

## GRADUATE REAL ESTATE PROGRAM APPLICATION CHECKLIST

The University of San Diego requests that you collect and submit your documentation, including official transcripts and letters of recommendations in sealed envelopes with your application. **Incomplete application packets cannot be processed until all requirements have been submitted.**

For additional information contact:

Annie Grand  
Phone: 619-260-7619  
[realestate@sandiego.edu](mailto:realestate@sandiego.edu)  
[www.usdrealstate.com](http://www.usdrealstate.com)

All admission materials submitted are non-returnable. Both full-time and part-time students will be admitted for Fall 2011.

**Early admissions deadline: December 15, 2010. First round deadline: March 15, 2011. Second round deadline: June 1, 2011.**

**Application Instructions:** Use the following list to check each required item as it is completed.

- Application Form with signature**
- Statement of Interest in Real Estate**
- Recommendation Forms**  
Minimum of two (2): at least one academic and one professional preferred.
- College/University Transcripts: Minimum 3.0 GPA on the last 60 semester hours**  
Applicants must submit one official transcript in a sealed envelope from each college/university attended. This includes transcripts from junior/community colleges, transfer units from study abroad programs, summer courses and/or graduate work. Individual transcripts must be obtained from each college attended.
- Application Fee: \$80.00**  
Please make the check payable to: **University of San Diego**.  
This application fee is non-refundable.
- Resumé showing at least two (2) years of relevant work experience**  
A resumé describing the nature, scope, and areas of responsibility of all work experience and your educational background should be attached.
- GMAT: Minimum score of 550 taken within the past five (5) years**  
For more information on GMAT test preparation, log on to [www.sandiego.edu/testprep](http://www.sandiego.edu/testprep) or call 619-260-4579.

### ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS:

International applicants are advised to submit completed applications well in excess of the application deadline dates due to mailing delays in many countries. The \$80.00 non-refundable application fee must be in U.S. dollars and payable to the University of San Diego.

See [www.sandiego.edu/admissions/graduate/international.php](http://www.sandiego.edu/admissions/graduate/international.php) for more information and to download forms.

- TOEFL** if applicable.
- Financial Verification** – International applicants are required to complete the *Declaration of Finances* form to certify that they possess sufficient funds to cover all fees, transportation, and living expenses.
- Foreign Academic Records** – All international students are required to submit official academic records in the application packet, as well as to an approved agency for evaluation. Official records from each institution attended after secondary school are to be included with the application. All documents must bear the seal and title of the authorizing official and must be in a sealed envelope. Transcripts issued in English by the academic institution are preferred. International applicants are required to have their transcripts evaluated by the International Education Research Foundation, Inc. (IERF) or World Education Services, Inc. (WES). Applicants must submit a Transcript Evaluation Report. Contact IERF, Inc., P.O. Box 3665, Culver City, CA 90231-3665, phone: 310-258-9451; [info@ierf.org](mailto:info@ierf.org), <http://www.ierf.org> or WES, P.O. Box 26879, San Francisco, CA 94126, phone: 415-677-9378, [sf@wes.org](mailto:sf@wes.org), <http://www.wes.org>.

### POLICY OF NON-DISCRIMINATION

The University of San Diego does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation in the admission or status of students. Inquiries concerning the implementation of the University's non-discrimination policies may be addressed to:  
USD Provost's Office, 5998 Alcalá Park, San Diego, CA 92110-2492