



# California Institute of Integral Studies

## Bachelor's Degree Completion Program and Women, Gender, Spirituality and Social Justice (MA) Application Guide

1. Start with your **Online Application** for Undergraduate Admission: It is important that you begin the admissions process with completing this application. You can find this at: [https://my.ciis.edu/ICS/Admissions/Undergraduate\\_Application.jnz](https://my.ciis.edu/ICS/Admissions/Undergraduate_Application.jnz)
2. **Transcripts:** Official transcripts from **all accredited** colleges attended within the United States. Transcripts must arrive in their official, sealed envelopes. Previous undergraduate work consisting of a minimum transferable units of 75 semester college units and have met all general education requirements. For an unofficial transcript evaluation to ensure that you meet these requirements please email [admissions@ciis.edu](mailto:admissions@ciis.edu) with a copy of your transcripts.
3. **Admission Essay:** Submit an essay (five to seven pages typed, double-spaced) that incorporates discussion of the below. Please ensure that you answer **ALL** of these questions and have your essay edited before you submit it.
  - Experiences that shaped your desire to return to college now
  - Experiences that have prepared you to work well in a cohort learning environment
  - Your goals and expectations for yourself in the program
  - Why you have chosen Bachelor of Arts in Interdisciplinary Studies at CIIS
4. **Two Letters of Recommendation:** Letters of recommendation should come from people who can speak directly to your ability to successfully undertake an accelerated BA/MA program. Recommenders should use standard business format and include full contact information-name, email, phone number, and mailing address. Letters can be submitted by email to [materials@ciis.edu](mailto:materials@ciis.edu) as a PDF or Word file attachment.
5. **Goal Statement:** 1-2 page document stating why you are interested in the Women, Gender, Spirituality and Social Justice Program and what your goals are during the program and upon graduation.
6. **Writing Sample:** A writing sample of eight to ten pages (typed, double-spaced) that demonstrates your capacity to think critically and reflectively and demonstrates graduate level writing abilities. A sample that uses outside sources must include proper citations. You may submit copies of previous work, such as a recent academic paper, article, or report that reflects scholarly abilities.
7. **FAFSA:** Fill out your Free Application for Federal Student aid, which can be found at [www.fafsa.gov](http://www.fafsa.gov). Be sure to enter CIIS school code: 012154.



# California Institute of Integral Studies

Please do not turn in materials until after you have submitted your online application. Documents can be turned in by email at [materials@ciis.edu](mailto:materials@ciis.edu) or mail to 1453 Mission Street San Francisco, CA 94103 with attention to Admissions Office. Only completed applications will be reviewed.

---

**For International students** there are additional requirements. Please visit our International Students page at:  
[http://www.ciis.edu/Admissions\\_and\\_Financial\\_Aid/International\\_Students.html](http://www.ciis.edu/Admissions_and_Financial_Aid/International_Students.html)

---

Once Admissions receives a complete application your file will go to faculty review (you will receive an email when this happens). At that point, the department will contact you for an interview if they find you a viable candidate. Please allow time for them to contact you.

<p><b>Contact Information:</b> Admissions Department <a href="mailto:admissions@ciis.edu">admissions@ciis.edu</a> (415) 575- 6154</p>
---

Fall 2017 Application Opens	<b>November 15, 2016</b>
Fall 2017 Priority Deadline	<b>April 1, 2017</b>