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# San Diego University for Integrative Studies



# Admissions Packet

Application Materials & Procedures

3900 Harney Street, Suite 210  
San Diego, CA 92110  
(619) 297-1999 -- (800) 234-7041 -- Fax (619) 542-1999

[www.sduis.edu](http://www.sduis.edu) – E-mail [admissions@sduis.edu](mailto:admissions@sduis.edu)

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## Dear Student,

We would like to thank you for your decision to apply to the San Diego University for Integrative Studies. This Admissions Packet contains all the information and necessary forms you need to apply to our school. Please read the entire document to ensure easy and fast processing of your information. We look forward to having you with us and welcome you!

Best regards,

Office of Admissions  
(800) 234 - 7041  
[admissions@sduis.edu](mailto:admissions@sduis.edu)

## Contents

### Information Sheets

1. Admissions Philosophy
2. Admissions Process
3. Eligibility Requirements
4. Educational Intention Statement
5. Official Transcripts

### Forms

- Transcript Requests
- Confidential Recommendation (2 copies)
- Request for Credit
- Transferability of Units
- Student Checklist
- Application

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# SDUIS on the Web: Welcome Home!



The San Diego University for Integrative Studies features an extensive Website with lots of information for your convenience. Please come and visit our Website at:

[www.sduis.edu](http://www.sduis.edu)

You will find **admissions forms online** as well as other pertinent information regarding the school. You can also register for classes online! In addition, we do offer exciting online programs. For more information or questions, please contact us at [admissions@sduis.edu](mailto:admissions@sduis.edu).

## 1. Admissions Philosophy

The University seeks mature students who have the ability, preparation, and motivation needed to accomplish their academic, professional and personal goals. In keeping with the philosophy of integrative education, admission to the University is based largely on a process of personal interview and individual evaluation of relevant academic experience. Since the programs at the University are integrated and holistically oriented, the University seeks diverse students committed to promoting integration, compassion, personal responsibility and well-being in themselves and others. The San Diego University for Integrative Studies takes seriously its mission to formulate learning, which serves the larger society, as well as, the individual.

## 2. Admissions Process

Eligible persons may apply to the University at any time. Because new classes at the University begin throughout the quarter, continuous registration is available to students. This means that an applicant may begin his/her program at virtually any time during the calendar year.

The first step in the admissions process is to arrange a personal interview with the Director of Admissions. During the interview, an informal evaluation of the applicant's existing academic record will be made. The applicant will then be eligible to formally apply and conditionally enroll in a degree program. For applicants who are not able to appear in person for an interview, the interview may be conducted by phone, and the application for admission and enrollment agreement mailed to the University with the registration fees and initial tuition payments.

All enrolling students must take a writing test to determine writing competency. The results, with recommendations, should be received within two weeks. The Director of Admissions will notify potential students of the results. Entering with conditional status, the student will be able to attend classes. All remaining admissions materials must be turned in within twelve (12) weeks, or one (1) quarter, of the enrollment date.

The University's admission policy is not competitive. The criteria for admission will be the applicant's academic preparation and his or her apparent orientation to an integrated education as presented in the statement of Admissions Philosophy. After the Registrar's review, the Director of Admissions will notify the applicant of official status.

**Deadline for application:** We have a **year-round open registration** that encourages potential students to begin their education without extended delays. You can submit your application for admission to SDUIS any time for the upcoming Quarter. Classes start in January, April, July and October. Upon receipt of your Application for Admissions, we begin a student file for you. As your admissions materials begin to arrive, your file is reviewed and you are notified of missing documents. Your application will be considered "conditional" until

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all required information is submitted. There is a one-time, non-refundable Application Fee that should be sent with the Application for Admission.

**When can I start taking classes?** For students who wish to register for classes while the admissions materials are coming in a "Conditional Enrollment Agreement" is signed giving you status as a "Conditional Student". Our policy allows you to take one quarter as a "Conditional Student". Students who need additional time may request additional time to complete the submission of materials through the Exceptions Review Committee. International students are required to complete all admissions requirements prior to enrolling for classes if they are entering the US on a student visa.

The admissions process is complete when the following documents have been received by the SDUIS admissions office:

1. Statement of Educational Intent (3 to 5 pages, typewritten)
2. Two Letters of Recommendation
3. Official Transcripts from previous Universities and Colleges attended
4. Signed Transferability of Units Form
5. Request for Credit Form (when applicable)
6. Signed Enrollment Agreement (to be signed after Final Admissions Interview)
7. Final Admissions Interview

**Final Admissions Interview:** Upon receipt of all the above materials, a Final Admissions Interview will be scheduled to review with you your materials and create your degree plan. For Distance Learning students the interview is conducted on the telephone. After the Final Admissions interview, you will be notified of your status. If you are accepted into the program you will be asked to sign the Student Enrollment Agreement.

**Registration process for new students:** You are eligible to register for classes as soon as we receive your Application for Admission and "Conditional Enrollment Agreement". The Registration form may be found on the last page of the Quarterly Schedule of Classes and on the SDUIS Website at <http://www.sduis.edu/SDUISRegistration.htm> . The "Conditional Enrollment Agreement" can be mailed, emailed or faxed upon request. Deadline for registration for continuing students is posted on the quarterly schedule of classes. Payment is due at the time of registration for new students. Registration will not be processed without payment.

**Payment options:** Students have the following payment options: Quarterly-Payment-in-full, Monthly-Partial-Payment, or SallieMae student loan. **Quarterly-Payment-in-Full Students** pay for all the classes in which they have registered for the upcoming quarter at the time of registration. **Monthly-Partial-Payment Students** divide the quarter's registration by three (the number of months in a quarter) and add the \$5 deferred payment processing fee to each payment (form available in the Administrative Office or by email). **Online Students:** please inquire about partial payment options.

### 3. Eligibility

- **Master of Arts**

Students may enter an M.A. program with a B.A. Degree. Transfer credit is accepted towards the Master's Degree if it is relevant to the degree program and if it was earned after completion of the B.A. Out of 85 required units at the M.A. level, 76-quarter units must be completed at SDUIS.

- **Doctor of Philosophy in Psychology**

The Master's Degree is necessary for entrance into a Ph.D. program. The Ph.D. Program requires the completion of between 80 and 100 units, depending upon specialization.

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- **Transfer Credit or Prior Equivalent Academic Credit**

A student may request prior earned equivalent credit for University course requirements. An official transcript must document this credit. Check with the Director of Admissions during the initial interview to determine eligibility for credit. If it is determined that the student is eligible for transfer credit or prior equivalent academic credit, the **Request for Credit Form** will need to be filled out and submitted along with the other admissions materials. Course descriptions from the appropriate college or university catalogues will be required.

## 4. Educational Intention Statement

### 1. Points to Consider

Please provide us with a 3 to 5 page typewritten educational intention statement. When preparing your document, please remember the following:

- date your document
- include your name, address, phone number, and E-mail on the upper left corner of the first page
- use 1 inch margins all around (not when E-mailing)
- include page numbers (not when E-mailing)
- use at least a 10-point font
- use double space
- staple all your pages together on the left upper corner when you're done (not when E-mailing)

### 2. Contents of Statement

Your statement must include the following information:

#### A) Personal Statement

Describe your background, and emphasize the experiences which have most shaped your interest in the human sciences.

#### B) Educational Background and Work Experience

List all experiences which are relevant to your prospective area of study. You may include your curriculum vitae and/or resume.

#### C) Educational and Professional Goals

Discuss the program of study you would like to follow at the University and your reasons for pursuing an advanced degree at this time. Define what you consider to be an integrative education and what you consider to be your role in this mode of education.

#### D) Research Interest

Discuss experiments, interests and research questions you would like to explore at the University.

### 3. Submitting Your Statement

You have several options to submit your statement: by regular mail, fax, and email. When emailing, please paste your document into the body of the email.

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## 5. Official Transcripts

### **Official Transcript Request Forms:**

Applicants should request official copies of transcripts from all universities and colleges previously attended. These records should be sent directly from the college or university to the San Diego University for Integrative Studies to be considered official. For your convenience, the University provides transcript request forms in this packet. The forms should be filled out completely, clipped out and mailed/faxed to the appropriate college or university together with whatever transcript fee that school requires.

**Unofficial transcripts** sent to us will be solely used to evaluate possible credit transfers to the university, but cannot be used for admission in lieu of the original documents. All documents submitted to the university will become part of the student's record and remain in the possession of the university.

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## Transcript Request

Student's Name:	<input type="text"/>	SSN:	<input type="text"/>		
Former Name:	<input type="text"/>	Birthdate:	<input type="text"/>		
Present Address:	<input type="text"/>	Dates Attended:	<table border="1"><tr><td>From:</td><td>To:</td></tr></table>	From:	To:
From:	To:				
Telephone:	<input type="text"/>	Degree Received:	<input type="text"/>		
Attached is a transcript fee of \$	<input type="text"/>	Type of Degree: BA-MA-PhD	<input type="text"/>		
Special Instructions:	<input type="text"/>				

**Send Official  
Transcript to:**

**San Diego University for Integrative Studies**  
3900 Harney Street, Suite 210  
San Diego, CA 92110  
Attn: Admissions Office



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## Transcript Request

Student's Name:	<input type="text"/>	SSN:	<input type="text"/>		
Former Name:	<input type="text"/>	Birthdate:	<input type="text"/>		
Present Address:	<input type="text"/>	Dates Attended:	<table border="1"><tr><td>From:</td><td>To:</td></tr></table>	From:	To:
From:	To:				
Telephone:	<input type="text"/>	Degree Received:	<input type="text"/>		
Attached is a transcript fee of \$	<input type="text"/>	Type of Degree: BA-MA-PhD	<input type="text"/>		
Special Instructions:	<input type="text"/>				

**Send Official  
Transcript to:**

**San Diego University for Integrative Studies**  
3900 Harney Street, Suite 210  
San Diego, CA 92110  
Attn: Admissions Office



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## Confidential Recommendation

### Section 1 (to be completed by Applicant)

Name: \_\_\_\_\_  
Last First Middle

- I waive my right to examine this completed letter of reference.
- I do **NOT** waive my right to examine this completed letter of reference.

Sign: \_\_\_\_\_  
Applicant's Signature Date

**Note to Respondent:** Pursuant to the Family Educational Rights and Privacy Act of 1974, this letter of reference may be shown to the applicant if the right to examine it has not been waived.

### Section 2 (to be completed by the reference respondent)

The nature of this recommendation is:  **Personal**  **Professional**  **Academic**

Please evaluate the above applicant for admission to our University.

1. For how long have you known the applicant? \_\_\_\_\_
2. In what capacity? \_\_\_\_\_
3. Rate the applicant on as many of the following criteria as are applicable:

	Excellent	Good	Fair	Poor	Not Applicable
a. Intellectual capacity	_____	_____	_____	_____	_____
b. Initiative	_____	_____	_____	_____	_____
c. Communication skills	_____	_____	_____	_____	_____
d. Writing skills	_____	_____	_____	_____	_____
e. Assertiveness	_____	_____	_____	_____	_____
f. Perseverance	_____	_____	_____	_____	_____
g. Creativity	_____	_____	_____	_____	_____
h. Leadership	_____	_____	_____	_____	_____
i. Integrity/Ethics	_____	_____	_____	_____	_____
j. Employment record	_____	_____	_____	_____	_____
k. Appearance	_____	_____	_____	_____	_____
l. Emotional stability	_____	_____	_____	_____	_____

To help us understand the applicant better, please describe any limitations you may perceive in the applicant:

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Additional information or comments:

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How would you rate the applicant overall, in academic and professional promise:

- Below Average     Average     Good     Exceptional     Truly Exceptional

**To be filled in by Respondent:**

Printed Name:

Signature:       Date:

Position or Title:       Organization:

Address:

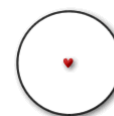
City:       State:       Zip:

Telephone:       Fax::

Email:

**Please send directly to:**

**San Diego University for Integrative Studies**  
3900 Harney Street, Suite 210  
San Diego, CA 92110  
Attn: Admissions Office





## Confidential Recommendation

### Section 1 (to be completed by Applicant)

Name: \_\_\_\_\_  
Last
First
Middle

- I waive my right to examine this completed letter of reference.
- I do **NOT** waive my right to examine this completed letter of reference.

Sign: \_\_\_\_\_  
Applicant's Signature
Date

**Note to Respondent:** Pursuant to the Family Educational Rights and Privacy Act of 1974, this letter of reference may be shown to the applicant if the right to examine it has not been waived.

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The nature of this recommendation is:  **Personal**     **Professional**     **Academic**

Please evaluate the above applicant for admission to our University.

4. For how long have you known the applicant? \_\_\_\_\_
5. In what capacity? \_\_\_\_\_
6. Rate the applicant on as many of the following criteria as are applicable:

	Excellent	Good	Fair	Poor	Not Applicable
a. Intellectual capacity	_____	_____	_____	_____	_____
b. Initiative	_____	_____	_____	_____	_____
c. Communication skills	_____	_____	_____	_____	_____
d. Writing skills	_____	_____	_____	_____	_____
e. Assertiveness	_____	_____	_____	_____	_____
f. Perseverance	_____	_____	_____	_____	_____
g. Creativity	_____	_____	_____	_____	_____
h. Leadership	_____	_____	_____	_____	_____
i. Integrity/Ethics	_____	_____	_____	_____	_____
j. Employment record	_____	_____	_____	_____	_____
k. Appearance	_____	_____	_____	_____	_____
l. Emotional stability	_____	_____	_____	_____	_____

To help us understand the applicant better, please describe any limitations you may perceive in the applicant:

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Additional information or comments:

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How would you rate the applicant overall, in academic and professional promise:

- Below Average     Average     Good     Exceptional     Truly Exceptional

**To be filled in by Respondent:**

Printed Name:

Signature:       Date:

Position or Title:       Organization:

Address:

City:       State:       Zip:

Telephone:       Fax:

Email:

**Please send directly to:**

**San Diego University for Integrative Studies**  
3900 Harney Street, Suite 210  
San Diego, CA 92110  
Attn: Admissions Office



SDUIS 118-12062000-12062000



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## Transferability of Units

<p><b>NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT SAN DIEGO UNIVERSITY FOR INTEGRATIVE STUDIES</b></p>
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Units you earn in our \_\_\_\_\_ program in most cases will probably not be transferable to any other college or university. For example, if you enter our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our \_\_\_\_\_ program, in most cases it will probably not serve as a basis for obtaining a higher degree at another college or university.

**My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s transferability policies have been clearly explained to me.**

My signature below certifies the school has met all the disclosure requirements of California Education Code, Section 94816.

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Student Signature

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Date

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Director of Admission’s Signature

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Date

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# Student Checklist

Name: \_\_\_\_\_  
Last First Middle

Degree Program at SDUIS: \_\_\_\_\_

## This checklist is for your personal reference:

- |  |                          |
|--|--------------------------|
| Assessment Interview   | <input type="checkbox"/> |
| Application for Admission filled in and mailed                                 | <input type="checkbox"/> |
| Transferability Statement signed and mailed                                    | <input type="checkbox"/> |
| Educational Intent Statement written and sent                                  | <input type="checkbox"/> |
| Two letters of recommendation sent   | <input type="checkbox"/> |
| Transcript received by SDUIS from previous colleges and universities           | <input type="checkbox"/> |
| Request for Transfer Credit or Prior Academic Credit Completed (if applicable) | <input type="checkbox"/> |
| Final Admissions Interview conducted   | <input type="checkbox"/> |
| Enrollment Agreement signed  | <input type="checkbox"/> |
| Application Fee  | <input type="checkbox"/> |
| Other  | <input type="checkbox"/> |

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## For International Students entering the United States ONLY:

- |   |                          |
|---|--------------------------|
| Test of English as a foreign language (TOEFL)                                     | <input type="checkbox"/> |
| Financial Statement, translated into English and in US\$                          | <input type="checkbox"/> |
| F-1 / I-20 Student Visa Form signed   | <input type="checkbox"/> |
| Official Transcripts from prior Universities or Colleges, translated into English | <input type="checkbox"/> |
- 

## Please retain copies of all application materials submitted!

Until your complete application requirements are received, your admission will be considered **conditional**. Remember you have twelve (12) weeks, or one (1) quarter, from the date your enrollment agreement is signed to complete your admissions.

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## Application for Admission

### Section 1: Please print or type

Full Legal Name: \_\_\_\_\_  
Last First Middle or Maiden

Permanent Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Driver's License/State ID #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Birth Place: \_\_\_\_\_ Age: \_\_\_\_\_

Present Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employer's Phone #: \_\_\_\_\_ Present Position: \_\_\_\_\_

Closest Living Relative: \_\_\_\_\_  
Name Address City State/Zip Code

Relationship: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

List any clubs or organizations to which you belong and their location (city): \_\_\_\_\_

How did you learn about SDUIS?: \_\_\_\_\_

- |   |   |
|---|---|
| Program of Interest: <input type="checkbox"/> B.A. Humanistic Studies | <input type="checkbox"/> B.A. Business Administration               |
| <input type="checkbox"/> M.A. Expressive Arts Therapy                 | <input type="checkbox"/> M.A. Sport Counseling                      |
| <input type="checkbox"/> M.A. Transpersonal Psychology                | <input type="checkbox"/> M.A. M.F.T.                                |
| <input type="checkbox"/> MBA  | <input type="checkbox"/> Ph.D. Expressive Arts Therapy              |
| <input type="checkbox"/> Ph.D. Sport Psychology                       | <input type="checkbox"/> Ph.D. Tibetan Buddhist Psychology          |
| <input type="checkbox"/> Doctor of Psychology (Psy.D.)                | <input type="checkbox"/> Certificate in Executive Coaching          |
| <input type="checkbox"/> Certificate in Expressive Arts               | <input type="checkbox"/> Certificate in Family Leadership           |
| <input type="checkbox"/> Certificate in Sport Psychology              | <input type="checkbox"/> Certificate in Tibetan Buddhist Psychology |
| <input type="checkbox"/> Distance Learning                            | <input type="checkbox"/> Residential (in San Diego)                 |

Best times to be reached: \_\_\_\_\_

(Continued on reverse)

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List, in order of attendance, colleges, universities and professional schools previously attended.

**\*Attach student copies of all transcripts, if available.**

College/University/School	Degree Awarded	Dates Attended	Major	Grade Point Average	Total Units Completed (Sem./Qtr.)

### **Section 2: References**

Please contact two people and ask each to complete one of the Recommendation Forms included in this packet. Choose those who know your academic and professional work well, e.g. professors, supervisors, and colleagues. Please list the names of your references.

1. \_\_\_\_\_
2. \_\_\_\_\_

### **Section 3: Demographic Data**

In order to comply with Federal Government regulations under Titles VI and IX of the Civil Rights Act, San Diego University for Integrative Studies must collect data on the race and sex of its applicants. This information will be used for reporting purposes only, and will not affect decisions on your admission. You are not, however, required to provide this information. If you choose to do so, please check the appropriate box.

- Sex:     Female                       Male
- Ethnic Background:     Afro-American                       Asian or Pacific Islander
- Latino                                       Native American
- White                                       Other
- Multi-Racial

I warrant that the information stated above by me is accurate to the best of my knowledge.

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Applicant's Signature

Date

I intend to enroll in the  Fall  Winter  Spring  Summer /Quarter, \_\_\_\_\_ Year

**Please submit this application with a check or money order for \$60.00.  
Thank you!**