



## Admissions Requirement Checklist Undergraduate and Graduate Programs

Email: [ssuadmissions@ssu.edu](mailto:ssuadmissions@ssu.edu)

Phone: San Diego: (619) 298-1829 - Irvine: (949) 833-8868 - Las Vegas: (702) 786-3788

1	*Application Fee (non-refundable): \$100 (Please see Enrollment Agreement for complete fee information)
2 *	International Fees (for F1 visa students applying from outside of the U.S. (non-refundable): * Registration: \$150 ** Enrollment: \$250 * Courier Fee: \$85 * Fees to be paid before admission ** Fees to be paid upon arrival in the US
3	Enrollment Agreement (all pages) and School Performance Fact Sheet for selected program (initialed and dated)
4 *	Statement of Financial Support Form and Official Bank Statement or Bank Letter: All Bank Statements or Bank Letters must be official and recent (within the last 3 months) and must include: - Name of the applicant or sponsor - Name and contact information of the bank or financial institution - Currency amount balance with a minimum of \$12,375 USD (plus \$2,700 USD per dependent) or the US dollar equivalent in a foreign currency. <i>Bank letters must be in English or include a certified English translation, unless approved by SSU.</i>
5	Clear copy of passport for F1 visa students only or government issued ID for other students
6 *	Clear copy of I-94 and Visa page (F1 visa students only)
7 *	Previous I-20 stamped and signed (F1 visa students only)
8 *	Transfer Form (F-1 visa transfer students only)
9	Official Diploma(s) and Transcript(s): - <b>Undergraduate Applicants:</b> Provide verification of completion of a High School Diploma, GED, High School Equivalency, or Certificate of Equivalency/Proficiency. - <b>Graduate Applicants:</b> Provide verification of completion of a Bachelor's Degree, in the form of an official transcript of record from a USDE-recognized accredited institution. - <b>All Applicants:</b> Submit official transcripts from all other universities or colleges previously attended. <i>Diplomas from outside the U.S. must be evaluated by a NACES organization certified agency (<a href="http://www.naces.org/members">http://www.naces.org/members</a>) (Both a copy of the official foreign academic record and an official English translation must be included (F-1 Visa students only))</i>
10	<b>Additional Documents for Graduate Students:</b> a) Current Resume (or CV) b) Two Official Letters of Recommendation (Professional or academic references only, issued within past year): - <b>Date / Signature</b> of person / <b>Title</b> of the person / <b>Contact Information</b> of the person - Official Letterhead - <b>MUST</b> mention they recommend student for their Graduate program at SSU c) <b>MSIT and IT Certificate Applicants:</b> Provide verification of at least one math course at the undergraduate-level beyond college algebra with a grade of B or better.
11	Personal Autobiography/Statement of Purpose - In your <b>OWN</b> words, no internet sources / single-spaced essay of <b>at least 500 words for Undergraduate applicants and at least 1000 words for Graduate applicants</b> - Detailing educational and work history, goals as they relate to educations and work history, and the relationship between these goals and future career aspirations - <b>Must be submitted via email (in MS WORD) to: <a href="mailto:ssuadmissions@ssu.edu">ssuadmissions@ssu.edu</a></b>
12	Verification of English Proficiency (submit proof of one of these): - Diploma or transcript showing that the applicant has graduated from a government-recognized secondary school (or above) in a system in which English is the official language of instruction. - TOEFL (Test of English as a Foreign Language) result of 61 or above on the IBT (Internet Based Test), 500 or above on the PBT (Paper Based Test). - IELTS (International English Language Testing System) result of 5.0 or above. - Duolingo placement test result of 51 or above: <a href="https://englishtest.duolingo.com">https://englishtest.duolingo.com</a> . - For applicants inside the U.S.: Achieve a score of at least 80% on SSU's English Placement Test (EPT). This test consists of reading, listening, speaking, grammar, and writing sections. - Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum <b>2.0 GPA</b> for undergraduate applicants and <b>3.0 GPA</b> for graduate applicants, for at least one academic term. <b>Test scores more than two years old will not be accepted.</b>
13	Pre Admission Interview: Students will be contacted by one of the SSU ambassadors to process an interview
14 *	Proof of Health Insurance ( <b>MUST</b> be provided by or before the Mandatory Student Orientation/Welcome Session)

**\* ADDITIONAL DOCUMENTS FOR F1 VISA - INTERNATIONAL STUDENTS ONLY**