

Undergraduate Application Requirements

Sofia now offers lower-division (sophomore status) admission to students who have earned 45 semester/75 quarter credits and meet the following criteria:

- Be a high school graduate or have a GED
- Have completed, or be in the process of completing, a minimum of 45 units of college courses. A grade of C or higher is required for each course.

The courses must be taken in the subject areas of:

- a. English
- b. Mathematics: algebra, geometry or intermediate algebra
- c. History or Social Science
- d. Laboratory Science
- e. Language other than English
- f. Visual Performing Arts
- g. Elective Courses: additional classes selected from the above subjects

Upper division (Junior/Senior) status is offered for students who have completed 60 or more transferable semester (90 quarter) units and meet the following criteria:

- Have a grade point average (GPA) of 2.0 or better in all transferable units attempted.
- Be in good standing at the last college or university attended
- Have completed at least 30 transferable semester (45 quarter) units of college coursework with a grade of C or better in each of the following courses, at a level at least equivalent to courses that meet the following General Education requirements at Sofia:

a. Oral Communication (usually 3 semester units): a public speaking course (A-1 at California community colleges)

b. Written Communication (usually 3 semester units): a freshman English composition course (A-2 at California community colleges)

c. Critical Thinking – (usually 3 semester units): a logic or argumentation /debate course (A-3 at California community colleges)

d. Math / Quantitative Reasoning – (usually 3 semester units): a math course with intermediate algebra as a prerequisite (B-4 at California community colleges). The Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning are also accepted.

Sofia University will accept a maximum of 135 quarter units as transfer units. A maximum of nine quarter units of Physical Education will be accepted as transfer units. Credit is not allowed for

Continuing Education Courses, vocational courses, or non-credit workshops. A minimum grade of “C” is required in all courses for transfer credit.

Sofia University will also accept international students who wish to transfer upon successful evaluation of all previous undergraduate transcripts by World Education Services (WES), and a TOEFL score of at least 80 (out of 120).

Application Requirements

Application Form

Fill out the [application form](#) online or print out the application form and submit it to admissions@sofia.edu.

Application Fee

A non-refundable fee of \$55 (US dollars) is required with you application. [Click here to pay online.](#)

Submit All Official School Transcripts

Contact all prior accredited colleges or universities which you have attended and request that your transcripts be sent to:

Admissions Counselor Shanna Houser at shanna.houser@sofia.edu (650) 493-4430 ext. 272 (we prefer electronic files if possible)

Admissions Office
Sofia University
1069 East Meadow Circle
Palo Alto, CA 94303

TOEFL Exam (if applicable) – request scores to be sent to Sofia University

The TOEFL exam (Test of English as a Foreign Language) is required in order to demonstrate English language proficiency. An applicant must pass with a score of 600 or better for the Written Exam, 250 or better for the Computerized Exam, or 20 or better for each of the four categories in the Internet Exam. If you have attended schools outside the United States, you will need to have your transcripts evaluated by a Credential Evaluation service to determine their U.S. equivalency, preferably World Education Service (www.wes.org).

Foreign Transcript Evaluation (international applicants only)

Applicants submitting transcripts from outside the United States must submit a course-by-course evaluation of these transcripts through World Education Services (WES): <http://www.wes.org>.