

Instructions For CIIS Special Student Applications

Purpose:

Special Student status allows individuals to take classes for credit at CIIS without being enrolled in a degree program. This status is useful for prospective students who are researching graduate programs, and for students enrolled in a degree program at another institute who wish to take specific courses at CIIS. Special Students who later apply and are accepted into a CIIS degree program are eligible to transfer up to one-sixth of the total number of units required for any degree program. *Note: Taking a class as a Special Student does not guarantee admission into any degree program.*

Qualifications:

- Applicants must have a Bachelor of Arts or Bachelor of Science from an accredited institution. (Students who are finishing their Bachelor degree may also apply provided they are given written approval from the course instructor.)

Special Student Registration Process:

- Contact the Registrar's Office at 415-575-6126 or see www.ciis.edu/registration/ for a Schedule of Classes.
- Fill out the application and registration form and submit them directly to the Registrar's Office along with payment. Students can pay by check, money order, cash, or credit card (MasterCard and VISA only). The registration period for Special Students is listed in the CIIS Schedule of Classes.
- Contact your undergraduate degree institution to request an official transcript to be sent to the Registrar's Office, CIIS, 1453 Mission St., San Francisco, CA 94103. In order to acquire academic credit, transcripts must arrive by the end of the semester in which you are enrolled. (Please note that submitted transcripts may be used for completing an application for any M.A. or Ph.D. program at CIIS.)
- You can directly mail your Special Student Application, Registration Form, payment, and transcripts to: Registrar's Office, CIIS, 1453 Mission St., San Francisco, CA 94103. You may also fax the forms and payment to 415-575-1267 or drop them off at the Registrar's Office.

Note: *Special Student status is valid for one semester only. A new application must be submitted for each subsequent semester you wish to attend. Financial aid cannot be used to cover the cost of enrolling as a Special Student.*

