

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

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
619 297 1999
sduisadmissions@sduis.edu

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Upcoming Start Date(s): _____ Deadline(s) to Submit ALL documents: _____

Student Checklist

Name: _____
Last First Middle

Degree Program at SDUIS: _____

--- **All documents must be submitted together at the same time** ---

Application for Admission (form on pages 9 and 10)

\$75 Application Fee

Educational Intent Statement, 2-3 page essay (instructions on page 6)

2 Letters of Recommendation (forms on pages 11-14)

Transferability Statement (form on page 15)

Official College or University Transcript*, **OR** copy of high school Diploma **in a sealed, closed envelope provided by the college, university or high school** in Language of Origin. *Must show date of graduation.

***If Applicable: Request for Transfer Credit or Prior Academic Credit Completed

For International Students Only

Foreign Transcripts Officially Translated into English (**Original Documents Only; no electronic copies**)

Transcript Evaluation from Credential Evaluating Agency. Member Organizations at www.naces.org **MUST** be used. (**Original Documents Only; no electronic copies**)

Official Test of English as a Foreign Language (TOEFL) (need score of 500, or 61 on the IBT scale) ~ *Next Date:*

Copy of Bank Statement, checking or savings, in the amount of \$5,000 USD (must not be older than 2 month from the date of submission) & Official Translation into English (**Original Documents Only; no electronic copies**)

***If Applicable: Affidavit of Financial Support or Joint Bank Account Form (if bank statement not in student's name or shared)

Immigration Documents: Copies of **Passport** (Must not expire 6 months from start date), **I-94, Visa**, and **Current I-20** (if transferring). ***If Applicable - *OPT Documents*: SSC, Employment Auth. Card, Letter of Approval

***If Applicable – *Dependents*: Copies of Dependents' Immigration Documents for F-2 status + Copies of Birth and/or Marriage Certificates and Official Translations into English (**Original Documents Only; no electronic copies**) + Bank Statement must show an extra \$3000 for spouse and \$1500 per child

***If *Transferring* – To be eligible for transfer in Active Status you must be maintaining the **USAELC** attendance requirement, at least 80% attendance rate in the most recent 4 weeks of attendance at **USAELC**.

(Post Application)

Final Admissions Interview (to be scheduled after documents are received by SDUIS) and Enrollment Agreement

Please retain copies of all application materials submitted! Admissions documents submitted to SDUIS become the property of the University and cannot be returned, forwarded, copied or released to the student, other organizations or institutions, professional associates or family and friends.

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 by the admission deadline 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, and may not be considered as a "Conditional Student".

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 receive the completed and signed Student Enrollment Agreement.

Registration process for new students (not for International 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).

Library resources: Students can access the University of California, San Diego (UCSD) and San Diego State University (SDSU) libraries through the purchase of the Community or Guest card, which is valid for one year. SDUIS does reimburse for the purchase of the library card, once the student submits the receipt as proof of purchase. Students can have access to the University of California, San Diego libraries consisting of six (6) libraries throughout the UCSD campus, providing users with access to more than 7 million digital and print volumes, journals, and multimedia materials. San Diego State University main library is also available. The SDSU library contains over 7 million items in its collection, including books, periodicals, microfilm, and electronic subscriptions. A professional librarian and information specialist experienced in the electronic retrieval of information is available in each library. Distance Learning students can select a library near where they are located for the same access and privileges.

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 Business Administration**

The Master's Degree is necessary for entrance into the DBA program. The DBA Program requires the completion of 110 units.

▪ **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 12-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 or in a sealed envelope from the college or university to be considered official. For your convenience, the University provides a transcript request form in this packet (page 17). The form 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 SDUIS become the property of the University and cannot be returned, forwarded, copied or released to the student, other organizations or institutions, professional associates or family and friends.

Transcript Requirements:

Applying for a Certificate (undergraduate) program:

- Applicants must provide a copy of their high school diploma or a copy of their official **final (must state date of graduation)** high school transcript, or a copy of their official **final (must state degree awarded and date of graduation)** Bachelor's degree transcript.
- If not in English, applicant must provide an official translation to English of the transcript or diploma (**no copies**).
- SDUIS also requires an original **General Report** from a credential evaluation agency of the official final transcript or diploma, if earned outside of the United States (**no copies**). The credential evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Member organizations may be found at www.naces.org.

Applying for a Certificate (graduate) program:

- Applicants must provide an official **final (must state degree awarded and date of graduation)** Bachelor's degree transcript. If the applicant attended multiple colleges/universities, SDUIS requires a transcript from **EACH** college and university attended. The transcripts **must be in a sealed envelope from the college or university** to be considered official.
- If not in English, applicant must provide an official translation to English of each transcript (**no copies**).
- SDUIS also requires an original **General Report** from a credential evaluation agency of the official final Bachelor's degree transcript, if earned outside of the United States (**no copies**). The credential evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Member organizations may be found at www.naces.org.

Applying for a Bachelor's degree program:

- Applicants must provide an official **final (must state date of graduation)** high school transcript. The transcript **must be in a sealed envelope from the high school** to be considered official.
- If not in English, applicant must provide an official translation to English of the transcript (**no copies**).
- SDUIS also requires an original **General Report** from a credential evaluation agency of the official final high school transcript, if earned outside of the United States (**no copies**). The credential evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Member organizations may be found at www.naces.org.

Applying for a Master's degree program:

- Applicants must provide an official **final (must state degree awarded and date of graduation)** Bachelor's degree transcript. If the applicant attended multiple colleges/universities, SDUIS requires a transcript from **EACH** college and university attended. The transcripts **must be in a sealed envelope from the college or university** to be considered official.
- If not in English, applicant must provide an official translation to English of each transcript (**no copies**).
- SDUIS also requires an original **General Report** from a credential evaluation agency of the official final Bachelor's degree transcript, if earned outside of the United States (**no copies**). The credential evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Member organizations may be found at www.naces.org.

Applying for a Doctoral degree program:

- Applicants must provide an official **final (must state degree awarded and date of graduation)** Bachelor's degree transcript and official **final (must state degree awarded and date of graduation)** Master's degree transcript. If the applicant attended multiple colleges/universities, SDUIS requires a transcript from **EACH** college and university attended. The transcripts **must be in a sealed envelope from the college or university** to be considered official.

- If not in English, applicant must provide an official translation to English of each transcript **(no copies)**.
- SDUIS also requires an original **General Report** from a credential evaluation agency of the official final Master's degree transcript, if earned outside of the United States **(no copies)**. The credential evaluation agency must be a member of the National Association of Credential Evaluation Services (NACES). Member organizations may be found at www.naces.org.

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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
Phone #: _____ Fax#: _____
E-Mail: _____
Driver's License/State ID #: _____ State Issued: _____
Social Security #: _____ Birth Place: _____
If Applicable City Country
Birth Date: _____ Age: _____
Month Day Year

Present Employer's Name: _____
Address: _____
Employer's Phone #: _____ Present Position: _____

Emergency Contact: _____
Name Address City State/Zip Code
Relationship: _____ Phone #: _____
E-mail address: _____ Work Phone #: _____

Applying For:

Method of Instruction: [] 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 [] (International) Business Administration
[] Information Technology [] Integrative Nursing Care
[] Marketing [] Marriage and Family Therapy
[] Mobile Applications Development [] Sport Coaching
[] Sport Communication [] Sport Counseling/Psychology
[] Sport Management [] Tibetan Buddhist Studies/Transpersonal
[] Web Design

Web Design

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

How did you learn about SDUIS? : _____

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

***Attach official transcripts for all colleges/universities attended.**

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

Section 2: 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
Start Date: _____

**Please remit payment in the amount of \$75.00 with the completed application.
Thank you!**



Confidential Recommendation

Please contact someone who knows your academic performance, professional work experience or personal attributes well, e.g. professors, supervisors, colleagues, or members of the clergy.

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 have you known the applicant? _____
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





Confidential Recommendation

Please contact someone who knows your academic performance, professional work experience or personal attributes well, e.g. professors, supervisors, colleagues, or members of the clergy.

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

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Please evaluate the above applicant for admission to our University.

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2. In what capacity have you known the applicant? _____
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:

Multiple horizontal lines for text entry.

Additional information or comments:

Multiple horizontal lines for text entry.

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

- Rating options: Below Average, Average, Good, Exceptional, Truly Exceptional.

To be filled in by Respondent:

Form fields for Printed Name, Signature, Date, Position or Title, Organization, Address, City, State, Zip, Telephone, Fax, and 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's Printed Name

Student's Signature

Registrar's Signature

Date

Date

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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 a transcript request form in this packet. The form should be filled out completely, clipped out and mailed/faxed to the appropriate college or university together with whatever transcript fee that school requires.

✂ (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: BA-MA-PhD	<input type="text"/>

**Sign here for
release of your
transcripts:**

<input type="text"/>	Date: <input type="text"/>
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Special Instructions:

**Send Official
Transcript to:**

San Diego University for Integrative Studies
3900 Harney Street, Suite 210
San Diego, CA 92110
Attn: File Clerk



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