



Recruitment and Admissions Policy:

The SUMMA University Student Recruitment and Admissions Policy is designed to make sure that:

- Opportunities are developed to allow access and progress to graduate studies.
- Selection is based on clearly specified criteria.
- No candidates are excluded from entry to a program based on religious belief, political opinion, racial group, gender, age, marital status, sexual orientation, or disability.

Admissions regulations:

The Student Recruitment and Admissions Policy comply with all regulations established at SUMMA University, and any local or state regulations that may reflect on the student admission process.

Principles of Selection:

The aims of selection at SUMMA University are oriented in to recruiting and retain national and international students who have the potential to complete their program of study successfully and benefit from the experience.

SUMMA University committed to transparency in its Admissions procedures, and all applicable selection criteria are stated in this policy. Selection is based on academic criteria, experience, and financial ability to pay for the program.

Selection Criteria:

The selection criteria is considered carefully in order to ensure that the assessment of the Applicants are fair and transparent. Selection criteria is reviewed regularly in order to ensure the on-going relevance to developing curricula and teaching and learning practice.

Evidence may be gathered through a variety of means including interview, tests, reference or the assessment of previous employment experience or academic work.

Admission Requirements:

All students wishing to be considered for admission to a SUMMA University graduate program must complete the application and meet the following requirements:



- A Baccalaureate Degree (4-year undergraduate degree) or its equivalent.
- Transcripts: For students that want to transfer credits from another Institution, an Official college/university transcript attesting the receipt of a bachelor's degree or equivalent, with courses and grades is required.
- Resume: All applicants must submit an updated professional resume. The resume needs to outline relevant work experience and, where applicable, include detailed information on managerial roles.
- Recommendations: Submit two letters of recommendation that address applicant's potential for study at the graduate level and for a successful career in business.
- Experience: Demonstrate at least 3 years of professional work experience. This requirement only applies for admission to the Executive Master of Business program.
- Pay a non-refundable fee of \$100 USD.

Students wishing to be considered for admission to a SUMMA University undergraduate program must complete the application and meet the following requirements:

- A High School Diploma, GED or its equivalent.
- Transcripts: For students that want to transfer credits from another Institution, an Official college/university transcript attesting the receipt of a bachelor's degree or equivalent, with courses and grades is required.
- A personal statement that describes the applicant's professional accomplishments and goals.
- Pay a non-refundable fee of \$100 USD.

The applicant may request consideration for transfer credits as per the Transfer Policy (See Section 6.5 Transfer of Credits of the Catalog for details) for equivalent graduate level coursework successfully completed previously at another institution.

SUMMA University reserves the right to deny admissions to any applicant based on their overall application.