



SOUTHERN STATES UNIVERSITY

**SAN DIEGO & NEWPORT BEACH
CAMPUSES**

PROSPECTIVE STUDENT GUIDE FOR DEGREE PROGRAMS

Effective Beginning Winter 2014

ADMINISTRATIVE OFFICES

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SOUTHERN STATES UNIVERSITY

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SOUTHERN STATES UNIVERSITY

OVERVIEW

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

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

MISSION STATEMENT

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

SSU is:

- Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), an agency recognized by the United States Department of Education.
- 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.

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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!

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.

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 \$5,000 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 \$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 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 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.

SOUTHERN STATES UNIVERSITY

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 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

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: _____

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College / University:

School name: _____

School address: _____

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

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

If you are transferring to SSU from another institution, please fill out the information below:**Name of the Institution you are transferring from:** _____**Address of the Institution:** _____
Street City State Zip Code**Reason for transfer:** _____

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.

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**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 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

Performance Fact Sheet

A. Program Outcomes*

MBA Program	2010	2011	2012
Completion Rate	56.4%	69.5%	62.2%

BBA Program	2010	2011	2012
Completion Rate	N/A	N/A	51.7%

- 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.
- The MBA and BBA programs at Southern States University may lead to employment in a variety of fields. However, the programs are not designed to lead to, nor does SSU make any claim related to, preparing students for any particular career, occupation, vocation, job, or job title.

* For the MBA program, these rates were calculated as the number of students who started the program in the years 2007, 2008 and 2009 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>.

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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 thirty 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 GCapozzi@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

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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	\$12

A normal academic course load 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	\$5.50

A normal academic course load 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.

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Supplementary Fees

Mandatory Fees:	Amount
Application Fee (non-refundable)	\$100
Library and Technology Fee	\$ 75 per quarter
Graduation Fee	\$150
ID Card	\$ 20
Orientation Fee	\$ 75
Evaluation/Critique of Final Project (MBA 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
Payment Process Fee	\$ 40
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
I-20 Replacement Fee	\$ 30
International Courier Fee	\$ 85
Domestic Courier Fee	\$ 25
Bouncing Check Fee	\$ 30

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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 \$24,180
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 \$24,522

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	\$23,550.00	\$23,550.00	For 14 Quarters
<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

*** All Prices are subject to change.**

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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 \$11,035
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 \$11,870.50

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	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"/>	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

*** All Prices are subject to change.**

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Payment Methods

Credit Card :



Card Number: _____ Expiration Date: (Mo / Year): _____ / _____

Cardholder's Name: _____

Signature of Student: _____

Date: _____

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: WFBIUS6S

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 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.

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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

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Phone: (949) 833-8868

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:	

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

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

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

Signature of Sponsor: _____ Date: _____

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TRANSFER 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 8-18
- Submit the non-refundable application fee of \$100
- Provide verification of completion of a high school diploma (from a state-recognized school), GED, 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 8-18
- 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

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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 has adequate resources to ensure that s/he can meet all 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, selection of 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, or 3.0 GPA for MBA 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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ACADEMIC CALENDAR 2014

Winter Quarter 2014

Registration Deadline – December 20, 2013
Orientation Class for New MBA Students – January 6-9, 2014
First Day of Classes – January 13, 2014
Last Day to Drop for 100% Refund – January 20, 2014
Last Day to Withdraw – February 24, 2014
Final Day of Classes – March 22, 2014
Grades Posted – March 28, 2014

Holiday – No Class on Monday, February 17 (Presidents Day)

Spring Quarter 2014

Registration Deadline – March 21, 2014
Orientation Class for New MBA Students – April 7-10, 2014
First Day of Classes – April 14, 2014
Last Day to Drop for 100% Refund – April 21, 2014
Last Day to Withdraw – May 27, 2014
Final Day of Classes – June 21, 2014
Grades Posted – June 27, 2014

Holiday – No Class on Monday, May 26 (Memorial Day)

Commencement Ceremony – Sunday, June 29 (tentative)

Summer Quarter 2014

Registration Deadline – June 20, 2014
Orientation Class for New MBA Students – July 7–10, 2014
First Day of Classes – July 14, 2014
Last Day to Drop for 100% Refund – July 21, 2014
Last Day to Withdraw – August 25, 2014
Final Day of Classes – September 20, 2014
Grades Posted – September 26, 2014

Holidays – No Class on Monday, September 1 (Labor Day)

Fall Quarter 2014

Registration Deadline – September 19, 2014
Orientation Class for New MBA Students – September 29 to October 2, 2014
First Day of Classes – October 6, 2014
Last Day to Drop for 100% Refund – October 13, 2014
Last Day to Withdraw – November 17, 2014
Final Day of Classes – December 13, 2014
Grades Posted – December 19, 2014

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Holidays – No Class on Thursday, Friday, and Saturday, November 27-29 (Thanksgiving)

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.

Winter 2015

(BU 500 MBA Orientation class: 01/05/15 – 01/08/15)

3 weeks break (except for BU 500)

Spring 2015

(BU 500 MBA Orientation class: 04/06/15 – 04/09/15)

3 weeks break (except for BU 500)

Summer 2015

(BU 500 MBA Orientation class: 07/06/15 – 07/09/15)

2 weeks break (except for BU 500)

Fall 2015

(BU 500 MBA Orientation class: 09/28/15 – 10/01/15)

4 weeks break (except for BU 500)

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CONTACT INFORMATION

San Diego Campus

123 Camino de la Reina
Suite 100 East
San Diego, CA 92108
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

Whom to Speak with in San Diego:

John Tucker
Chancellor/ PDSO
jtucker@ssu.edu

Denise Mastro
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Adriana Coelho
Senior Administrative Analyst/ Bursar
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Newport Beach Campus

1601 Dove Street, Suite 105
Newport Beach, CA 92660
Local Phone: (949) 833-8868
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Whom to Speak with in Newport Beach:

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