

# General Information About the Admissions Process

## Admissions Catalog Provision:

During the admissions process, prospective students are provided with an electronic copy of the Academic Catalog via email. This Catalog contains descriptions of each academic program, curriculum format, dissertation, practicum, internship information, as well as general information about the University and relevant policies.

## Admissions Application:

To ensure that space is available at the time of preferred entry into a degree program, it is recommended that applications be submitted at least 12 weeks before the start of their desired term. Programs may set additional limitations on when students may enter. NOTE: Prospective students may submit an initial application before all materials are formally collected and completed.

## Application Fee:

A nonrefundable fee of \$50 (U.S. dollars) is required with an application. Applicants may pay by check, money order, credit card, or via the [online application portal](#).

## Retention of Application Materials:

Application materials from accepted applicants who do not matriculate into a program will be retained in the Office of Admissions.

## Conditional Acceptance:

In rare instances, applicants are accepted conditionally into a program due to pending completion of prerequisite courses or receipt of remaining required application materials. Students granted this acceptance by the Admissions team are required to comply with the terms outlined in their conditional offer letter. An updated letter will be provided to the student once the requirements have been met, as well as details about enrollment in classes and other pertinent information. Failure to submit the required documents will result in application deferral or withdrawal by the date outlined in the conditional offer.

## Appeal Process:

Students may be required to undergo an application appeal in the event that admissions criteria is not met. This process can involve submitting extra documentation (e.g., resume/Curriculum Vitae, statement of purpose, letter of

recommendation, course-by-course review, etc.). Materials will be reviewed by a counselor and the Program Chair. Approval must be formally granted in writing by the Chair for students to be accepted. Please note that appeal approval is granted on a case-by-case basis and is not guaranteed.

## Deferral of Entry:

Applicants who have been accepted into a program but wish to delay their enrollment must submit a written deferral request to the Admissions team for up to one academic year. Those who resume the application process after more than one year from their initial submission must reapply to Sofia University. Applicable fees and terms must be honored at the time of reapplication.

## Readmission Policy:

The following student populations must submit a reapplication form via the online portal:

- Those who have withdrawn their application during the admissions process (and who would like to reactivate their account)
- Applicants resuming the admissions process after one academic year
- Former Sofia University students who wish to apply for another academic program (whether at the same or a higher degree level)

Applicants must comply with the admission requirements of the new program (as well as submit the current required documents) in order to be considered eligible for their respective program.

Note: Students who wish to transfer degree programs while currently enrolled at Sofia University must fill out the required Program Transfer Form provided by the Registrar's Office. For more information, inquiries may be sent to: [registrar@sofia.edu](mailto:registrar@sofia.edu).

## Admission Rejection Policy:

In the event that students do not meet the criteria for a given academic program (or fail to meet admissions requirements), the Admissions Office reserves the right to reject a student for admission. Applicants who have been rejected may reapply after two quarters and have their admission file re-evaluated by a counselor. Please note that this does not guarantee acceptance into the University.

## State Authorization/Residence Policy:

Sofia University is authorized to deliver online education to students in select U.S. territories. The U.S. Department of Education requires that any institution offering online programs to students who reside outside of its home state must acquire authorization from the states in which students reside. Regulations vary from state to state and, as such, federal, state, and institutional policies may limit Sofia University's authorization to deliver online education to students in certain states. Students must note that changing their location from a state where Sofia meets State requirements to a state where Sofia does not meet State requirements may have consequences including the inability to enroll or loss of eligibility for Title IV federal financial aid funds. Students must contact their counselor to

discuss any change in location prior to relocation. Should a student relocate to a state in which Sofia University is not authorized to provide distance education, continued enrollment cannot be guaranteed. To view the current list of approved states for distance education, please consult the official Sofia University website.

## English Proficiency Requirements:

Students must use the following criteria to determine their exemption status for taking the Test of English as a Foreign Language (TOEFL), the Test of Written English (TWE), and the Oral Proficiency Interview (OPI) requirements.

If you meet **at least one** of the following requirements, **you are exempt** from TOEFL/TWE/OPI:

- Your native language is English.
- You have completed all secondary or postsecondary education in the United States, Canada, or other another English-speaking country.
- Attended a U.S. educational institution for 1 academic year or more and earned a degree or certificate with a 3.0 Cumulative Grade Point Average (CGPA) or higher.
- Attended an institution in a country where the native language is English for 1 academic year or more and earned a degree with a 3.0 cumulative GPA or higher.
- Attended an institution for a year or more and earned a degree with a 3.0 cumulative GPA or higher where the official language of the institution was English for ALL coursework.

\*To prove that ALL courses were taught in English, students may provide one of the following:

- Verbiage in the official transcript verifying the program was taught in English.
- Verbiage in the transcript evaluation verifying the program was taught in English.
- Published information about the program on the school website – students need to provide it.
- Verification by the Registrar's Office – an email must be directly sent by the school to Sofia Admissions.

*\*English scores cannot be older than two years at the time they are submitted to Sofia University*

Courses taught in Chinese are exempt from the English proficiency requirements.

**The following countries are exempt from TOEFL/TWE/OPI:**

Antigua and Barbuda	Cayman Islands	Liberia
Anguilla	Dominica	New Zealand
Australia	Ghana	Saint Lucia
Barbados	Great Britain (U.K.)	South Africa
Bermuda	Grenada	St. Kitts Nevis Ang.
Bahamas	Greenland	Trinidad & Tobago
Belize	Guyana	Virgin Islands (British)
Canada	Jamaica	Virgin Islands (U.S.)

### Acceptable English Scores for Bachelor's Degree Programs

Test	Minimum score required for full admission	How to submit your English score
<a href="#">Test of English as a Foreign Language (TOEFL)</a> <a href="#">Internet Based Test (IBT)</a>	61	Official English score sent by Test Center; Sofia University School Code:9770
TOEFL Computer Based Test (CBT)	173	Official English score sent by Test Center; Sofia University School Code:9770
TOEFL Paper Based Test (PBT)	500	Official English score sent by Test Center; Sofia University School Code:9770

Test	Minimum score required for full admission	How to submit your English score
<a href="#">International English Language Test System (IELTS)</a>	6.0	Official English score sent by Test Center
<a href="#">Pearson Test of English Academic (PTE Academic)</a>	51	Official English score sent by Test Center
<a href="#">International Test of English Proficiency (iTEP)</a>	3.5	Official English score sent by Test Center
<a href="#">Cambridge English Exams</a>	169	Official English score sent by Test Center
<a href="#">Duolingo English Test</a>	105	Official English score sent by Test Center

## Acceptable English Scores for Master's and Doctoral Degree Programs

Test	Minimum score required for full admission	How to submit your English score
<a href="#">Test of English as Foreign Language (TOEFL) Internet Based Test (IBT)</a>	79	Official English score sent by Test Center; Sofia University School Code: 9770
TOEFL Computer Based Test (CBT)	212	Official English score sent by Test Center; Sofia University School Code: 9770
TOEFL Paper Based Test (PBT)	548	Official English score sent by Test Center; Sofia University School Code: 9770
<a href="#">International English Language Test System (IELTS)</a>	6.5	Official English score sent by Test Center
<a href="#">Pearson Test of English Academic (PTE Academic)</a>	58	Official English score sent by Test Center
<a href="#">International Test of English Proficiency (iTEP)</a>	4.0	Official English score sent by Test Center
<a href="#">Cambridge English Exams</a>	176	Official English score sent by Test Center
<a href="#">Duolingo English Test</a>	110	Official English score sent by Test Center

Sofia University accepts document-by-document GPA reports equivalent to a bachelor's or master's degree in the U.S. if your degree is NOT from a U.S. accredited institution. A course-by-course GPA report will be required if you wish to transfer course credits to Sofia University; this report includes the CGPA and course listing.

Applicants must use a NACES certified evaluation service (<https://www.naces.org/members>) for evaluation. These evaluation services are not affiliated with Sofia University, and applicants are responsible for any associated processing fees.

Official foreign transcript evaluation reports should be sent directly from the evaluation service itself. Documents sent from students will not be considered during the admissions process.

Foreign Transcript Evaluation Instructions:

Option 1: Please refer to the NACES website to select an evaluation agency.

Option 2: If you have decided to choose the Foundation for International Services (FIS) as your evaluation service, please refer to the instructions below. Note: FIS is not affiliated with Sofia University

- Please navigate to the FIS website and select the "individuals" option.
- Select the Modified Document-by-Documents Evaluation option to include the CGPA calculation (or select the Course-by-Course evaluation option if you wish to transfer course credits).
- Pick the ideal delivery time based off of the schedule that works best for your needs.
- Please have official evaluation reports emailed to: [registrar@sofia.edu](mailto:registrar@sofia.edu) (recommended), or have sealed evaluation reports mailed to: 1069 E. Meadow Circle, Palo Alto, CA 94303 (ATTN: Registrar's Office).

- Follow up with the FIS and Sofia's Registrar Office to ensure that your Foreign Transcript Evaluation Report has been delivered.
- For more information or inquiries, please email FIS at [info@fis-web.com](mailto:info@fis-web.com)