SOUTHERN STATES
UNIVERSITY

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

Fashion Valley Campus
123 Camino de la Reina East 100
Fashion Valley, CA 92108
Phone: (619) 298-1829

Las Vegas Campus
3100 W Sahara Ave Suite 108
Las Vegas, NV 89102
(702) 786-3788

www.ssu.edu

Graduate Programs (MBA/MSIT) / Graduate Certificate Programs
Admissions Requirement Checklist

1	Application Fee: $100 (complete fee information see Enrollment Agreement)
2 ✸	International Fees: Registration/Enrollment/Courier for students applying from overseas only) page 4-5 of the Enrollment Agreement); (Payment Methods on page 12 of the Enrollment Agreement)
3	Enrollment Agreement (**all pages**)
4	School Performance Fact Sheet for selected program (initialed and dated)
5 ✸	Statement of Financial Support
6 ✸	Official Bank Statement or Bank Letter: - All Bank Statements or Bank Letters must be recent (*within the last 3 months*) - Bank Letters must include the name of the Banker, Title, and Signature - Account Number; Account Opened Date; Address of the bank; Title of the Banker; **- Minimum $12,375**; Please have all currency amounts converted to USD - Original documents must be in English <u>or</u> original document in the native language with a Certified Translation-
7	Clear copy of passport (*picture page*) [for domestic students proof of residency]
8 ✸	Clear copy of I-94 and Visa page (*F1 visa students only)*
9 ✸	Previous I-20 stamped and signed (*F1 visa students only*)
10 ✸	Transfer Form (*F-1 visa transfer students only*)
11	Original diploma and Transcript: Provide Verification of completion of a Bachelor's Degree in the form of an official transcript of record from USDE recognized accreditation institution, and submit official transcripts from **all** other universities or institutions previously attended; completed and not completed. - ✸ **Transcripts from outside the U.S. must be evaluated by a NACES approved organization. <u>(htpp://www.naces.org/members.htm)</u>**
12	Current Resume
13	Two Recommendation Letters: - **Date** / **Signature** of person / **Title** of the person - Letterhead (if cannot be provided, have the contact information of the person) - **MUST** mention they recommend student for Graduate program at SSU
14	Personal Autobiography/Statement of Purpose - In your **OWN** words, no internet sources / single-spaced essay of **<u>at least 1000 words</u>** - Detailing educational and work history, goals as they relate to educations and work history, and the relationship between these goals and future career aspirations - **Must be submitted electronically (WORD)**
15 ✸	Verification of English Proficiency: - 80% on SSU English Proficiency Test - 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 Systems) result 5.0 or above - Have previously studied in a USDE-recognized accredited university level program, which was taught in English, for at least one quarter/semester, and maintained a minimum 2.0 GPA for Bachelor, 3.0 GPA for Master, for at least one academic term;
16	Proof of Health Insurance (**MUST** be provided at Welcome Session)

✸ ***INTERNATIONAL STUDENTS ONLY***