Hospitality Management | <input type="checkbox"/> Humanistic Studies |
| | <input type="checkbox"/> (International) Business Administration | <input type="checkbox"/> Information Technology |
| | <input type="checkbox"/> Integrative Nursing Care | <input type="checkbox"/> Marketing |
| | <input type="checkbox"/> Marriage and Family Therapy | <input type="checkbox"/> Psychobiomechanics and Postural Therapy |
| | <input type="checkbox"/> Psychology | <input type="checkbox"/> Sport Counseling/Psychology |
| | <input type="checkbox"/> Tibetan Buddhist Studies/Transpersonal | <input type="checkbox"/> Web Design |

Best times to be reached: _____

List, in order of attendance, colleges, universities and professional schools previously attended.

***Attach student copies of all transcripts, if available.**

| College/University/School | Degree Awarded | Dates Attended | Major | Grade Point Average | Total Units Completed (Sem./Qtr.) |
|---------------------------|----------------|----------------|-------|---------------------|-----------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Section 2: References

Please contact two people and ask each to complete one of the Recommendation Forms included in this packet. Choose those who know your academic and professional work well, e.g. professors, supervisors, and colleagues. Please list the names of your references.

1. _____
2. _____

Section 3: Demographic Data

In order to comply with Federal Government regulations under Titles VI and IX of the Civil Rights Act, San Diego University for Integrative Studies must collect data on the race and sex of its applicants. This information will be used for reporting purposes only, and will not affect decisions on your admission. You are not, however, required to provide this information. If you choose to do so, please check the appropriate box.

- Sex: Female Male
- Ethnic Background: Afro-American Asian or Pacific Islander
- Latino Native American
- White Other
- Multi-Racial

I warrant that the information stated above by me is accurate to the best of my knowledge.

Applicant's Signature

Date

I intend to enroll in the Fall Winter Spring Summer /Quarter, _____ Year

**Please submit this application with a check or money order for \$60.00.
Thank you!**



Transcript Request

| | | | |
|------------------------------------|----------------------|------------------|---|
| Student's Name: | <input type="text"/> | SSN: | <input type="text"/> |
| Former Name: | <input type="text"/> | Birthdate: | <input type="text"/> |
| Present Address: | <input type="text"/> | Dates Attended: | From: <input type="text"/> To: <input type="text"/> |
| Telephone: | <input type="text"/> | Degree Received: | <input type="text"/> |
| Attached is a transcript fee of \$ | <input type="text"/> | Type of Degree: | <input type="text"/> |
| | | BA-MA-PhD | |
| Special Instructions: | <input type="text"/> | | |

Send Official Transcript to: San Diego University for Integrative Studies
 3900 Harney Street
 San Diego, CA 92110
 Attn: Admissions Office

✂ (cut here)

Transcript Request

| | | | |
|------------------------------------|----------------------|------------------|---|
| Student's Name: | <input type="text"/> | SSN: | <input type="text"/> |
| Former Name: | <input type="text"/> | Birthdate: | <input type="text"/> |
| Present Address: | <input type="text"/> | Dates Attended: | From: <input type="text"/> To: <input type="text"/> |
| Telephone: | <input type="text"/> | Degree Received: | <input type="text"/> |
| Attached is a transcript fee of \$ | <input type="text"/> | Type of Degree: | <input type="text"/> |
| | | BA-MA-PhD | |
| Special Instructions: | <input type="text"/> | | |

Send Official Transcript to: San Diego University for Integrative Studies
 3900 Harney Street
 San Diego, CA 92110
 Attn: Admissions Office



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To help us understand the applicant better, please describe any limitations you may perceive in the applicant:

Additional information or comments:

How would you rate the applicant overall, in academic and professional promise:

- Below Average** **Average** **Good** **Exceptional** **Truly Exceptional**

To be filled in by Respondent:

Printed Name:

Signature: Date:

Position or Title: Organization:

Address:

City: State: Zip:

Telephone: Fax:

Email:

Please send directly to:

San Diego University for Integrative Studies
3900 Harney Street
San Diego, CA 92110
Attn: Admissions Office



Confidential Recommendation

Section 1 (to be completed by Applicant)

Name: _____
Last First Middle

- I waive my right to examine this completed letter of reference.
- I do **NOT** waive my right to examine this completed letter of reference.

Sign: _____
Applicant's Signature Date

Note to Respondent: Pursuant to the Family Educational Rights and Privacy Act of 1974, this letter of reference may be shown to the applicant if the right to examine it has not been waived.

Section 2 (to be completed by the reference respondent)

The nature of this recommendation is: **Personal** **Professional** **Academic**

Please evaluate the above applicant for admission to our University.

1. For how long have you known the applicant? _____
2. In what capacity? _____
3. Rate the applicant on as many of the following criteria as are applicable:

| | Excellent | Good | Fair | Poor | Not Applicable |
|--------------------------|------------------|-------------|-------------|-------------|---------------------------|
| a. Intellectual capacity | _____ | _____ | _____ | _____ | _____ |
| b. Initiative | _____ | _____ | _____ | _____ | _____ |
| c. Communication skills | _____ | _____ | _____ | _____ | _____ |
| d. Writing skills | _____ | _____ | _____ | _____ | _____ |
| e. Assertiveness | _____ | _____ | _____ | _____ | _____ |
| f. Perseverance | _____ | _____ | _____ | _____ | _____ |
| g. Creativity | _____ | _____ | _____ | _____ | _____ |
| h. Leadership | _____ | _____ | _____ | _____ | _____ |
| i. Integrity/Ethics | _____ | _____ | _____ | _____ | _____ |
| j. Employment record | _____ | _____ | _____ | _____ | _____ |
| k. Appearance | _____ | _____ | _____ | _____ | _____ |
| l. Emotional stability | _____ | _____ | _____ | _____ | _____ |

To help us understand the applicant better, please describe any limitations you may perceive in the applicant:

Additional information or comments:

How would you rate the applicant overall, in academic and professional promise:

- Below Average Average Good Exceptional Truly Exceptional

To be filled in by Respondent:

Printed Name:

Signature: Date:

Position or Title: Organization:

Address:

City: State: Zip:

Telephone: Fax::

Email:

Please send directly to:

San Diego University for Integrative Studies
3900 Harney Street
San Diego, CA 92110
Attn: Admissions Office



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Transferability of Units

**NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED
AT SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES**

Units you earn in our _____
program in most cases will probably not be transferable to any other college or university. For example, if you enter our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our _____
program, in most cases it will probably not serve as a basis for obtaining a higher degree at another college or university.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's transferability policies have been clearly explained to me.

My signature below certifies the school has met all the disclosure requirements of California Education Code, Section 94816.

Student Signature

Date

Administrative Director Signature

Date

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San Diego University for Integrative Studies

3900 Harney Street, San Diego, CA 92110

T: 619-297-1999, F: 619-542-1999, www.sduis.edu, sduis@sduis.edu

Request for Credit

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