

After careful re-evaluation, GGU has decided to discontinue the Bridge Program. Beginning fall 2007, international students who are graduates of three-year programs are eligible for admission directly into GGU's graduate degree programs. These students will need to meet the minimum English language proficiency and academic performance standards required for admission. Students with three-year bachelor's degrees are admitted conditionally and required to earn a minimum 3.0 GPA for the first nine units attempted.

Doctoral Degree Program

The following academic credentials and documents are needed to apply to the Doctor of Business Administration (DBA) program:

- Completed application form and \$90 non-refundable application fee.
- Official academic records from all higher education institutions attended, received by the Office of Enrollment Services in an envelope sealed by each institution. (See previous page.) To be eligible for doctoral admission, you must have earned an academic qualification that is considered equivalent to a US master's degree in graduate studies from an institution in the US that has regional academic accreditation. You must have earned an academic qualification that represents at least four years of university-level study and is considered equivalent to a US bachelor's degree from an institution in the US that has regional academic accreditation, such as a UK university degree following A-levels, or a four-year degree following completion of upper secondary school.
- Official TOEFL results (550 minimum for the paper-based test, 213 for the computer-based test or 79 for the Internet-based test) or other proof of fulfillment of GGU's English Language Proficiency Admission Requirement.
- Official results of the GMAT or GRE examination. Results should be within 10 years prior to application to the program.
- Completed Certification of Finances form.
- Three letters of recommendation.
- A résumé outlining managerial/professional experience.
- A statement of purpose of approximately 1,000 words.

PLUS+ Program

Preparation in Language and University Studies (PLUS+) enrolls non-native speakers of English in academic-preparation classes that combine language instruction and educational support along with enrollment in university coursework leading to a degree or certificate. Full-time enrollment in PLUS+ is required for students admitted to academic programs at Golden Gate University with reduced IELTS scores of 5 or TOEFL scores of 500 (173 CBT; 61 iBT) for graduate programs and IELTS scores of 4.5 or TOEFL scores of 475 (153 CBT; 53 iBT) for undergraduate programs. In PLUS, you learn how to give in-class presentations, work in groups, participate in discussions, research and write university-quality papers, analyze case studies and more. The goal of PLUS+ is to help you succeed in your first trimester of university study, and establish a strong foundation for your continuing academic coursework in a professional-practitioner learning environment.

PLUS+ is offered only at Golden Gate University's San Francisco location. Applicants to other GGU regions are welcome to enroll in PLUS+ and arrange to live nearby for their first trimester at the university.

International Admissions and Advising

The Office of Enrollment Services provides services for international students, scholars and their dependents and assists members of the GGU community, including faculty and staff with matters relating to international students and their integration into the university community. The office serves as liaison to the United States Department of Homeland Security's Citizenship and Immigration Services (USCIS) and other governmental organizations. The office provides support with immigration, employment, personal, cross-cultural and financial matters, through a comprehensive orientation for new international students, ongoing workshops and seminars on employment, practical training and income taxation regulation, and through individual one-on-one counseling. The office also offers a health insurance program for international students and assists with temporary housing for new arrivals, since GGU does not have on-campus housing or dormitory facilities for its students.

Further Information

For additional information about admission requirements and the application process, or for information related to new student orientation, housing, airport transportation, immigration, the PLUS+ Program, etc., please call or write:

Office of Enrollment Services
Golden Gate University
536 Mission Street
San Francisco, CA 94105-2968 USA
Ph: 415-442-7800 or 415-441-7290 Fax: 415-442-7807
E-mail: admissions@ggu.edu or iss@ggu.edu
Website: www.ggu.edu
(online/electronic application)

Admission Information for International Students

We are pleased to learn of your interest in Golden Gate University and to provide you with these application materials. Golden Gate has a strong tradition of educating and advising international students and scholars from around the world. In 2005, the university enrolled over 550 international students from over 71 countries.

Please take a moment to review the enclosed information, as these pages will assist in answering the key points of the admissions process. Should you have further questions, you are welcome to contact our representatives. We look forward to receiving your application materials and wish you continued success as you prepare for overseas studies.

General Admission Information

APPLICATION DEADLINES

GGU operates on an academic calendar of three, 16-week trimesters each year. International students are welcome to apply for any of the trimesters, and are strongly encouraged to submit their application form and supporting academic credentials by the following dates:

- May 15 for the Fall Trimester (beginning in early September)
- September 15 for the Spring Trimester (beginning in early January)
- January 15 for the Summer Trimester (beginning in mid-May)

NOTE: Should you miss one of these deadlines, the Office of Enrollment Services will attempt to process your application file, but cannot guarantee a timely admission decision for you. In this case, your file would be considered for the following trimester. It is important for you to update us on your postal and e-mail addresses throughout the application process. Note that it is not necessary for you to send all documents before you send the application.

DOCUMENTS NEEDED TO APPLY

To apply, you must submit:

- A signed and completed GGU application form, indicating degree program and field of study
- A nonrefundable application fee (\$90 for all programs) in the form of a check, bank draft or money order in US dollars made payable to "Golden Gate University"
- Any required official test results, such as the TOEFL or GMAT (See next page.)
- Official academic documents from all higher education institutions attended, received by Golden Gate University directly from the institutions. Please see the section on Official Academic Records and Course Descriptions for further details.
- Certification of Finances form (See following information)

CERTIFICATION OF FINANCES

If you plan to enroll at GGU with a student or scholar visa, you and your financial sponsor(s) must complete and sign the GGU Certification of Finances form and have the financial information you provide certified by a bank officer. The bank officer must provide a separate letter confirming the amount of money that is available to you for your first year of study at GGU, along with the name of the account holder(s). Bank statements, copies or faxes of financial documentation, or financial documentation that is more than six-months old, are not acceptable.

The Certification of Finances* form and bank certification are required even if you plan to live with a family member or relative while you study. The student and all sponsors must sign the Certification of Finances form, and financial certification is required from all sponsors.

NOTE: GGU does not currently offer financial assistance or scholarships for entering international students except those who qualify as undergraduate transfer students, or graduate students who have been awarded community leadership scholarships.

When you are officially accepted to GGU and have provided the necessary financial information, the Office of Enrollment Services will issue the form I-20 or DS-2019. You can then apply for the F-1 or J-1 visa.

**The Certification of Finances form is available online on the GGU website at www.ggu.edu/student_services/international_admissions_advising/forms.*

OFFICIAL ACADEMIC RECORDS AND COURSE DESCRIPTIONS

From Institutions Outside of the US: You are required to provide official academic documents from all higher education institutions attended (and from secondary school if you are applying for bachelor's degree admission and have completed less than one year of university-level study), issued in the language in which official academic documentation is issued in the country in which you studied. Photocopies or notarized copies are not acceptable as official academic records. Please note that Golden Gate University cannot request this documentation for you; you must make arrangements to have the appropriate documentation sent to the Office of Enrollment Services, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968.

- Applicants from **Japan, Korea, Taiwan, Thailand, Hong Kong, Singapore, Australia, Anglophone Canada, Anglophone Africa, Egypt, Kuwait, Saudi Arabia, and United Arab Emirates** must make arrangements to have official final transcripts or grade reports and degree verification issued in English and mailed directly from the university to the Office of Enrollment Services, or submitted in an envelope sealed by the university.
- Applicants living in **India and Pakistan** must submit university-attested copies of marksheets and the degree diploma, submitted to the Office of Enrollment Services in an envelope sealed by the university. Applicants from India and Pakistan living in the Bay Area should contact their admissions evaluator for an appointment to present their original marksheets and degree certificates.
- Applicants from the **People's Republic of China** must submit an official transcript issued by the university in Chinese, showing each year of study and certifying the award of the bachelor's degree, plus a university-certified copy of the degree booklet, in an envelope sealed by the university.
- Applicants from **Indonesia, Tunisia, Turkey, Francophone Canada, Francophone Africa**, countries of **South America and Europe**, and other countries of the **Middle East** must submit an official grade report for each year of study and degree verification issued in the native language and submitted to the Office of Enrollment Services in an envelope sealed by the university. English translations are also required (see below).
- Applicants from **Russia and countries formerly part of the Soviet Union** must present the original academic record and degree booklet in the native language, plus professional English translations. Please send photocopies of your academic record, degree booklet and English translations with your application form, then contact the Office of Enrollment Services to make arrangements with your admission counselor to review your original documents. The original documents will be returned to you after the counselor reviews them.
- Applicants from **other countries** must submit official academic records for each year of study plus degree verification, issued in the native language, with an English translation (see below).
- Applicants for regional sites can make arrangements to submit original materials by certified and/or express mail, and may conduct a consultation with an evaluator by phone. Contact the regional site of choice for assistance.

If you have questions about what type of academic documentation is required, please contact the Office of Enrollment Services at iss@ggu.edu.

English Translations: Professional English translations are required for all documents not issued in English. However, if you are going to submit an academic document in an envelope sealed by your university, and this document needs to be translated, do not open the sealed envelope yourself. Submit the university-sealed envelope to the Office of Enrollment Services. We will open it, and if a translation is needed, we will contact you.

From US Institutions: An official transcript issued by the records office of each university is required. The transcript must be sent directly from the issuing university to the Office of Enrollment Services, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968.

Official syllabi or detailed course descriptions for university-level courses, issued by your previous universities, may be needed for evaluation of courses to meet GGU foundation requirements or for possible undergraduate transfer credit. Please send syllabi or course descriptions if you have them at the time you submit your application, as this will save time in the admissions process. Please also send English translations if the syllabi are not written in English.

Evaluations done by private evaluation services or other institutions or agencies are not used by GGU in the admissions process. They are not acceptable in place of official academic records or English translations. The GGU Office of Enrollment Services does its own evaluations based on research and nationally accepted standards.

TEST SCORES

English Language Proficiency Admission Requirements: All undergraduate and graduate applicants whose first (native) language is not English must meet an English language proficiency requirement to qualify for admission. This requirement may be met in a number of ways.

1. Official TOEFL score for admission: undergraduate 525 [197 computer, 71 iBT] or higher; graduate 550 [213 CBT, 79 iBT] or higher.
2. Official TOEFL (undergraduate 475 [153 computer, 53 Internet]; graduate 500 [173 computer, 61 Internet] scores qualify the candidate for provisional admission through the university's PLUS+ Program (Preparation in Language and University Skills). Successful completion of the PLUS+ Program is required in order to qualify for admission to a degree or certificate program. Contact admissions@ggu.edu for additional information.
3. GGU Institutional TOEFL (same requirements as listed above).
4. Seven years documented, increasingly responsible professional experience in the US or other English speaking country.
5. Completion of English 1A/1B (or equivalent) at regionally accredited US college/university with grades of B or better in both;
6. Bachelor's degree from regionally accredited US college/university (or equivalent from recognized college/university in another English speaking country) with at least 60 units completed at the US college (or equivalent);
7. Master's degrees from regionally accredited US college/university (or equivalent from recognized college/university in another English speaking country);
8. IELTS (Cambridge) (undergraduate: Band 6 or higher, graduate: Band 6.5 or higher);
9. APIEL (College Board) (undergraduate: 3 or higher, graduate: 4 or higher).
10. Completion of three years of high school in the US or another acceptable English-speaking country.*
11. Completion of a British-standard O-level examination in English Language/Literature with a mark of C or higher;***
12. Completion of a British-standard A-level examination in English Language/Literature with a mark of A/O or of D or higher.**

*Note 1: Not all English medium educational systems fulfill this requirement. Countries that qualify are: Australia, Anglophone Canada, Great Britain, Ireland and New Zealand.

** Note 2: Not all countries that offer O- and A-level examinations meet British examining board standards. Countries that meet this standard include: Bahamas, Belize, Brunei, Ghana, Great Britain, Guyana, Hong Kong, Ireland, Jamaica, Malaysia, Malta, Mauritius, Sierra Leone, Singapore, Zambia and Zimbabwe.

GMAT (Graduate Management Admission Test): GMAT results, if required by your degree program, should be sent directly to GGU from ETS in Princeton, New Jersey, USA. We will not accept photocopies.

APPLICATION PROCESSING TIME

The Office of Enrollment Services will notify you by mail when we receive your application form. We will also inform you if we need additional documents to complete your file. Once your application is complete for review, you can expect approximately two-to-three weeks for final processing and the admissions decision. We always appreciate your cooperation and patience during this process. For updates on the status of your application, log in to GGU4YOU at www.ggu.edu. You can expect to receive a formal transfer credit evaluation with your official acceptance letter.

Undergraduate/Bachelor's Degree Programs

The following academic credentials and documents are needed if you are applying to undergraduate degree programs or undergraduate short-term certificate programs:

- Completed application form and the necessary nonrefundable application fee (\$90 for degree studies or certificate programs).
- Official academic records from all higher education institutions attended. (See above.) If you have earned fewer than 24 semester units (equivalent to approximately one year of full-time study), please make arrangements for official school-leaving documents and marksheets for the final four years of secondary school, as well as official examination results from external examinations (such as O-levels, A-levels, GCSE's, NCEE, etc.) to be sent to the Office of Enrollment Services. Documents must be mailed directly from the school or examination authority to the Office of Enrollment Services, 536 Mission Street, San Francisco, CA 94105-2968, or submitted to the Office of Enrollment Services in an envelope sealed by the school or authority.
- Personal Statement (optional): In cases where the academic history of an applicant does not meet the minimum admission requirements, it is recommended that a personal evaluation written by the applicant be submitted with the application materials. The statement should give a realistic appraisal of any academic work since graduation from high school. Note any inconsistencies in the academic record and the reasons for them. In addition, include a plan to affirm a commitment to academic success while attending Golden Gate University. Applicants are encouraged to be as forthright and open as possible, and should feel free to discuss unusual circumstances or situations of adversity that may have influenced their current values. Be aware that both the quality of the writing and the thoughtfulness of the statement will be evaluated.
- Official TOEFL or IELTS results (sent directly by ETS), if required, or other proof of fulfillment of GGU's English Language Proficiency Admission Requirement.
- Completed Certification of Finances form.

NOTE: Results from the SAT or ACT examinations are not required, although, if available, you are encouraged to submit them. Letters of academic recommendation and student essays are not required for undergraduate programs.

Graduate/Master's Degree Programs

The following academic credentials and documents are needed if you are applying to master's degree programs or graduate short-term certificate programs:

- Completed application form and the necessary nonrefundable application fee (\$90 for degree studies or certificate programs).
- Official academic records from all higher education institutions attended, received by the Office of Enrollment Services in an envelope sealed by each institution. (See above.) To be eligible for graduate admission, you must have earned an academic qualification that represents at least four years of university-level study and is considered equivalent to a US bachelor's degree from an institution in the US that has regional academic accreditation, such as a UK university degree following A-levels, or a four-year degree following completion of upper secondary school. (Holders of three-year degrees from India, Canada, Australia and other countries are eligible for admission. Please see below.)*
- Personal Statement (Required for MA in psychology and MS in information technology management): In cases where the academic history of an applicant does not meet the minimum admission requirements, it is recommended that a personal evaluation written by the applicant be submitted with the application materials. The statement should give a realistic appraisal of any academic work since graduation from high school. Note any inconsistencies in the academic record and the reasons for them. In addition, include a plan to affirm a commitment to academic success while attending Golden Gate University. Applicants are encouraged to be as forthright and open as possible, and should feel free to discuss unusual circumstances or situations of adversity that may have influenced their current values. Be aware that both the quality of the writing and the thoughtfulness of the statement will be evaluated.
- Official TOEFL or IELTS results (sent directly by ETS), if required, or other proof of fulfillment of GGU's English Language Proficiency Admission Requirement.
- Completed Certification of Finances form
- Official results of the GMAT examination (sent directly by ETS) if you are applying for MBA studies. Applicants to other master's degree programs are not required to submit results from the GMAT or GRE examination.

NOTE: The GMAT exam results will be combined with your overall undergraduate grade point average for the admission decision. Exceptions to the GMAT requirement include: a) applicants with a cumulative 3.5 grade-point average from a regionally accredited US institution, or the equivalent from a recognized overseas institution; b) applicants with an earned master's or higher degree from a regionally accredited US institution or recognized overseas institution. Letters of academic recommendation are not required for master's degree programs or graduate certificate programs.

*Golden Gate University has a long history of providing undergraduate and graduate educational opportunities to students from around the world. International students who are graduates of three-year baccalaureate programs and seeking admission to GGU's graduate degree programs had been enrolled in the Bridge Program, which required them to earn additional undergraduate units.