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SOUTHERN STATES UNIVERSITY

SOUTHERN STATES UNIVERSITY

LAS VEGAS

CAMPUS

(AUGUST 1, 2018)

PROSPECTIVE STUDENT GUIDE & ENROLLMENT AGREEMENT

FOR
MBA PROGRAM

Effective Beginning Summer 2018

ADMINISTRATIVE OFFICES

San Diego – Main Campus

1094 Cudahy Place
Suite 120
San Diego, CA 92110
Phone: (619) 298-1829
Fax: (619) 704-0175

Las Vegas

3100 W. Sahara Avenue
Suite 108
Las Vegas, NV 89102
Phone: (702) 383-4088
Fax: (619) 704-1002

Email: info@ssu.edu

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 quality 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 result-oriented, value-driven and professionally recognized academic degree and certificate programs to a culturally diverse student community. We are committed to fostering an integrated academic environment for our domestic and international students, enhancing their career aspirations, and providing long lasting opportunities.

SSU is:

- Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).
- Approved by the California Bureau of Private Postsecondary Education (BPPE), which has some of the most rigorous approval standards of any state in the U.S., and is also approved by the State of Nevada Commission for Postsecondary Education.
- Granted "Eligibility" status by the WASC Senior College and University Commission (WSCUC).
- SSU is authorized under federal law to enroll non immigrant alien students for some of its programs.

SSU offers the following degree in Nevada:

- Master of Business Administration (MBA)

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

SSU has several campuses that are located in two of California's most beautiful and glamorous cities, San Diego and Irvine, and one campus in Las Vegas, Nevada. These cities boast large student populations, and are ideal places to live and study.

The Las Vegas campus is conveniently located just minutes from the world-famous Las Vegas Strip at the intersection of West Sahara Avenue and Richfield Avenue. A bus stop is easily accessible in front of the school to connect students with Las Vegas' main source of public transportation.

SOUTHERN STATES UNIVERSITY

SSU ACADEMIC PROGRAM IN NEVADA

Master of Business Administration (MBA)

- 16 Courses
- 65 credits total
- 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 F1 STUDENT VISA (I-20 FORM) - FOR INTERNATIONAL STUDENTS ON AN F1 STUDENT VISA ONLY -

All international students residing outside the U.S. and seeking admissions into a **degree or certificate program** are required to apply for an I-20 form and an F1 student visa. International students wishing to enroll in the degree or certificate programs online are exempt from this requirement; the I-20 is not required for international students that are living outside of the U.S. and that are enrolled in online-only programs.

NOTE: *Please check with the Admissions Department at SSU to find out which programs currently accept F1 students.*

The following steps are required for each student to register and to obtain the I-20 document, which, in turn, is required to obtain an F1 student visa:

- 1) Complete, sign the Enrollment Agreement, and submit all application documents.
- 2) A *Statement of Financial Support* must be provided, identifying the source of funds, and an official bank statement or bank letter must be attached. 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. without employment. All Bank Statements or Bank Letters must be official and recent (within the last 3 months) and must include a minimum of US\$12,375 (plus US\$2,700 per dependent) or the US dollar equivalent in a foreign currency.
- 3) Submit the US \$100 Application Fee (non-refundable) and any other additional fees for international students residing outside of the U.S. (non-refundable international registration fee of \$150 plus \$85 courier fee).
- 4) The student must be admitted into the program to which he/she applied.
- 5) After the above requirements have been met, SSU will issue an *Acceptance Letter* to the prospective student.
- 6) Upon acceptance into the University, submit proof of health insurance (please consult the next page for details). All documents need to be officially translated into English if written in a foreign language. New students have until the start date of their program to submit proof of health insurance.
- 7) 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. The Immigration Service charges a "SEVIS fee" of US \$200 (a processing fee paid directly to the Department of Homeland Security). This is payable online by the student. 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.

In the case of a visa denial, the \$100 Application Fee and \$150 International Registration Fee *will not* be refunded to the student, because these fees cover the costs involved in preparing the documentation.

- 7) With a visa approval, SSU will charge an additional \$250 International Enrollment Fee.

Note: The I-20 is not required for programs if enrolled in them online only.

SOUTHERN STATES UNIVERSITY

HEALTH INSURANCE

Health Insurance is mandatory for all F-1 Students. Medical care in the United States can be quite expensive. All full-time students are required to show proof that s/he has medical insurance for issuing their I-20 form.

It is the student's responsibility to provide SSU with evidence of insurance by the start date of their program.

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

Affordable Care Act CA Exchange - <http://www.coveredca.com/>

SOUTHERN STATES UNIVERSITY

APPLICATION FOR ADMISSION – LAS VEGAS

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: Las Vegas ____

Please Choose Your Program of Interest at SSU:

Degree: Master of Business Administration (MBA) 65 Credit Hours ____

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:** _____

SOUTHERN STATES UNIVERSITY

PROGRAM INFORMATION/ CATALOG ACKNOWLEDGMENT

Start Date of Program Selected: _____

End Date of Program Selected: _____

Effective Date of Catalog: _____

Catalog Signature:

I, _____ have received a copy of the aforementioned version of the catalog that I will be bound to and understand it is a part of the enrollment agreement.

By signing below, I hereby acknowledge that I have reviewed the Catalog/Student Handbook

Signature Date

DISCLAIMER: While programs are designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the School cannot guarantee or promise that any student will be placed in any particular job, or placed at all. While the School will assist students with job placement, finding a job is the individual responsibility of the student.

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 – LAS VEGAS
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 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.

Degree and certificate students may request transfer credit under the school's transfer credit policy as stated in the Catalog. For any transfer credit that is awarded at SSU for previous training or experience, the student will not be asked to pay for the tuition cost of units of the awarded credit.

Student Initials

SOUTHERN STATES UNIVERSITY

NEVADA STUDENTS: Student Refund Policy (State of Nevada Code: NRS 394.449)

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. A refund will be calculated pursuant to State of Nevada regulation NRS 394.449

The refund policy according to the State of Nevada regulation NRS 394.449 is:

- 1. Each postsecondary educational institution shall have a policy for refunds which at least provides:**
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.**
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.**
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.**
 - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.**

- 2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:**
 - (a) Date of cancellation by a student of his or her enrollment;**
 - (b) Date of termination by the institution of the enrollment of a student;**
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or**
 - (d) Last day of attendance of a student, whichever is applicable.**

- 3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.**

- 4. For the purposes of this section:**
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.**
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.**
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.**

SOUTHERN STATES UNIVERSITY

Nevada Students - Account for Student Indemnification

The Commission on Postsecondary Education maintains a tuition indemnification fund that may be used to refund students in the event of a school's closure. In order to file a complaint, please contact:

Nevada Commission on Postsecondary Education
8778 South Maryland Parkway Suite 115, Las Vegas, NV 89123
Telephone: (702) 486-7330
Fax (702) 486-7340

NRS 394.553 Account for Student Indemnification.

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
 - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
 - (b) The violation by such an institution of any provision of NRS 394.383 to 394.560, inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to NRS 394.480, the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.
7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.

Student Initials

SOUTHERN STATES UNIVERSITY

MBA Program - Tuition and Fees

	Master of Business Admin.
Application Fee: (Non-Refundable)	\$100.00
Tuition	\$10,075.00
International Registration Fee (Non-Refundable)	\$150.00
International Enrollment Fee (Non-Refundable)	\$250.00
Domestic Courier Fee (Non-Refundable)	\$25.00
International Courier Fee (Non-Refundable)	\$85.00
Library and Technology Fee (per quarter)	\$75.00
Student ID Card (Mandatory)	\$20.00
Student Business Card (Non-Refundable)	\$20.00
Student ID Card Replacement (Non-Refundable)	\$20.00
Orientation Fee (Non-Refundable)	\$75.00
Non-refundable Student Fee for the State of Nevada (Non-Refundable)	\$4.00
Evaluation/ Critique of Final Project (Non-Refundable)	\$500.00
Add/Drop class fee/ Per class (following deadline) (Non-Refundable)	\$40.00
Transcript Fee (Non-Refundable)	\$25.00
Certificate or Diploma Reprint Fee (Non-Refundable)	\$100.00
CPT/OPT Assistance Fee (Non-Refundable)	\$100.00
I-20 Replacement Fee (Non-Refundable)	\$30.00
Payment Plan Change Fee (Non-Refundable)	\$25.00
Returned Check Fee (Non-Refundable)	\$35.00
Bank Wire Fee (Non-Refundable)	\$30.00
Late Fee	\$75
Payment Processing Fee (Non-Refundable)	\$40.00
Graduation Fee (Non-Refundable)	\$150.00
Estimated Total for Entire Program-minimum (Tuition + all mandatory fees)	\$11,560.00

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Student Initials

Rev 8/1/2018

SOUTHERN STATES UNIVERSITY

MBA Program Tuition

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

Non-refundable Student Fee for the State of Nevada \$4
for Nevada students only

A normal academic course load for MBA students consists of 8 credit hours per term, which would result in tuition fee charges of \$1,240.00/term plus library fees of \$75/term and a \$40 payment processing fee/payment 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.

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Student Initials

SOUTHERN STATES UNIVERSITY

TUITION PAYMENT PLANS

Student Loans

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

Ed. Code §94911 (f)

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. **Ed. Code §94911 (g)(1)(2)**

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.

Tuition Payment Plans – Check the box for the payment plan you prefer.

SOUTHERN STATES UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION PAYMENT PLANS

Payment Plan		Number of payments	Estimated Total Tuition	Estimated Total Tuition and Fees	What is included
<input type="checkbox"/>	Payment in Full	1 per program	\$10,075.00	\$10,715.00	65 units x 155= \$10,075 8 quarters x \$75= \$600 Processing fee = \$40 Total = \$10,715
<input type="checkbox"/>	Quarterly	1 per quarter	\$10,075.00	\$10,995.00	65 units x 155= \$10,075 8 quarters x \$75= \$600 8 quarters x \$40= \$320 Total = \$10,995
<input type="checkbox"/>	Installments	3 per quarter	\$10,075.00	\$11,635.00	65 units x 155= \$10,075 8 quarters x \$75= \$600 8 quarters x 3 installments x \$40= \$960 Total = \$11,635
<input type="checkbox"/>	27 Payment Plan	1 payment every 4 weeks (28 days)	\$10,075.00	\$12,057.25	65 units x 155= \$10,075 8 quarters x \$75= \$600 27 payments x \$40= \$1,080 3% Financing interest on \$10,075 = \$302.25 Total = \$12,057.25/27 = \$446.56

* The following fees are not included in the estimated total to be paid above: Application fee \$100, Graduation fee \$150, ID card fee \$20, Orientation fee \$75, Evaluation/Critique of Final Project fee \$500 (MBA).

***Tuition and Fees Subject to Change at Any Time with Prior Notice**

Student Initials

SOUTHERN STATES UNIVERSITY

PAYMENT METHODS

Credit Card:



Name on Card _____

Card Number _____

Expiration Date _____

CVV Number _____

Billing Address of the Card _____

Phone Number of Cardholder _____

Check/Money Order:

Please make check payable to Southern States University, 1094 Cudahy Pl, Suite 120 San Diego, CA 92110; Phone: (619) 298-1829; Fax: (619) 704-0175. (Note: 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
1094 Cudahy Pl, Suite 120 San Diego, CA 92110

(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.

A Nevada student who wishes to file a complaint about this institution, may contact the State of Nevada Commission on Postsecondary Education at 8778 South Maryland Parkway Suite 115, Las Vegas, NV 89123; Telephone: (702) 486-7330; Fax (708) 486-7340.

SOUTHERN STATES UNIVERSITY

Prior to signing this enrollment agreement, you must be given a catalog or brochure, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution.

I certify that I have received the current Catalog.

I am aware that the current SSU General Catalog is located on the SSU’s website, www.ssu.edu, and is readily accessible to all students and the general public and that the information contained in the current catalog is part of this enrollment agreement. Furthermore, I acknowledge that the current catalog is subject to change throughout my program of study and any changes will apply to my program.

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

**Las Vegas: 3100 W. Sahara Avenue, Suite 108, Las Vegas, NV 89102
Phone: (702) 383-4088**

SOUTHERN STATES UNIVERSITY

STATEMENT OF FINANCIAL SUPPORT

A statement of financial support is required of all degree 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



SOUTHERN STATES UNIVERSITY

TRANSFER ELIGIBILITY FORM

SECTION 1 (to be completed by student)

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: ___ / ___ / ___
M D Y

SEVIS ID Number: _____

Student Signature: _____

I wish to study at [] Las Vegas

SECTION 2 (to be completed by school student is transferring from)

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 #: _____
SEVIS Release date: ___ / ___ / ___

If this student has a SEVIS I-20, please Transfer Out this student with a release date to:

Southern States University - [] Las Vegas ()

Do Not Transfer Terminated or Completed Student

Comments: _____

Name and address of school: _____

School telephone: _____ Fax: _____
Signature of DSO: _____ Date: _____
Name and Title: _____ 214F _____
(INNS School File Number)

Please return this form to:
Las Vegas Fax: (619) 704-1002
Or email to: info@ssu.edu

SOUTHERN STATES UNIVERSITY

REQUIRED DOCUMENTATION FOR ADMISSION INTO MBA

All students applying to a graduate program must submit the following:

- Complete and submit an Enrollment Agreement (including School Performance Fact Sheet) and pay appropriate fees
- Provide verification of completion of a Bachelor's Degree in the form of an official transcript of record from a USDE-recognized accredited institution. Diplomas and transcripts from outside the U.S. must be evaluated by an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization (www.aacrao.org). Both a copy of the official foreign academic record and an official English translation must be included
- 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 an NACES approved organization (<http://www.naces.org/members.htm>) or through the American Association of Collegiate Registrars and Admissions Officers organization (www.aacrao.org). Both a copy of the official foreign academic record and an official English translation must be included
- 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 two official Letters of Recommendation (professional or academic references only)
- Provide a current resume

English Language Proficiency Policy for all Degree Applicants

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree and certificate programs must demonstrate English language proficiency. Demonstration of English language proficiency can be satisfied if the applicant submits a 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. Otherwise, the applicant will need to meet the minimum English Language Proficiency standard through one of the following:

- 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), or
- IELTS (International English Language Testing System) result of 5.0 or above, or
- Duolingo English Test result of 51 or above, or
- 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, or
- Have previously studied in an English-medium, USDE-recognized accredited university level program and maintained a minimum 2.0 GPA for undergraduate program applicants, or a 3.0 GPA for graduate program applicants, for at least one academic term. ***Test scores more than two years old will not be accepted.***

SOUTHERN STATES UNIVERSITY

International Students on a Student Visa

In addition to the above items, international students applying for a student visa in the USA 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 or bank letter 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). All Bank Statements or Bank Letters must be official and recent (within the last 3 months) and must include a minimum of US\$12,375 (plus US\$2,700 per dependent) or the US dollar equivalent in a foreign currency,
- Copy of passport, including information page, Visa, and I-94 validity page,
- Proof of Health Insurance: International students on a student visa must show proof of medical insurance by the start date of their program. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

SOUTHERN STATES UNIVERSITY

ACADEMIC CALENDAR 2018-2019

MBA PROGRAM:

SUMMER 2018

Admission Deadline (application):	June 11, 2018
Tentative Registration Deadline for Current Students :	TBD
Orientation Class for New Students:	July 2,2018
BU 500, IT 500 Course for New Graduate Students	July 2 to 5, 2018
First Day of Classes (all new and current students):	July 9, 2018
Last Day to Add/Drop Classes (drop for 100% Refund)	July 16, 2018
Last Day to Withdraw (partial tuition and W grade)	August 20, 2018
Final Day of Classes:	September 15, 2018
Grades Posted:	September 21,2018
Holidays (no classes):	Independence Day: July 4th,2018 and Labor Day: September 3rd,2018

FALL 2018

Admission Deadline (application):	September 10, 2018
Tentative Registration Deadline for Current Students :	TBD
Orientation Class for New Students:	October 1,2018
BU 500, IT 500 Course for New Graduate Students	October 1 to 4, 2018
First Day of Classes (all new and current students):	October 8, 2018
Last Day to Add/Drop Classes (drop for 100% Refund)	October 15, 2018
Last Day to Withdraw (partial tuition and W grade)	November 19, 2018
Final Day of Classes:	December 15, 2018
Grades Posted:	December 21,2018
Holidays (no classes):	Veteran's Day November 12, 2018, Thanksgiving Holiday November 22-24, 2018

WINTER 2019

Admission Deadline (application):	December 16, 2018
Tentative Registration Deadline for Current Students :	TBD
Orientation Class for New Students:	January 7, 2019
BU 500, IT 500 Course for New Graduate Students	January 7 to 10, 2019
First Day of Classes (all new and current students):	January 14, 2019
Last Day to Add/Drop Classes (drop for 100% Refund)	January 21, 2019
Last Day to Withdraw (partial tuition and W grade)	February 25, 2019
Final Day of Classes:	March 23, 2019
Grades Posted:	March 29,2018
Holidays (no classes):	President's Day February 18, 2019

SOUTHERN STATES UNIVERSITY

CONTACT INFORMATION

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Whom to Speak with in Las Vegas:

Site Director/ DSO and Academic Director