SOUTHERN STATES
UNIVERSITY

PROSPECTIVE STUDENT GUIDE
FOR
DEGREE & CERTIFICATE PROGRAMS

CALIFORNIA

ADMINISTRATIVE OFFICES

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OVERVIEW

Southern States University (SSU) is an accredited American University, providing quality education since its inception in Southern California in 1983. SSU has established itself as an institution that brings together young aspirants from around the world to study in a collaborative and diverse learning environment, and to promote professional expertise by providing a quality education at affordable prices.

MISSION STATEMENT

The mission of Southern States University is to offer undergraduate and graduate education by providing affordable, high-quality learning opportunities to a diverse community of students, empowering them to apply their acquired skills and knowledge to lead productive lives, enhance career opportunities, and become contributing members of the global community.

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).
- Authorized under federal law to enroll non-immigrant alien students for some of its programs.

SSU offers the following degree, certificate, and professionally based programs:
- Master of Business Administration (MBA)
- Master of Science in Information Technology (MSIT)
- Bachelor of Business Administration (BBA)
- Graduate Certificates in Business
- Graduate Certificates Information Technology
- Undergraduate Certificate in Marketing

All degree and certificate programs are offered in San Diego and/or Irvine and are also offered 100% online.

SSU campuses are in two of California's most beautiful and glamorous cities, San Diego and Irvine. These 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, deserts, high fashion shopping areas, delicious restaurants, and exciting nightclubs. A good temperate, usually dry climate enables year-round enjoyment of such outdoor activities as hiking, biking, surfing, boating, and skating. Disneyland, Universal Studios, Hollywood, the San Diego Zoo, and Sea World are nearby as well. SSU will help you to see it all, including seasonal school trips to explore the area's most interesting cultural spots!

DEGREE PROGRAMS

Master of Business Administration (MBA)

- 16 Courses
- 66 credits total
- Provides a unique curriculum for all college graduates who aspire to run companies or to become senior executives in companies.
- 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.

Master of Science in Information Technology (MSIT)

- 14 Courses
- 56 credits total
- With its emphasis on providing a solid academic and theoretical foundation combined with modern IT skills, the program is structured to ensure its students acquire an in-depth understanding of the IT field, as well as the technical skills required to cope with the ever-increasing complexity of IT issues in the modern world.

Bachelor of Business Administration (BBA)

- 40 Courses
- 180 credits total
- 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.

CERTIFICATE PROGRAMS

Graduate-Level Certificates

- Certificate in Business Administration (7 courses, 28 credits total)
- Certificate in Information Technology (7 courses, 26 credits total)

Undergraduate-Level Certificate in Marketing

- 9 Courses
- 40.5 credits total
- One-year certificate in: *Marketing*
- Each certificate focuses on current industry needs, and on providing the student with the tools and training required to succeed in today's very competitive professional world.

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 enough 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) The I-20 form will be mailed to the admitted student afterwards.

7) 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. Proof of health insurance must be received by the start date of a student's program.

8) 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 Professional Program does not issue I-20s (student visa). The I-20 is not required for the degree and certificates programs if enrolled in them online only.**

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 a student's 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/

ADMISSION REQUIREMENTS

Master of Business Administration (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) 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). 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

Master of Science in Information Technology (MSIT)

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) ,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) .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
- Must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.

Bachelor of Business Administration (BBA)

All students applying to an undergraduate 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 high school diploma (from a state-recognized school), High School Equivalency, 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).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. 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 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

Rev 11.11.2020

Graduate-Level Certificates

Students applying to the graduate-level certificate programs 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) 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) .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
- Students applying to the Certificate in Information Technology at SSU must have coursework taken in information systems, information technology, computer science, software engineering, mathematics, programming, business OR must have some background in those fields.

Undergraduate-Level Certificate in Marketing

All students applying to the undergraduate-level certificate programs 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 high school diploma (from a state-recognized school), High School Equivalency, 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) .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) .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 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

Rev 11.11.2020

English Language Proficiency Policy for all Degree- and Certificate-Seeking Students:

Regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to Southern States University degree or 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 though 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 80 or above, 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 and a minimum 3.0 GPA for graduate program applicants, for at least one academic term.

Test scores more than two years old will not be accepted

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 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). A minimum of US$12,375 (plus US$2,700 per dependent) or the US dollar equivalent in a foreign currency is required.

- Copy of passport, including information page, Visa, and I-94 validity page; and

- Proof of Health Insurance: International students on a student visa must show proof of medical insurance prior to the program start date on the Form I-20. Failure to produce valid proof of insurance will result in an inability to enroll in classes and maintain status.

Academic Calendar

WINTER 2021	
Admissions Deadline **(applications)**	December 7, 2020
Tentative Registration Deadline for Current Students	TBD
Mandatory Orientation for New Students	January 4, 2021
IT 500 Course for New Graduate Students	January 4 to 7, 2021
First Day of Classes **(all new and current students)**	January 11,2021
Last Day to Add/Drop Classes (drop for 100% Refund)	January 18,2021
Last Day to Withdraw (partial tuition and W grade)	February 22,2021
Final Day of Classes	March 20, 2021
Grades Posted	March 26, 2021
Holiday **(no classes)**	Martin Luther King Jr. Day: January 18,2021
SPRING 2021	
Admissions Deadline (applications)	March 15, 2021
Tentative Registration Period for Current Students	TBD
Mandatory Orientation for New Students	April 5, 2021
IT 500 Course for New Graduate Students	April 5 to 8, 2021
First Day of Classes (all new and current students)	April 12, 2021
Last Day to Add/Drop Classes (drop for 100% Tuition Refund)	April 19,2021
Last Day to Withdraw (partial tuition and W grade)	May 24,2021
Final Day of Classes	June 19,2021
Grades Posted	June 25, 2021
Graduation Ceremony	June 27,2021
Holiday (no classes)	Memorial Day: May 31,2021
SUMMER 2021	
Admissions Deadline (applications)	June 14, 2021
Tentative Registration Period for Current Students	TBD
Mandatory Orientation for New Students	July 5,2021
IT 500 Course for New Graduate Students	July 5 to 8, 2021
First Day of Classes (all new and current students)	July 12, 2021
Last Day to Add/Drop Classes (drop for 100% Tuition Refund)	July 19, 2021
Last Day to Withdraw (partial tuition and W grade)	August 23, 2021
Final Day of Classes	September 18, 2021
Grades Posted	September 24, 2021
Holidays (no classes)	Independence Day: July 4 and 5,2021
	Labor Day: September 6,2021
FALL 2021	
Admissions Deadline (applications)	September 6, 2021
Registration Deadline for Current Students	TBD
Mandatory Orientation for New Students	September 27, 2021
IT 500 Course for New Graduate Students	September 27 to 30, 2021
First Day of Classes (all new and current students)	October 4,2021
Last Day to Add/Drop Classes (drop for 100% Refund)	October 11,2021
Last Day to Withdraw (partial tuition and W grade)	November 15,2021
Final Day of Classes	December 11, 2021
Grades Posted	December 17, 2021
Holidays (no classes)	Thanksgiving Holiday: November 25-27, 2021

CONTACT INFORMATION

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