



Admissions Requirement Checklist Undergraduate and Graduate Programs

Email: admissions@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 (non-refundable): Registration Fee \$150 + \$85 Courier Fee (for F1 visa students applying from outside of the U.S.)
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: <ul style="list-style-type: none"> - 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 written in a foreign language need to be included with a certified English translation. Original bank statements may be submitted in a foreign language without a certified English translation if 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 (<i>F1 visa students only</i>)
7 *	Previous I-20 stamped and signed (<i>F1 visa students only</i>)
8 *	Transfer Form (<i>F-1 visa transfer students only</i>)
9	Official Diploma(s) and Transcript(s): <ul style="list-style-type: none"> - Undergraduate Applicants: Provide verification of completion of a High School Diploma, High School Equivalency, or Certificate of Equivalency/Proficiency. - Graduate Applicants: Provide verification of completion of a Bachelor's Degree, in the form of an official transcript of record from a USDE-recognized accredited institution. - All Applicants: Submit official transcripts from all other universities or colleges previously attended; if a degree is awarded, transcripts from outside the U.S. must be evaluated by a NACES organization (http://www.naces.org/members.htm) or AACRAO (www.aacrao.org). Both a copy of the official foreign academic record and an official English translation must be included. <i>Diplomas from outside the U.S. must be evaluated by a NACES organization (http://www.naces.org/members.htm) or AACRAO (www.aacrao.org). Both a copy of the official foreign academic record and an official English translation must be included.</i>
10	Additional Documents for Graduate Students: <ol style="list-style-type: none"> a) Current Resume (or CV) b) Two Official Letters of Recommendation (professional or academic references only, issued within past year): <ul style="list-style-type: none"> - Date / Signature of person / Title of the person / Contact Information of the person - Official Letterhead (if official letterhead is not available, please talk to SSU Admissions) - MUST mention they recommend student for their Graduate program at SSU c) MSIT and IT Certificate Applicants: Must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.
11	Personal Autobiography/Statement of Purpose <ul style="list-style-type: none"> - In your OWN words, no internet sources / single-spaced essay of at least 500 words for Undergraduate applicants and at least 1000 words for Graduate applicants - 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 via email (in MS WORD) to: admissions@ssu.edu
12	Verification of English Proficiency (submit proof of one of these): <ul style="list-style-type: none"> - 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 English Test result of 51 or above. - 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 2.0 GPA for undergraduate applicants or 3.0 GPA for graduate applicants, for at least one academic term. <p style="text-align: center;">Test scores more than two years old will not be accepted</p>
13 *	Proof of Health Insurance (MUST be provided by or before the Mandatory Student Orientation/Welcome Session)