



SOUTHERN STATES
UNIVERSITY

SOUTHERN STATES UNIVERSITY

LAS VEGAS

CAMPUS

(AUGUST 2, 2016)

**PROSPECTIVE STUDENT GUIDE &
ENROLLMENT AGREEMENT
FOR
MBA PROGRAM**

Effective Beginning Summer 2016

ADMINISTRATIVE OFFICES

San Diego – Main Campus

123 Camino de la Reina
Suite 100 East
San Diego, CA 92108
Phone: (619) 298-1829
Fax: (619) 704-0175

Las Vegas

3100 W. Sahara Avenue
Suite 108
Las Vegas, NV 89102
Phone: (702) 383-4088
Fax: (619) 704-1002

Email: info@ssu.edu

SOUTHERN STATES UNIVERSITY

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SOUTHERN STATES UNIVERSITY

OVERVIEW

Southern States University (SSU) is an accredited American University, providing quality education since its inception in Southern California in 1983.

SSU provides the highest standard of instruction, while offering excellent prices, which is evident when comparing **SSU** to other U.S. universities.

MISSION STATEMENT

Southern States University's mission is to offer competitive and professionally-recognized academic degree and certificate programs, to serve a culturally diverse student community, and to facilitate international awareness amongst our students. We are committed to improving our students' career options and opportunities, and will accomplish this by delivering cutting-edge content, teaching both the fundamental and advanced skills needed to succeed in today's competitive marketplace.

SSU is:

- Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), an agency recognized by the United States Department of Education.
- SSU is authorized under federal law to enroll non immigrant alien students.
- Approved by the California Bureau of Private Postsecondary Education (BPPE).
- Licensed by the Nevada Commission on Postsecondary Education (CPE).

SSU offers the following degree in Nevada:

- Master of Business Administration (MBA)

SSU also offers a full spectrum of **Intensive English Courses**, from introductory English to TOEFL preparation. Non-English speakers may elect to combine Intensive English studies with a degree program, thus continuing to improve their English skills while advancing toward a degree.

SSU has several campuses that are located in two of California's most beautiful and glamorous cities, San Diego and Newport Beach, and one campus in Las Vegas, Nevada. These cities boast large student populations, and are ideal places to live and study. Recreational opportunities abound, all within a few miles of SSU's dynamic campuses, including:

- gorgeous beaches, mountains, or deserts
- high fashion shopping areas
- delicious restaurants and exciting nightclubs

A temperate, usually dry climate enables year-round enjoyment of such outdoor activities as hiking, biking, surfing, boating and skating. Of course, Disneyland, Universal Studios, Hollywood, the San Diego Zoo and Sea World are nearby as well, and SSU will help you to see it all, including seasonal school trips to explore the area's most interesting cultural spots!

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SSU ACADEMIC PROGRAM IN NEVADA

Master of Business Administration (MBA)

- 1 – 30 hour “MBA Primer” course, covering all MBA pre-requisites (3 Quarter Credits)
- 14 – 40 hour classes (4 Quarter Credits per course)
- 1 – 60 hour Final Project class (6 Quarter Credits)
- 65 credits
- Provides a unique curriculum for all college graduates who aspire to run companies or to become senior executives in companies.
- Ideal for experienced business managers and company executives who must address the complex global and integrative issues facing small businesses, health care, government, and non-profit organizations.
- Delivers the latest management concepts and business applications within both an academic and experiential framework, by combining theory and case studies with real-life business settings.

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REGISTRATION PROCEDURES + HOW TO OBTAIN STUDENT VISA (I-20 FORM)

All non-U.S. residents seeking admissions into a degree or certificate program are required to apply for an I-20 document and a student visa. **International students wishing to enroll in the MBA online program are exempt from this requirement as the I-20 is not required for international students taking online classes only.** The following steps are required for each student to register and to obtain the I-20 document, which, in turn, is required to obtain a student visa:

- 1) Fill out the application form in its entirety – see pages 7-20.
- 2) The student must provide a copy of a bank statement from either a checking or savings account, showing a minimum balance of US \$5,000 for MBA Students, for the first month for which he/she wishes to be enrolled.
- 3) A *Statement of Financial Support* must be provided, identifying the source of funds for all months after the first month – see page 18-19. This statement is required by the United States Immigration authorities to prove that the student has sufficient financial support to remain in the U.S. without employment.
- 4) Submit the US \$100 Application Fee, US \$85 Courier Fee, and US \$150 International Registration Fee.
- 5) The student must be admitted into the program to which he/she applied.

After the above requirements have been met, SSU will issue an I-20 document and will send it along with an *Acceptance Letter* to the prospective student.

The Immigration Service charges a “SEVIS fee” of US \$200 (a processing fee paid directly to the Department of Homeland Security). This is payable by the student online. Students can do so by going to the website www.fmjfee.com. This fee should be paid *at least* three days prior to the student’s appointment at the American Consulate. The student should print out a receipt, and must take this receipt to his or her appointment with the American Consulate.

With the SSU documents and the SEVIS fee receipt, the student is prepared for his/her appointment to request a student visa from the American Consulate. In the case of a visa denial, the \$100 Application Fee and \$150 International Registration Fee *will not* be refunded to the student, because these fees cover the costs involved in preparing the documentation. With a visa approval, students will be charged a \$250 International Enrollment Fee.

Note: **The I-20 is not required for the Online MBA program.**

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HEALTH INSURANCE

Health Insurance is mandatory for all M-1/F-1 Students. Medical care in the United States can be quite expensive. All full-time students are required to show proof that s/he has medical insurance before they can be enrolled in classes.

It is the student's responsibility to provide SSU with evidence of insurance before being enrolled in classes.

For information purposes, here are three possible sources for insurance. Their inclusion here is not meant as a recommendation, and students may select any insurer they choose.

Blue Shield of California - www.blueshieldca.com

EHealthInsurance - www.ehealthinsurance.com

ISO International Student Health Insurance - www.isoa.org

Affordable Care Act CA Exchange - <http://www.coveredca.com/>

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APPLICATION FOR ADMISSION – LAS VEGAS

Student Information

Last Name First Name Middle Male / Female

Date of Birth (MM/DD/YY) Country of Birth Email Address (required)

I-94 Number Passport Number Expiration Date Visa Expiration Date

SEVIS Number

Student's Permanent Address in his/her native country

Street City State/Province Zip

Country Telephone number

Student's Permanent Address in the US

Street City State/Province Zip

Telephone number (the US) Social Security Number (if you have one)

Please Choose Your Campus: Las Vegas ____

Please Choose Your Program of Interest at SSU:

Degree: Master of Business Administration (MBA) 65 Credit Hours ____

How did you hear about Southern States University? _____

Student Educational History:

High School:

School name: _____

School address: _____

School city, state, zip: _____ Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

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College / University:

School name: _____

School address: _____

School city, state, zip: _____ Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

If you are transferring to SSU from another institution, please fill out the information below:

Name of the Institution you are transferring from: _____

Address of the Institution: _____
Street City State Zip Code

Reason for transfer: _____

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PROGRAM INFORMATION/ CATALOG ACKNOWLEDGMENT

Start Date of Program Selected: _____

End Date of Program Selected: _____

Effective Date of Catalog: _____

Catalog Signature:

I, _____ have received a copy of the aforementioned version of the catalog that I will be bound to and understand it is a part of the enrollment agreement.

By signing below, I hereby acknowledge that I have reviewed the Catalog/Student Handbook

Signature

Date

DISCLAIMER: While programs are designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the School cannot guarantee or promise that any student will be placed in any particular job, or placed at all. While the School will assist students with job placement, finding a job is the individual responsibility of the student.

I understand that enrollment is conditional, pending receipt of the following: verification of proficiency in English, enrollment agreement, official transcripts, verification of licenses, resume or curriculum vitae, letters of recommendation and autobiography (if applicable).

By signing below, I hereby acknowledge that I have downloaded and reviewed the Catalog/Student Handbook

Signature

Date

Once your application has been approved, you will be notified via electronic mail and asked to complete the remainder of the registration process.

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**SOUTHERN STATES UNIVERSITY – LAS VEGAS
ENROLLMENT AGREEMENT**

Last Name _____

First Name _____ Middle Name _____

Social Security Number (if you have one) _____

Home Address (foreign students - this is the address where your I-20 will be mailed)

City _____ State _____ Zip _____

Daytime Phone _____ Work Phone _____

E-Mail _____

Fax Number _____

This agreement is a legally binding instrument when signed by the student and accepted by the University. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it, and that you have been given: (a) a written statement of the refund policy and (b) a chance to review the *SSU Student Handbook* and the *SSU Course Catalog*, including a description of the program of study and all material facts concerning the school which are likely to affect your decision to enroll. The SSU Catalog can be found on SSU's home page at www.ssu.edu. Upon acceptance, a copy of this agreement shall be sent to you for your records.

Southern States University has met the disclosure requirements of Education Code 94810 of the Private and Postsecondary and Vocational Reform Act of January 1, 2002.

TRANSFERABILITY OF COURSEWORK

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or coursework you earn in SSU programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SSU to determine if your credits or degree will transfer.

Degree and certificate students may request transfer credit under the school's transfer credit policy as stated in the Catalog. For any transfer credit that is awarded at SSU for previous training or experience, the student will not be asked to pay for the tuition cost of units of the awarded credit.

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NEVADA STUDENTS: Student Refund Policy (State of Nevada Code: NRS 394.449)

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. A refund will be calculated pursuant to State of Nevada regulation NRS 394.449

The refund policy according to the State of Nevada regulation NRS 394.449 is:

- 1. Each postsecondary educational institution shall have a policy for refunds which at least provides:**
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.**
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.**
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.**
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.**
- 2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:**
 - (a) Date of cancellation by a student of his or her enrollment;**
 - (b) Date of termination by the institution of the enrollment of a student;**
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or**
 - (d) Last day of attendance of a student, whichever is applicable.**
- 3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.**
- 4. For the purposes of this section:**
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.**
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.**
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.**

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Nevada Students - Account for Student Indemnification

The Commission on Postsecondary Education maintains a tuition indemnification fund that may be used to refund students in the event of a school's closure. In order to file a complaint, please contact:

Nevada Commission on Postsecondary Education
8778 South Maryland Parkway Suite 115, Las Vegas, NV 89123
Telephone: (702) 486-7330
Fax (702) 486-7340

NRS 394.553 Account for Student Indemnification.

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
 - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
 - (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

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MBA Program - Tuition and Fees

Application Fee: (Non-Refundable)	\$100.00
International Registration Fee (Non-Refundable)	\$150.00
International Enrollment Fee	\$250.00
Domestic Courier Fee	\$25.00
International Courier Fee	\$85.00
Library and Technology Fee	\$75.00 per quarter
Student ID Card	\$20.00
Student ID Card Replacement	\$20.00
Orientation Fee	\$75.00
Non-refundable Student Fee for the State of Nevada	\$4.00
Evaluation/ Critique of Final Project	\$500.00
Add/Drop class fee (following deadline)	\$40.00
Transcript Fee	\$25.00
Certificate or Diploma Reprint Fee	\$100.00
CPT/OPT Assistance Fee	\$100.00
I-20 Replacement Fee	\$30.00
Payment Plan Change Fee	\$25.00
Returned Check Fee	\$35.00
Bank Wire Fee	\$30.00
Late Fee	10% of the amount of payment due
Late Fee past 4 days	\$5.00 per day starting on the 5 th day until payment in full
Payment Processing Fee	\$40.00 per tuition payment
Graduation Fee	\$150.00
Total Charges for a Period of Attendance	\$1355.00
Total for Entire Program-minimum	\$11,520.00
Total for Entire Program-maximum	\$14,082.25

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Student Initials

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MBA Program Tuition

Total Tuition \$10,075
65 Quarter Credits x \$155/unit

Non-refundable Student Fee for the State of Nevada \$4
for Nevada students only

A normal academic course load for MBA students consists of 8 credit hours per term, which would result in tuition fee charges of \$1,240.00/term plus library fees of \$75/term and a \$40 payment processing fee/payment on the Quarterly Payment Plan.

The expected time of completion for the MBA program is two years. This means your enrollment will likely last from _____(month/day/year) to _____(month/day/year). Your actual time for completion may vary, but the Maximum Time Frame is three years (1.5 x the expected time). This agreement will cover the duration of your enrollment at SSU until you complete or leave the program and pay all debts accrued, unless you and the University agree to change it.

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

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TUITION PAYMENT PLANS

Student Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Ed. Code §94911 (f)

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. **Ed. Code §94911 (g)(1)(2)**

NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

For any amount not covered by loans, SSU provides payment plan options to students as detailed below.

Tuition Payment Plans – Check the box for the payment plan you prefer.

	Monthly Payment	Estimated # of months	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$10,675.00	\$10,675.00	For 8 quarters
<input type="checkbox"/>	\$350 Payment plan	26	\$10,675.00	\$12,067.25	Tuition + Lib&Tech fee + P Fee + 3% Interest fee
<input type="checkbox"/>	Installments	3	\$10,675.00	\$11,635.00	Tuition + Library & Technology Fee + P. Fee
<input type="checkbox"/>	Quarterly	N/A	\$10,675.00	\$10,995.00	Tuition + Library & Technology Fee + P. Fee

* The following fees are not included in the estimated total to be paid above: Application fee \$100, Graduation fee \$150, ID card fee \$20, Orientation fee \$75, Evaluation/Critique of Final Project fee \$500 (MBA).

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

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PAYMENT METHODS

☐ **Credit Card :**



(Note: There is a \$20 processing fee if the payment is over \$100.00)

Name on card _____

Card No _____

Expiration date _____ CCV _____

☐ **Check/Money Order:**

(Please make check payable to Southern States University, 123 Camino de la Reina, Suite 100 East, San Diego, CA 92108;

Phone: (619) 298-1829 Fax: (619) 704-0175.)

(Any check returned unpaid by the bank will incur a \$30.00 fee)

☐ **E check**

☐ **Bank Wire Transfer:**

The following is the information requested concerning your wire transfer:

Bank Name: Wells Fargo Bank

Branch: San Diego – CA

Account Number: 7655659501

Routing Number: 121000248

SWIFT Code: WFBUS6S

Wire Beneficiary: Southern States University
123 Camino De La Reina Suite 100 East
San Diego, CA 92108

(Note: Wells Fargo Bank charges \$30.00 for the wire transfer fee. Be sure to include this amount to the total fee).

Acceptance of Enrollment Agreement

I acknowledge that I am obligated to pay for the program of instruction selected, and for all other services and materials furnished or made available by the school, including any charges made by the school for books and supplies, and any other fees and expenses that I incur upon enrollment. I understand that I will not be able to graduate or receive my diploma prior to full payment of all fees and charges. If the payment plan extends beyond the program completion date, I agree that I am obligated to pay all fees and charges documented on the Fees and Charges page of this agreement, subject to the refund policy which is also documented in this agreement.

A Nevada student who wishes to file a complaint about this institution, may contact the State of Nevada Commission on Postsecondary Education at 8778 South Maryland Parkway Suite 115, Las Vegas, NV 89123; Telephone: (702) 486-7330; Fax (708) 486-7340.

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Prior to signing this enrollment agreement, you must be given a catalog or brochure, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution.

I certify that I have received the current Catalog.

I am aware that the current SSU General Catalog is located on the SSU's website, www.ssu.edu, and is readily accessible to all students and the general public and that the information contained in the current catalog is part of this enrollment agreement. Furthermore, I acknowledge that the current catalog is subject to change throughout my program of study and any changes will apply to my program.

Student Initials

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE _____

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE
EDUCATIONAL PROGRAM** _____

**TOTAL CHARGES STUDENT IS OBLIGATED TO PAY
UPON ENROLLMENT** _____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

I, _____, declare the information I have disclosed herein is both true and accurate.

Signature of Student: _____ Date: _____

Signature of Director of Admissions: _____ Date: _____

Location of Instruction

Las Vegas: **3100 W. Sahara Avenue, Suite 108, Las Vegas, NV 89102**
 Phone: (702) 383-4088

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STATEMENT OF FINANCIAL SUPPORT

A statement of financial support is required of all degree students applying to and studying at Southern States University. This form should be completed by the student's **sponsor** and accompanied by a copy of a **recent bank statement** (within 3 months of the submission of the student application).

– STUDENT'S SPONSOR INFORMATION – WRITE "SELF" IF APPLICANT IS SELF-SPONSORED	
SURNAME (FAMILY):	
GIVEN NAME:	
MIDDLE:	
ADDRESS	STREET 1:
	STREET 2:
	CITY:
	PROVINCE/ STATE/ TERRITORY:
	POSTAL CODE:
	COUNTRY:
PHONE:	
E-MAIL:	

– SPONSOR'S EMPLOYMENT OR BUSINESS INFORMATION –	
TYPE:	
NAME:	
ADDRESS	STREET 1:
	STREET 2:
	CITY:
	PROVINCE/ STATE/ TERRITORY:
	POSTAL CODE:
	COUNTRY:
PHONE:	
E-MAIL:	

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THE INDIVIDUAL NAMED ABOVE WILL PROVIDE CONTINUED FINANCIAL SUPPORT FOR:	
SURNAME (FAMILY):	
GIVEN NAME:	
MIDDLE:	
RELATIONSHIP TO SPONSOR	
NATURE OF SUPPORT PROVIDED (<i>tuition, books, general living expenses, etc.</i>):	

NAME(S) OF SPOUSE AND/OR CHILDREN ACCOMPANYING OR FOLLOWING TO JOIN STUDENT:			
NAME:		RELATIONSHIP TO STUDENT:	
NAME:		RELATIONSHIP TO STUDENT:	
NAME:		RELATIONSHIP TO STUDENT:	
NAME:		RELATIONSHIP TO STUDENT:	

I, _____ (name of sponsor), guarantee financial support for
 _____ (name of applicant) for the entire tenure of his
 or her studies at Southern States University. I also affirm that the information included on this
 form is true and correct, and guarantee that all attached documentation in support is complete
 and accurate.

Signature of Sponsor: _____ Date: _____

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TRANSFER ELIGIBILITY FORM

SECTION 1 *(to be completed by student)*

The following student has expressed the desire to transfer to Southern States University. Please complete this form and return it to us as soon as possible.

Student Name: _____ Date of Birth: ____/____/____
M D Y

SEVIS ID Number: _____

Student Signature: _____

I wish to study at ☐ Las Vegas

SECTION 2 *(to be completed by school student is transferring from)*

First day of Attendance: _____ Last day of Attendance: _____

Check all applicable:

_____ This student has maintained full-time status and is eligible to transfer

_____ This student is out of status and has **not** filed for reinstatement

_____ Other (please clarify in comments section)

Has this student cleared all financial obligations to your institution? Yes ☐ No ☐

Has this student been in the SEVIS system? No ☐ Yes ☐ SEVIS #: _____

SEVIS Release date: ____/____/____

If this student has a SEVIS I-20, please Transfer Out this student with a release date to:

Southern States University - ☐ Las Vegas ()

Do Not Transfer Terminated or Completed Student

Comments: _____

Name and address of school: _____

School telephone: _____

Fax: _____

Signature of DSO: _____

Date: _____

Name and Title: _____

____ 214F _____
(INS School File Number)

Please return this form to:

Las Vegas Fax: (619) 704-1002

Or email to: info@ssu.edu

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REQUIRED DOCUMENTATION FOR ADMISSION

Students Applying to Masters of Business Administration Program (MBA)

Students applying for the graduate MBA program are required to satisfy the following admission requirements:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support if applicable—pages 9-31
- Submit the appropriate fees
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution, and submit official transcripts from all other universities or institutions previously attended; transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>);
- Submit a written, single-spaced essay of at least 1000 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and future career aspirations
- Submit 2 Letters of Recommendation (from managers or colleagues at work, or from past or present professors or academic advisors)
- Provide a current resume

English Language Proficiency Policy for all MBA Students

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:

- TOEFL (Test of English as a Foreign Language) result of 61 or above on the iBT (Internet Based Test), 500 or above on the PBT (Paper Based Test),
- IELTS (International English Language Testing System) result of 5.0 or above. Test scores more than two years old will not be accepted.
- (For applicants inside the U.S.) Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of listening, speaking, reading, and writing sections.
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for BBA and Undergraduate-Certificate program applicants, or 3.0 GPA for MBA, MSIT, and Graduate-Certificate program applicants, for at least one academic term.

NOTE: SSU does not accept TOEIC results as a means of proving a student's English proficiency. **Test scores more than two years old will not be accepted.**

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Additional Documentation: International Students on a Student Visa

In addition to the above items, international students on a student visa (I-20) applying for the **MBA degree** at SSU must submit the following:

- Financial documentation confirming that the student has adequate resources to ensure that s/he can meet all financial obligations throughout the period of study. An official bank statement not more than three months old reflecting a minimum positive balance must be submitted either in the student's personal name or the student's financial sponsor's name (in which case an Affidavit of Financial Support is also required). The minimum balance required is determined by program choice, selected payment option, and number of dependents;

If you cannot provide an official bank statement or letter in English, the University can refer you to a professional language services provider who will accommodate your translation needs.

- Copy of passport information page, including the Visa, and I-94 validity page.

SOUTHERN STATES UNIVERSITY

ACADEMIC CALENDAR 2016-2017

MBA PROGRAM:

Summer 2016

Registration Deadline:	June 18, 2016
Orientation Class for New MBA Students:	July 11 to 14, 2016
First Day of Classes:	July 18, 2016
Last Day to Drop for 100% Refund:	July 25, 2016
Last Day to Withdraw:	August 29, 2016
Final Day of Classes:	September 24, 2016
Grades Posted:	October 2, 2016
Holidays: No Class on Monday, September 5, 2016 (Labor Day)	

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

Fall 2016

Registration Deadline:	September 23, 2016
Orientation Class for New MBA Students:	October 10 to 13, 2016
First Day of Classes:	October 17, 2016
Last Day to Drop for 100% Refund:	October 24, 2016
Last Day to Withdraw:	November 23, 2016
Final Day of Classes:	December 24, 2016
Grades Posted:	December 30, 2016
Holidays: No Class on Thursday, Friday, and Saturday, November 24 to 26, 2016 (Thanksgiving)	

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

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Winter 2017

Registration Deadline:	December 16, 2016
Orientation Class for New MBA Students:	January 9 to 12, 2017
First Day of Classes:	January 16, 2017
Last Day to Drop for 100% Refund:	January 23, 2017
Last Day to Withdraw:	February 20, 2017
Final Day of Classes:	March 24, 2017
Grades Posted:	March 31, 2017
Holidays: No Class on Monday, February 20, 2017 (President's Day)	

NOTE: Holiday class cancellations are made-up with either an online or in-class meeting. Contact your instructor for details.

CONTACT INFORMATION

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Whom to Speak with in Las Vegas:

Site Director/ DSO and Academic Director