



SOUTHERN STATES UNIVERSITY

**SAN DIEGO & NEWPORT BEACH
CAMPUSES**

PROSPECTIVE STUDENT GUIDE FOR DEGREE PROGRAMS

Effective Beginning January 2011

ADMINISTRATIVE OFFICES

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

Newport Beach
1601 Dove Street
Suite 105
Newport Beach, CA 92660
Phone: (949) 833-8868
Fax: (619) 704-0070

Toll Free Phone & Fax: (800) 804-8586
Email: info@ssu.edu

SOUTHERN STATES UNIVERSITY

CONTENTS

Overview 3

SSU Academic Programs..... 5

Registration Procedure and How to Obtain an I-20 Form 6

Optional Services, Accommodations, Health Insurance 7

Application Form 8

Enrollment Agreement 10

Tuition and Fees..... 12

Payment Methods 15

Statement of Financial Support 16

Transfer Form 18

Required Documentation for Admission 19

Academic Calendar 21

Contact Information..... 22

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.
- Approved by the California Bureau of Private Postsecondary and Vocational Education (BPPVE), which has some of the most rigorous approval standards of any state in the U.S.
- Authorized by the Department of Homeland Security (DHS) to issue I-20s, which is the legal document required to obtain a student VISA for studies at the university.

SSU offers the following professionally-based degree programs:

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)

SSU also offers a full spectrum of Intensive **English programs**, 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.

In addition, **SSU** provides select classes on-line, via the internet, through a customized website.

I-20s are not available to online students. However, international students who are taking residential (in the classroom) classes may also take online classes.

SOUTHERN STATES UNIVERSITY

SSU has several campuses that are located in two of California's most beautiful and glamorous cities, San Diego and Newport Beach. Both 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 and 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!

SOUTHERN STATES UNIVERSITY

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.

SOUTHERN STATES UNIVERSITY

REGISTRATION PROCEDURES + HOW TO OBTAIN AN I-20 FORM

All non-U.S. residents 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 8-9.
- 2) The student must show a copy of a bank statement from either a checking or savings account, showing a minimum balance of US \$3,500 for MBA and BBA 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 16-17.

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.A. without employment.

- 4) The student must pay a non-refundable Application Fee of US \$100.
- 5) The student must pay a shipping fee of US \$60 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 he/she wishes to study in.

After the above requirements have been met, SSU will issue an I-20 document and will send it along with an *Acceptance Letter* from the University to the agent or the 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 \$500 in fees paid (Application Fee plus the International Student Fee) and any FedEx charges *will not* be refunded to the student, because these fees cover the costs involved in preparing the documentation.

SOUTHERN STATES UNIVERSITY

OPTIONAL SERVICES

AIRPORT TRANSPORTATION

Southern States University staff offers airport transportation for individuals from the local airport to the student's accommodations. The student must notify school officials at least two weeks prior to their arrival time in order to allow for necessary preparation. The cost of airport transportation varies between \$50 and \$200 depending on the time of the flight, the amount of people to be retrieved, and the distance to the student's accommodations.

Students requesting transportation to San Diego from the Los Angeles Airport (LAX) must make their request at least one month in advance.

ACCOMMODATIONS (San Diego only)

Once the student receives a student visa, Southern States University can assist the student with finding living accommodations. This requires confirmation that the visa was approved and received, as well as a placement fee of US \$150.

Accommodation options include short-term housing, such as a hotel or an apartment, or sharing a room with another student. The cost of rent varies with location.

NOTE: Students are responsible for their own transportation to and from school.

HEALTH INSURANCE

Health Insurance is mandatory for all M-1/F-1 Students. Medical care in the United States can be quite expensive. As a full time student, the student is required to show proof that s/he has medical insurance when s/he arrives.

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

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

SOUTHERN STATES UNIVERSITY

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:

Bachelor of Business Administration ___

Master of Business Administration ___

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: _____

SOUTHERN STATES UNIVERSITY

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:** _____

Upon reviewing the Class Catalog/Student Handbook, please check the acknowledgement below:

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

**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. Immediately upon signing this agreement, you should make a copy to retain 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 business 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.

STUDENT'S RIGHT TO CANCEL

The student has a right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Student Initials

SOUTHERN STATES UNIVERSITY

SCHOOL PERFORMANCE FACT SHEET

Program Outcomes*

MBA Program	2009	2010	2011
Completion Rate	50%	56.4%	69.5%

The SSU BBA Program began in 2008. This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

- 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:

2535 Capitol Oaks Drive
Sacramento, CA 95833
Phone: (916) 431-6956
Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

- Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student.

* These rates were calculated as the number of students who started the program in the years 2006, 2007 and 2008 and completed it within three years (150% of the expected time for completion), divided by the total number of students who started the program 2006, 2007 and 2008, in accordance with the definition of "graduation rate" published by the Integrated Postsecondary Education Data System (IPEDS). See <http://nces.ed.gov/ipeds/glossary>

Student Initials

SOUTHERN STATES UNIVERSITY

REFUND POLICY

The student has a right to a full refund of all charges, less the \$100 application fee and any courier fees that were paid, if s/he cancels this agreement prior to the first day of instruction. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

If the school cancels or discontinues a course or educational program while a student is in the program, the school will make a full refund of all charges already paid by the student. Refunds will be paid within 30 days of cancellation or withdrawal.

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 ssell@ssu.edu.

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)

Program Costs

Total Tuition \$22,500
180 Quarter Credits x \$125/unit

Non-refundable Student Tuition Recovery Fund (STRF) Fee for CA residents only \$60

A normal academic courseload for BBA 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 on the Quarterly Payment Plan.

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)

Program Costs

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

Non-refundable Student Tuition Recovery Fund (STRF) Fee for CA residents only \$27.50

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 \$75/term in library fees 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.

Student Initials

SOUTHERN STATES UNIVERSITY

Supplementary Fees

Mandatory Fees:	Amount
Application Fee (non-refundable)	\$100
International Student Fee	\$400
Library and Technology Fee	\$ 75 per quarter
Graduation Fee	\$150
ID Card	\$ 20
Orientation Fee (includes SSU T-shirt or sweatshirt)	\$ 75
Evaluation/Critique of Final Project (MBA Only)	\$500
Optional Fees:	
Evaluation Fees:	
General Degree Evaluation	\$ 80
Detailed Degree Evaluation	\$165
Late Registration Fee (following Registration Deadline)	\$100
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	\$175 per class per month
Withdrawal Fee (from the University)	\$100
Diploma Reprint Fee	\$100
Diploma Rush Fee	\$100
CPT/OPT Assistance Fee	\$100
Re Evaluation of the Final Project (MBA Only)	\$250
I-20 Replacement Fee	\$ 30
International Courier Fee (varies by country)	\$ 60 to \$85
Domestic Courier Fee	\$ 20

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

If a student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

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 \$11,742
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	
-International Student Fee (paid prior to start of program)	\$ 400
-Courier Fee (paid prior to start of program)	\$ 60
Total	\$ 11,520 to \$12,987

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	Probable Final Month Payment	Payment Plan Fee (% of Estimated Total Tuition)	Estimated Total Tuition	Estimated Total to be Paid	What is included
<input type="checkbox"/>						\$10,675.00	Tuition + Technology Fee, 8 quarters
<input type="checkbox"/>	\$650	17	\$595.25	3.0000%	\$10,675.00	\$10,995.25	Tuition + Lib & Tech fee + interest
<input type="checkbox"/>	\$550	21	\$208.75	5.0000%	\$10,675.00	\$11,208.75	Tuition + Lib & Tech fee + interest
<input type="checkbox"/>	\$450	26	\$279.00	8.0000%	\$10,675.00	\$11,529.00	Tuition + Lib & Tech fee + interest
<input type="checkbox"/>	\$350	34	\$192.50	10.0000%	\$10,675.00	\$11,742.50	Tuition + Lib & Tech fee + interest
<input type="checkbox"/>	Pay as you go	N/A	\$15 per quarter	\$75 per quarter	\$155 per unit		Tuition + Lib & Tech fee

The first payment and the application fee are due at the time of enrollment. Enrollment will not be complete until both these amounts have been paid.

Student Initials

SOUTHERN STATES UNIVERSITY

Payment Methods

I have enclosed a Check/Money Order for the amount indicated above.

(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.)

Wire Transfer: Wells Fargo Bank San Diego ABA No# 121000248 Account No: 5077111564

(Note: Wells Fargo Bank charges \$15.00 for the wire transfer fee. Be sure to include this amount in the total fee.)

Credit Card: I authorize the use of my:

Visa Master Card American Express

Payment By Visa / MC Will Add a 3% Transaction Fee. Payment By Amex Will Add a 3.5% Transaction Fee.)

Account Number: _____

Exp. Date (Month/Year): _____

Cardholder's Name: _____

Signature of Student: _____ Date: _____

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 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 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 SSU General Catalog is located on SSU's website, www.ssu.edu, and is readily accessible to all students and the general public.

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 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



TRANSFER FORM

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: ___ / ___ / ___

Admissions Number from I-94: _____

Signature of student: _____

I wish to study at San Diego / La Jolla Newport Beach

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 #: _____

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 /La Jolla (SND214F00448000)

Newport Beach (LOS214F02077000)

Thank you.

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 Fax: (619) 704-0175

Newport Beach Fax: (619) 704-0070

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 8-17
- Submit the non-refundable application fee of \$100
- Provide verification of completion of a high school diploma, GED, or Certificate of Equivalency/Proficiency (to be copied)
- Submit official transcripts from other universities or institutions that he/she may have attended (if attempting to transfer credit ONLY)
- Submit a written, single-spaced essay of 500 words detailing educational and work history, goals as they relate to education and work history, and the relationship between these goals and the SSU Degree program being applied for
- Proof of health insurance

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 8-17
- 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
- Submit a written, single-spaced essay of 1000 words detailing educational and work history, goals in relation to that education and work history, and the relationship of these goals to 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 or CV
- Proof of health insurance

Required Documentation: International Students

In addition to the above items, international students applying for undergraduate programs at SSU must submit the following:

- Financial Documentation confirming that the student can support him/herself during his/her stay in the U.S.A. This includes a statement of financial verification (i.e. bank statement) showing at least a \$3,500 balance; this balance should either be in the applicant's personal account, or in the account of the financial sponsor of the student (the student will then also have to submit an ***Affidavit of Financial Support***). The student must add \$300 per month per dependent to the minimum balance if the student's spouse or children will accompany him/her.
- 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:

- come from a country that uses English as the primary language in its education system;
- have previously studied in a USDE-recognized accredited college level program, which was taught in English, and for at least one quarter/semester maintained a cumulative B (3.0) or higher GPA during the time attended;
- 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.

SOUTHERN STATES UNIVERSITY

ACADEMIC CALENDAR 2012

Winter Quarter 2012

Registration Deadline – December 23, 2011

Orientation Class for New MBA Students – January 9-12, 2012

First Day of Classes – January 16, 2012

Last Day to Drop for 100% Refund – January 23, 2012

Last Day to Withdraw – February 27, 2012

Final Day of Classes – March 24, 2012

Grades Posted – March 30, 2012

Holiday – No Class on Monday, February 20 (President's Day)

Spring Quarter 2012

Registration Deadline – March 23, 2012

Orientation Class for New MBA Students – April 9-12, 2012

First Day of Classes – April 16, 2012

Last Day to Drop for 100% Refund – March 23, 2012

Last Day to Withdraw – May 29, 2012

Final Day of Classes – June 23, 2012

Grades Posted – June 29, 2012

Holiday – No Class on Monday, May 28 (Memorial Day)

Commencement Ceremony – Saturday, June 30 (tentative)

Summer Quarter 2012

Registration Deadline – June 22, 2012

Orientation Class for New MBA Students – July 9-12, 2012

First Day of Classes – July 16, 2012

Last Day to Drop for 100% Refund – July 23, 2012

Last Day to Withdraw – August 27, 2012

Final Day of Classes – September 22, 2012

Grades Posted – September 28, 2012

Holiday – No Class on Monday, September 3 (Labor Day)

Fall Quarter 2012

Registration Deadline – September 21, 2012

Orientation Class for New MBA Students – October 1-4, 2012

First Day of Classes – October 8, 2012

Last Day to Drop for 100% Refund – October 15, 2012

Last Day to Withdraw – November 19, 2012

Final Day of Classes – December 15, 2012

Grades Posted – December 21, 2012

Holidays – No Class on Thursday, Friday, and Saturday, November 22-24 (Thanksgiving)

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

SOUTHERN STATES UNIVERSITY

CONTACT INFORMATION

San Diego Campus

123 Camino de la Reina
Suite 100 East
San Diego, CA 92108
Toll Free Phone & Fax: (800) 804-8586
Local Phone: (619) 298-1829
Local Fax: (619) 704-0175
Email: admissions@ssu.edu

Other Classroom Locations in San Diego:

La Jolla

3252 Holiday Court, Suite 107
La Jolla, CA 92037

Pacific Beach

919 Garnet Avenue, 2nd Floor
San Diego, CA 92109

Whom to Speak with in San Diego:

Todd Gonzales

Admissions Director / DSO
tgonzales@ssu.edu

Wendy Ying-Du

Site Director / Admissions Representative (La Jolla)
wdu@ssu.edu

Newport Beach Campus

1601 Dove Street, Suite 105
Newport Beach, CA 92660
Local Phone: (949) 833-8868
Local Fax: (619) 704-0070
Toll Free Phone & Fax: (800) 804-8586
Email: admissions@ssu.edu

Whom to Speak with in Newport Beach:

Kelly Van Dyke

Administrative Director / Admissions Representative
kvandyke@ssu.edu