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:**

<table>
<thead>
<tr>
<th>This checklist is for your personal reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission filled in and mailed</td>
</tr>
<tr>
<td>Transferability Statement signed and mailed</td>
</tr>
<tr>
<td>Educational Intent Statement written and sent</td>
</tr>
<tr>
<td>Two letters of recommendation sent</td>
</tr>
<tr>
<td>Official Transcript received by SDUIS from previous colleges &amp; universities, or high school diploma</td>
</tr>
<tr>
<td>Request for Transfer Credit or Prior Academic Credit Completed (if applicable)</td>
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<tr>
<td>$60 Application Fee</td>
</tr>
<tr>
<td>Final Admissions Interview (to be scheduled after documents are received by SDUIS)</td>
</tr>
<tr>
<td>Enrollment Agreement (to be signed at the time of Final Admissions Interview)</td>
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</tbody>
</table>

### For International Students only:

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

**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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3. Eligibility Requirements
4. Educational Intention Statement
5. Official Transcripts

Forms

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- Transcript Requests
- Confidential Recommendation (2 copies)
- Transferability of Units
- Request for Credit
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?: ____________________________

  [ ] Residential  [ ] Distance Learning (Online)

Level: ____________________________

  [ ] Certificate  [ ] Bachelors
  [ ] Masters  [ ] Doctorate

Program ____________________________

  [ ] Accounting  [ ] Advertising
  [ ] Communication  [ ] Executive Leadership Coaching
  [ ] Expressive Arts Therapy  [ ] Family Leadership Coaching
  [ ] Fashion Design  [ ] Graphic Design
  [ ] Hospitality Management  [ ] Humanistic Studies
  [ ] (International) Business Administration  [ ] Information Technology
  [ ] Integrative Nursing Care  [ ] Marketing
  [ ] Marriage and Family Therapy  [ ] Psychobiomechanics and Postural Therapy
  [ ] Psychology  [ ] Sport Counseling/Psychology
  [ ] Tibetan Buddhist Studies/Transpersonal  [ ] 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.

<table>
<thead>
<tr>
<th>College/University/School</th>
<th>Degree Awarded</th>
<th>Dates Attended</th>
<th>Major</th>
<th>Grade Point Average</th>
<th>Total Units Completed (Sem./Qtr.)</th>
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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.

<table>
<thead>
<tr>
<th>Sex:</th>
<th>Female [ ] Male [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnic Background:</td>
<td>Afro-American [ ] Asian or Pacific Islander [ ] Native American [ ] Other [ ] Multi-Racial</td>
</tr>
</tbody>
</table>

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: 
SSN: 

Former Name: 
Birthdate: 

Present Address: 
Dates Attended: From: To: 

Telephone: 
Degree Received: 

Attached is a transcript fee of $ 
Type of Degree: BA-MA-PhD 

Special Instructions: 

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

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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:

   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:

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

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________________________________________________________________________________________________________________________________________________________

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: ____________________________________________

□ 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
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
Name: ________________________________  Last  First  Middle

**Request for Transfer Credit or Prior Equivalent Academic Credit Instructions:** List below all SDUIS courses for which you are seeking prior credit and the title of the courses you feel are their equivalents, along with the school where the courses were taken. Please provide descriptions of the courses from the appropriate college or university catalogues, and the official transcript(s) demonstrating successful completion of the course(s).

<table>
<thead>
<tr>
<th>College/University</th>
<th>Course Title</th>
<th>SDUIS # &amp; Title</th>
<th># Units</th>
<th>Approval Type</th>
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**Course Descriptions:**

- __________________________________________________________
- __________________________________________________________
- __________________________________________________________
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- __________________________________________________________
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**Codes:**

<table>
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<tr>
<th>Codes:</th>
<th>ET = Transfer Credit</th>
<th>EQ = Prior earned academic equivalent of SDUIS required course – no units credited</th>
</tr>
</thead>
</table>

___________  Date

Student Signature  ________________  ________________  Date

Registrar’s Signature  ________________  ________________  Date
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