



SOUTHERN STATES
UNIVERSITY

SOUTHERN STATES UNIVERSITY

**SAN DIEGO - NEWPORT BEACH
CAMPUSES**

PROSPECTIVE STUDENT GUIDE

FOR
DEGREE, CERTIFICATE, & PROFESSIONAL PROGRAMS

Effective Beginning Fall 2015

ADMINISTRATIVE OFFICES

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123 Camino de la Reina
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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.
- Approved by the California Bureau of Private Postsecondary Education (BPPE), which has some of the most rigorous approval standards of any state in the U.S.
- SSU is authorized under federal law to enroll non immigrant alien students.

SSU offers the following degrees, certificate, and professionally-based programs:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)
- Master of Science in Information technology (MSIT)
- Undergraduate Business Certificates
- Graduate Business Certificates
- Certificate in Information Technology (graduate-level)
- Professional Program

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. 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!

SSU ACADEMIC PROGRAMS

Bachelor of Business Administration (BBA)

- 40 Courses (4.5 Quarter Credits per course)
- 180 credits
- General education and pre-requisite courses provide a strong academic foundation as well as an excellent liberal arts educational background.
- Includes Upper Division courses focusing on current business needs, and on providing the student with the tools and training required to succeed in today's very competitive business world.

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.

Master of Science in Information Technology (MSIT)

- 1 – 20 hour “IT Foundations” course (2 Quarter Credits)
- 12 – 40 hour classes (4 Quarter Credits per course)
- 1 – 60 hour Final Project class (6 Quarter Credits)
- 56 credits
- With its emphasis on providing a solid academic and theoretical foundation combined with modern IT skills, the program is structured to ensure its students acquire an in-depth understanding of the IT field, as well as the technical skills required to cope with the ever-increasing complexity of IT issues in the modern world.

Undergraduate-Level Business Certificates

- 9 Courses (4.5 Quarter Credits per course)
- 40.5 credits
- One-year certificates in: Business Analysis, Business Communications, Finance, Marketing, and Management Studies
- Each certificate focuses on current business needs, and on providing the student with the tools and training required to succeed in today’s very competitive business world.

Graduate-Level Business Certificates

- 1 – 30 hour “MBA Primer” course, covering all MBA pre-requisites (3 Quarter Credits)
- 6 – 40 hour classes (4 Quarter Credits per course)
- 27 credits
- One-year certificates in: Business Administration, Strategic Management
- Each certificate focuses on current business needs, and on providing the student with the tools and training required to succeed in today’s very competitive business world.

Graduate-Level Certificate in Information Technology

- 1 – 20 hour “IT Foundations” course (2 Quarter Credits)
- 6 – 40 hour classes (4 Quarter Credits per course)
- 26 credits
- With its emphasis on providing a solid academic and theoretical foundation combined with modern IT skills, the program is structured to ensure its students acquire an understanding of the IT field, as well as the technical skills required to cope with the ever-increasing complexity of IT issues in the modern world.

SSU NON-CREDIT, NON-DEGREE PROGRAMS

Professional Program

- Individual, Standalone Courses
- 72 clock-hours per course
- Courses in: Marketing, Entrepreneurship, Business Law, Operations Management, Strategic Management, and Public Speaking
- These courses are geared towards individuals that are exploring a new field or want to augment their knowledge and skills in their profession. Each course is a non-degree, non-credit course that presents an introduction to a respective subject matter while applying analytical, communications, team-work, and critical-thinking skills.

REGISTRATION PROCEDURES + HOW TO OBTAIN STUDENT VISA (I-20 FORM) - FOR DEGREE AND CERTIFICATE STUDENTS ONLY -

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. 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 10-30.
- 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, BBA, Certificate, and MSIT 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 31-32. 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) The student must pay a non-refundable Application Fee of US \$100.
- 5) The student must pay a shipping fee of U.S. \$85 for overnight shipping services, which will be used to send the necessary documents to the student, and which he or she must then take to the American Consulate to obtain a student visa.
- 6) 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 any FedEx charges *will not* be refunded to the student, because these fees cover the costs involved in preparing the documentation.

Note: The Professional Program does not issue I-20s (student visa).

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/>

APPLICATION FOR ADMISSION

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: San Diego ____ Newport Beach ____

Please Choose Your Program of Interest at SSU:

Degree:

Bachelor of Business Administration	180 Credit Hours	____
Master of Business Administration (MBA)	65 Credit Hours	____
Master of Science in Information Technology (MSIT)	56 Credit Hours	____

Undergraduate Certificate:

Certificate in Business Analysis	40.5 Credit Hours	____
Certificate in Business Communications	40.5 Credit Hours	____
Certificate in Finance	40.5 Credit Hours	____
Certificate in Management Studies	40.5 Credit Hours	____
Certificate in Marketing	40.5 Credit Hours	____

Graduate Certificate:

Certificate in Business Administration	27 Credit Hours	____
Certificate in Strategic Management	27 Credit Hours	____
Certificate in Information Technology	26 Credit Hours	____

Professional Program:

Marketing	72 Clock Hours	_____
Entrepreneurship	72 Clock Hours	_____
Business Law	72 Clock Hours	_____
Operations Management	72 Clock Hours	_____
Strategic Management	72 Clock Hours	_____
Public Speaking	72 Clock 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: _____

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: _____

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.

SOUTHERN STATES UNIVERSITY 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.

Student Initials

Southern States University
 123 Camino De La Reina, Suite 100E
 San Diego, CA 92108
 Phone: 619-298-1829
 Website: www.ssu.edu

School Performance Fact Sheet
2013 & 2014 Calendar Years
Bachelor of Business Administration (4 Year Program)

On-Time Completion Rates

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2013	31	31	14	45.2
2014	28	28	10	35.7

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2013	31	31	0	0
2014	28	28	1	3.5

Student's Initials: _____ Date: _____

Placement Rates

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁸	Placement Rate Employed in the Field ⁹	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2013	31	14	5	4	75	0	4
2014	28	10	2	2	100	1	1

Students are entitled to a list of the job classifications considered to be in the field of this educational program.

To obtain this list, please ask an institutional representative or you can review the list of the institution's website at <http://www.ssu.edu>

Student's Initials: _____ Date: _____

Examination Passage Rates (for licensure examinations not continuously administered)

Number of Students Taking Exam ¹⁰	Exam Date ¹¹	Number Who Passed Exam	Number Who Failed Exam	Passage Rate ¹²
0	0	0	0	0
0	0	0	0	0

License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2013	0	0	0	0
2014	0	0	0	0

Student's Initials: _____ Date: _____

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment ⁷	Graduates Employed in Field ⁸	Annual Salary and Wages Reported Graduates Employed in the Field ¹⁴				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	Students not Reporting Salary
2013	5	4	0	0	1	0	4
2014	2	2	0	0	0	0	0

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask an institutional representative where to view this list.

Student's Initials: _____ Date: _____

Student Loan Information

The Cohort Default Rate (CDR) represents the percentage of this institution's students that failed to make required payments on their federal loans within three years of when they were required to begin repayment of that loan. The most recent three-year cohort default rate reported by the U.S. Department of Education for this institution is 0 %.

The percentage of the students who attended this institution in 2014, who received federal student loans to help pay their cost of education at the school was 0 % .

Student's Initials: _____ Date: _____

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, P: 888.370.7589 or 916.431.6959, F: 916.263.1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

¹“Number of Students Who Began Program” means the number of students who began the program who are scheduled to complete the program within the reporting calendar year, and includes all the students who remained enrolled after their cancellation period.

²“Students available for graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed within 101-150% of the program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

⁷“Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the

United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁸“Graduates employed in the field” means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

⁹“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

¹⁰Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

¹¹Exam Date is the date for the first available exam after the students completed the program.

¹²Passage Rate is calculated by dividing the number of students who passed the exam by the number of graduates who took the reported licensing exam.

¹³Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

¹⁴Salary is as reported by the student. Not all graduates report salary. A list of the employers of the Graduates Employed in the Field can be obtained from Luke Martin.

Southern States University
 123 Camino De La Reina, Suite 100E
 San Diego, CA 92108
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 Website: www.ssu.edu

School Performance Fact Sheet
2013 & 2014 Calendar Years
Master of Business Administration (2 Year Program)

On-Time Completion Rates

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Graduates ³	Completion Rate ⁴
2013	140	140	45	32.1
2014	96	96	35	36.4

Students Completing After Published Program Length (101-150% Completion Rate)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2013	140	140	34	24.3
2014	96	96	20	20.8

Student's Initials: _____ Date: _____

Placement Rates

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁸	Placement Rate Employed in the Field ⁹	Graduates Employed in the Field an average of less than 32 hours per week	Graduates Employed in the Field at least 32 hours per week
2013	140	45	15	12	80	0	12
2014	96	35	5	5	100	1	4

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Student's Initials: _____ Date: _____

Examination Passage Rates (for licensure examinations not continuously administered)

Number of Students Taking Exam ¹⁰	Exam Date ¹¹	Number Who Passed Exam	Number Who Failed Exam	Passage Rate ¹²
0	0	0	0	0
0	0	0	0	0

License Examination Passage Rates (continually administered examinations)

Calendar Year	Number of Students Taking Exam ¹⁰	Number Who Passed First Exam Taken ¹³	Number Who Failed First Exam Taken	Passage Rate ¹²
2013	0	0	0	0
2014	0	0	0	0

Student's Initials: _____ Date: _____

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment ⁷	Graduates Employed in Field ⁸	Annual Salary and Wages Reported Graduates Employed in the Field ¹⁴				
			\$15,000 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	Students not Reporting Salary
2013	15	12	0	0	0	1	0
2014	5	5	0	0	1	0	0

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Student's Initials: _____ Date: _____

Student Loan Information

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Student Signature

Date

School Official

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Definitions

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²“Students available for graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

³“Graduates” is the number of students who completed the program within 100% of the program length.

⁴“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

⁵“150% Graduates” is the number of students who completed within 101-150% of the program length.

⁶“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published program length divided by the Number of Students Available for Graduation in the published program length period.

⁷“Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. “Graduates unavailable for employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the

United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁸“Graduates employed in the field” means graduates who are gainfully employed in a single position for which the institution represents the program prepares its graduates within six months after a student completes the applicable educational program. For occupations for which the state requires passing an examination, the period of employment must begin within six months of the announcement of the examination results for the first examination available after a student completes an applicable educational program.

⁹“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

¹⁰Number of Students Taking Exam is the number of students who completed the program within 150% of the published program length and who took the exam in the reported calendar year for the first time.

¹¹Exam Date is the date for the first available exam after the students completed the program.

¹²Passage Rate is calculated by dividing the number of students who passed the exam by the number of graduates who took the reported licensing exam.

¹³Number Who Passed First Exam Taken is the number of students who took and passed the licensing exam in the reported calendar year on the first attempt.

¹⁴Salary is as reported by the student. Not all graduates report salary. A list of the employers of the Graduates Employed in the Field can be obtained from Luke Martin.

SOUTHERN STATES UNIVERSITY

CALIFORNIA STUDENTS: Student Refund Policy / Student's Right to Cancel

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid for attendance through the first class session or the seventh day after enrollment, whichever is later. To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. If the student cancels the Agreement, the School will refund any money that s/he has paid, less any deduction for non-refundable fees, and for any equipment not returned in good condition, within fifteen calendar days after his/her Notice of Cancellation is received.

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. SSU does not currently participate in federal aid programs.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of Registrar, Southern States University, by mail at 123 Camino de la Reina, Suite 100 East, San Diego, CA, 92108, or by email at lmartin@ssu.edu

CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 1-800-370-7589.

Student Initials

SOUTHERN STATES UNIVERSITY

TUITION AND FEES

Bachelor of Business Administration (BBA)

Total Tuition 180 Quarter Credits x \$125/unit	Program Costs \$22,500
Non-refundable Student Tuition Recovery Fund (STRF) Fee	\$0.00

A normal academic courseload for BBA students consists of three (3) classes or 13.5 credit hours per term, which would result in tuition fee charges of \$1,687.50/term plus library fees of \$75/term. Payment processing fees may also apply.

The expected time of completion for the BBA program is four 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 six 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.

Master of Business Administration (MBA)

Total Tuition 65 Quarter Credits x \$155/unit	Program Costs \$10,075
Non-refundable Student Tuition Recovery Fund (STRF) Fee	\$0.00

A normal academic courseload for MBA students consists of 8 credit hours per term, which would result in tuition fee charges of \$1240/term plus library fees of \$75/term. Payment processing fees may also apply.

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.

Student Initials

SOUTHERN STATES UNIVERSITY

Master of Science in Information Technology (MSIT)

	Program Costs
Total Tuition	\$18,200
56 Quarter Credits x \$325/unit	

Non-refundable Student Tuition Recovery Fund (STRF) Fee	\$0.00
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A normal academic course load for MSIT students consists of 8 credit hours per term, which would result in tuition fee charges of \$2,600.00/term plus library fees of \$75/term. Payment processing fees may also apply.

The expected time of completion for the MSIT 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.

Undergraduate-Level Business Certificate Programs

	Program Costs
Total Tuition	\$5,062.50
40.5 Quarter Credits x \$125/unit	

Non-refundable Student Tuition Recovery Fund (STRF) Fee	\$0.00
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A normal academic course load for Certificate students consists of 13.5 credit hours per term, which would result in tuition fee charges of \$1,687.50/term plus library fees of \$75/term. Payment processing fees may also apply.

The expected time of completion for a certificate program is one year. 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.

Student Initials

SOUTHERN STATES UNIVERSITY

Graduate-Level Business Certificate Programs

	Program Costs
Total Tuition	\$4,185
27 Quarter Credits x \$155/unit	
Non-refundable Student Tuition Recovery Fund (STRF) Fee	\$0.00

A normal academic course load for Certificate 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. Payment processing fees may also apply.

The expected time of completion for a certificate program is one year. 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.

Graduate-Level Certificate in Information Technology

Program Costs	
Total Tuition	\$8450
26 Quarter Credits x \$325/unit	
Non-refundable Student Tuition Recovery Fund (STRF) Fee	\$0.00

A normal academic course load for Certificate students consists of 8 credit hours per term, which would result in tuition fee charges of \$2600.00/term plus library fees of \$75/term. Payment processing fees may also apply.

The expected time of completion for a certificate program is one year. 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.

Student Initials

SOUTHERN STATES UNIVERSITY

Supplementary Fees*

Mandatory Fees		Amount
Application Fee (non-refundable)		\$100
Library and Technology Fee		\$ 75 per quarter
Payment Processing Fee		\$40 per tuition payment
Graduation Fee		\$150
ID Card		\$20
Orientation Fee		\$ 75 * not applicable for returning students
Evaluation/Critique of Final Project (MBA and MSIT Only)		\$500
Optional Fees:		
General Degree Evaluation	*2 Weeks Service	\$80
	*5 Days Service	\$155
	*24 Hours Service	\$255
Detailed Degree Evaluation	*2 Weeks Service	\$170
	*5 Days Service	\$245
	*24 Hours Service	\$350
Transcript Fee		\$25
ID Card Replacement Fee		\$20
Payment Plan Change Fee (except monthly to quarterly)		\$25
Add/Drop Fee (following Add/Drop Deadline)		\$ 40 /per course
Class Audit Fee		\$350 /per class
Payment Behind Late Fee/10%		10% of the amount of payment
Payment Behind Late Fee/ additional \$5		\$5/day Starting on the 5th day
Diploma Reprint Fee		\$100
Diploma Rush Fee		\$100
CPT/OPT Assistance Fee		\$100
I-20 Replacement Fee		\$30
International Courier Fee		\$85
Domestic Courier Fee		\$25
Returned Check Fee		\$35
Bank Wire Transfer Fee		\$30

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

Student Initials

SOUTHERN STATES UNIVERSITY

PROFESSIONAL PROGRAM

Costs Per Course	
Tuition (each course)	\$1200
Mandatory Fees (per course)	
Application Fee (non-refundable)	\$100
California Students: Non-refundable Student Tuition Recovery Fund (STRF) Fee (Assessed Quarterly)	\$0.00
Nevada Students: Non-refundable Student Fee for the State of Nevada	\$4.00
Course Materials Fee (varies by course)	\$50-\$300
Incidental Fees (per course)	
International Booking Fee (applies only to documents sent to SSU from outside the U.S.)	\$400
International Courier Fee	\$85
Domestic Courier Fee	\$25
Document Reprint Fee	\$30
Bank Wire Fee	\$30
Credit Card Payment Processing Fee (on all payments more than \$100)	\$20
Returned Check Fee	\$35
Airport Transfer (optional)	\$50
Accommodation Placement Fee (optional)	\$150
American Homestay Fees (optional and upon availability)	\$650-\$875

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

Student Initials

SOUTHERN STATES UNIVERSITY

Bachelor of Business Administration (BBA)

The BBA student agrees to pay an estimated total program cost of:

Bachelor of Business Administration (BBA)	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$125 / unit + finance charges (use table below)	\$23,550 to \$26,555.00
Graduation Fee	\$ 150
Orientation Fee (paid prior to start of program)	\$ 75
Student ID Card (paid prior to start of program)	\$ 20
International Student Costs	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$23,895 to \$26,885

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.

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

	Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$23,550.00	\$23,550.00	For 14 Quarters
<input type="checkbox"/>	\$350 Payment plan	52	\$23,550.00	\$26,555.00	Tuition +Lib&Tech fee + P Fee + 3% Interest fee
<input type="checkbox"/>	Installments	3	\$23,550.00	\$25,230.00	Tuition +Lib&Tech fee + P Fee
<input type="checkbox"/>	Quarterly	N/A	\$23,550.00	\$24,110.00	Tuition +Lib&Tech fee + P Fee

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

Student Initials

SOUTHERN STATES UNIVERSITY

Master of Business Administration (MBA)

The MBA student agrees to pay an estimated total program cost of:

Master of Business Administration (MBA)	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$155/unit + finance charges (use table below)	\$ 10,675 to \$12,067.25
Orientation Fee (paid prior to start of program)	\$ 75
Student ID card (paid prior to start of program)	\$ 20
Evaluation/Critique - Final Project	\$ 500
Graduation Fee	\$ 150
International Student Fees	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$ 11,510 to \$12,897.25

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.

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

	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

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

Student Initials

SOUTHERN STATES UNIVERSITY

Master of Science in Information Technology (MSIT)

The MSIT student agrees to pay an estimated total program cost of:

Master of Science in Information Technology (MSIT)	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$325/unit + finance charges (use table below)	\$ 18,800-19,640
Orientation Fee (paid prior to start of program)	\$ 75
Student ID card (paid prior to start of program)	\$ 20
Evaluation/Critique - Final Project	\$ 500
Graduation Fee	\$ 150
International Student Fees	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$ 19,645 to \$20,485

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.

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

	Payment	Estimated # of months	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$18,800	\$18,800	For 7 quarters
<input type="checkbox"/>	Installments	3	\$18,800	\$19,640	Tuition + Library & Technology Fee + P. Fee
<input type="checkbox"/>	Quarterly	N/A	\$18,800	\$19,080	Tuition + Library & Technology Fee + P. Fee

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

Student Initials

SOUTHERN STATES UNIVERSITY

Undergraduate-Level Business Certificates

The Certificate student agrees to pay an estimated total program cost of:

Undergraduate-Level Business Certificates	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$125 / unit + finance charges (use table below)	\$5,287.50 to \$5,647.50
Graduation Fee	\$ 150
Orientation Fee (paid prior to start of program)	\$ 75
Student ID Card (paid prior to start of program)	\$ 20
International Student Costs	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$5,632.50 to \$5,992.50

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.

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

	Monthly Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$5,287.50	\$5,287.50	For 3 Quarters
<input type="checkbox"/>	Installments	3	\$5,287.50	\$5,647.50	Tuition +Lib&Tech fee + P Fee
<input type="checkbox"/>	Quarterly	N/A	\$5,287.50	\$5,399.50	Tuition +Lib&Tech fee + P Fee

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

Student Initials

SOUTHERN STATES UNIVERSITY

Graduate-Level Business Certificates

The Certificate student agrees to pay an estimated total program cost of:

Graduate-Level Business Certificates	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$155 / unit + finance charges (use table below)	\$4,410 to \$4,770
Graduation Fee	\$ 150
Orientation Fee (paid prior to start of program)	\$ 75
Student ID Card (paid prior to start of program)	\$ 20
International Student Costs	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$4,755 to \$5,115

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.

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

	Monthly Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$4,410	\$4,410	For 3 Quarters
<input type="checkbox"/>	Installments	3	\$4,410	\$4,770	Tuition +Lib&Tech fee + P Fee
<input type="checkbox"/>	Quarterly	N/A	\$4,410	\$4,530	Tuition +Lib&Tech fee + P Fee

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

Student Initials

SOUTHERN STATES UNIVERSITY

Graduate-Level Certificate in Information Technology

The Certificate student agrees to pay an estimated total program cost of:

Graduate-Level Certificate in Information Technology	
Application Fee (non-refundable, paid prior to start of program)	\$ 100
Tuition \$325 / unit + finance charges (use table below)	\$8,675 to \$9,035
Graduation Fee	\$ 150
Orientation Fee (paid prior to start of program)	\$ 75
Student ID Card (paid prior to start of program)	\$ 20
International Student Costs	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$9,020 to \$9,380

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.

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

	Monthly Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>	Payment in Full	N/A	\$8,675	\$8,675	For 3 Quarters
<input type="checkbox"/>	Installments	3	\$8,675	\$9,035	Tuition +Lib&Tech fee + P Fee
<input type="checkbox"/>	Quarterly	N/A	\$8,675	\$8,795	Tuition +Lib&Tech fee + P Fee

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

Student Initials

SOUTHERN STATES UNIVERSITY

Professional Program – Individual Course

The Professional Program student agrees to pay an estimated total program cost of:

Professional Program – Individual Course	
Application Fee (non-refundable, paid prior to start of program)	\$100
Tuition \$1200 per course	\$1200
Materials Fee per course	\$50-300
International Student Costs	
-Courier Fee (paid prior to start of program)	\$ 85
Total	\$1,435 to \$1,685

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.

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

	Monthly Payment	Estimated # of months per Quarter	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input checked="" type="checkbox"/>	Payment in Full	N/A	\$1,200	\$1,200	1 course

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

Student Initials

SOUTHERN STATES UNIVERSITY

Payment Methods

☐ **Credit Card :**



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.

Any questions a California student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone: (916) 431-6959, fax: (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Student Initials

SOUTHERN STATES UNIVERSITY

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received the current Catalog, School Performance Fact Sheet, information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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

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

Newport Beach: 1601 Dove Street, Suite 105, Newport Beach, CA 92660
Phone: (949) 833-8868

SOUTHERN STATES UNIVERSITY

STATEMENT OF FINANCIAL SUPPORT

A statement of financial support is required of all degree and certificate 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:	

SOUTHERN STATES UNIVERSITY

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: _____

SOUTHERN STATES UNIVERSITY



SOUTHERN STATES
UNIVERSITY

TRANSFER 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 ☐ San Diego (Fashion Valley) ☐ La Jolla ☐ Newport Beach

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 - ☐ San Diego (Fashion Valley) (SND214F00448000)
☐ La Jolla (SND214F00448000)
☐ Newport Beach (LOS214F02077000)

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: San Diego (Fashion Valley) Fax: (619) 704-0175

La Jolla Fax: (619) 704-3977 or (858) 453-8186

Newport Beach Fax: (619) 704-0070

Or email to: info@ssu.edu

SOUTHERN STATES UNIVERSITY

REQUIRED DOCUMENTATION FOR ADMISSION

Students Applying to Bachelors of Business Administration Program (BBA)

Programs at the undergraduate level include: a Bachelor of Business Administration (BBA). All students applying for undergraduate programs must submit the following:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support– pages 10-32
- Submit the non-refundable application fee of \$100
- Provide verification of completion of a high school diploma (from a government-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- 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 500 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

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–pages 10-32
- Submit the non-refundable application fee of \$100
- 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

SOUTHERN STATES UNIVERSITY

Students Applying to Master of Science in Information Technology Program (MSIT)

Students applying for the graduate MSIT 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– pages 10-32
- Submit the non-refundable application fee of \$100
- 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>)
- Provide verification of at least **one math course** at the undergraduate-level beyond college algebra with a grade of B or better.
- 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

Students Applying to the Undergraduate-Level Business Certificates

All students applying to the undergraduate-level business certificates programs must submit the following:

- Complete and submit an Application for Admission, including the Enrollment Agreement, Payment Plan choice, and Statement of Financial Support– pages 10-32
- Submit the non-refundable application fee of \$100
- Provide verification of completion of a high school diploma (from a government-recognized school), High School Equivalency, or Certificate of Equivalency/Proficiency; diplomas from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>)
- Students applying to the **Certificate in Finance** must provide equivalency coursework at the undergraduate level in MTH 125 College Algebra with a grade of "C" or better;
- Students applying to the **Certificate in Management Studies** must provide equivalency coursework at the undergraduate level in ENG 111 Composition and Rhetoric with a grade of "C" or better;
- 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 500 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

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Students Applying to the Graduate-Level Business Certificates

Students applying to the graduate-level business certificates 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– pages 10-32
- Submit the non-refundable application fee of \$100
- 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

Students Applying to the Graduate-Level Certificate in Information Technology Program

Students applying to the Certificate in IT 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– pages 10-32
- Submit the non-refundable application fee of \$100
- 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>)
- Provide verification of at least **one math course** at the undergraduate-level beyond college algebra with a grade of B or better.
- 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

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Required Documentation: International Students

In addition to the above items, international students applying for **degree and certificate** programs 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;
- Official transcripts from other universities or institutions that the student has attended (if applying for transfer credit); these transcripts must be evaluated by an NACES approved organization: <http://www.naces.org/members.htm>
- **TOEFL** (Test of English as a Foreign Language) result of 61 or above on the iBT (Internet Based Test), or 500 or above on the PBT (Paper Based Test), **OR** an **IELTS** (International English Language Testing System) result of 5.0 or above.

TOEFL/IELTS Exam Exceptions will be granted to students who:

- have previously studied in a USDE-recognized accredited university level program, which was taught in English, and for at least one quarter/semester maintained a minimum 2.0 GPA for BBA program applicants and Undergraduate-Level Certificates, or 3.0 GPA for MBA, MSIT, and Graduate-Level Certificate program applicants, for at least one academic term;
- achieve a score of at least 80% on **SSU's English Placement Test (EPT)**. This test consists of listening, multiple-choice, writing and oral sections.

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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Students Applying to a Professional Program Course

Admission to each course in the Professional Program is open to the public as long as the following are submitted:

- _ Complete and submit an Application for Admission, including the Enrollment Agreement
- _ Submit the non-refundable application fee of \$100
- _ Provide verification of completion of a high school diploma (from a state-recognized school), equivalent high school program, or college/university coursework.
- _ ***International students*** need to submit one photocopy of their passport identification page, including a copy of their visa.

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ACADEMIC CALENDAR 2015-2016

DEGREE AND CERTIFICATE PROGRAMS

Winter 2016 (Degree Programs)

Registration Deadline – December 19, 2015
500 Course for Graduate Students – January 4-7, 2016
First Day of Classes – January 11, 2016
Last Day to Drop for 100% Refund – January 18, 2016
Last Day to Withdraw – February 22, 2016
Final Day of Classes – March 19, 2015
Grades Posted – March 26, 2015

Holiday – No Class on Monday, February 15, 2015 (Presidents Day)

Spring 2016 (Degree Programs)

Registration Deadline – March 19, 2016
500 Course for Graduate Students – April 4-7, 2016
First Day of Classes – April 11, 2016
Last Day to Drop for 100% Refund – April 18, 2016
Last Day to Withdraw – May 30, 2016
Final Day of Classes – June 18, 2016
Grades Posted – June 25, 2016

Holiday – No Class on Monday, May 30 (Memorial Day)

***Anticipated Commencement Ceremony – Sunday, July 2, 2016**

Summer 2016 (Degree Programs)

Registration Deadline – June 18, 2016
500 Course for Graduate Students – July 11–13, 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)

Fall 2016 (Degree Programs)

Registration Deadline – September 16, 2016
500 Course for Graduate Students – October 3-6, 2016
First Day of Classes – October 10, 2016
Last Day to Drop for 100% Refund – October 21, 2016
Last Day to Withdraw – November 25, 2016
Final Day of Classes – December 17, 2016
Grades Posted – December 30, 2016

Holidays – No Class on Thursday, Friday, and Saturday, November 23-25 (Thanksgiving)

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

The dates below are tentative for Degree and Certificate Programs in 2016:

(BU 500 and IT 500 class: 01/04/16 – 01/07/16)
3 weeks break (except for BU 500 and IT 500)

(BU 500 and IT 500 class: 04/04/16 – 04/07/16)
3 weeks break (except for BU 500 and IT 500)

(BU 500 and IT 500 class: 07/05/16 – 07/08/16)
2 weeks break (except for BU 500 and IT 500)

(BU 500 and IT 500 class: 10/3/16 – 10/06/16)
4 weeks break (except for BU 500 and IT 500)

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PROFESSIONAL PROGRAM

TENTATIVE SCHEDULE

September/October 2015

Marketing: September 14 – October 8, 2015

November 2015

Operations Management: November 2 – November 25, 2015

January 2016

Business Law: January 4 – January 28, 2016

February 2016

Entrepreneurship: February 1 – February 25, 2016

March 2016

Public Speaking: March 7 – March 31, 2016

May 2016

Strategic Management: May 2 – May 26, 2016

Note: These dates are subject to change

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CONTACT INFORMATION

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