



ADMISSION REQUIREMENTS: DOCUMENTATION

All prospective students that apply for admission to San Francisco Film School must provide proof that they are eligible to attend a higher education institution as stated by the Department of Education guidelines. This documentation may include, but is not limited to:

- State Identification card
- Social Security Card
- High School transcript showing date of graduation
- GED transcript showing date of completion
- College transcripts from any post secondary institution that the prospective student attended prior to applying to SFFS
- Proof of Citizenship
- Proof of Residency
- Proof of date of birth
 - Applicants under the age of 18 will require a parent or guardian's signature on any document that comes from SFFS

All prospective students are required to have either graduated from high school or successfully completed the GED (General Education Development) test to be considered for acceptance into the school.

Proof of Academic Eligibility

All prospective students are required to submit proof of previous education. ***Only the following will be accepted as proof of meeting eligibility requirements for admission to San Francisco Film School.***

HIGH SCHOOL

Applicants must have their official high school transcripts sent with their application to SFFS. The transcript must come directly from the school that the applicant attended. If the applicant is

not able to provide this before enrollment, they can submit a photo or copy of their high school diploma or unofficial transcript as a placeholder for the application.

If accepted into SFFS, the student must submit their official transcript within a month of the date they receive their acceptance letter. Failure to do so may result in being suspended from classes until the transcript is received.

GED

If the applicant did not finish high school, they must supply proof that they took the GED (General Education Development) test. If the applicant is not able to provide this before enrollment, they can submit a photo or copy of their GED transcript as a placeholder for the application.

If accepted into SFFS, the student must submit their official GED transcript within a month of the date they receive their acceptance letter. Failure to do so may result in being suspended from classes until the transcript is received.

COLLEGE TRANSCRIPT

If the applicant attended other post secondary schools, they will be required to have official transcripts from each institution to be sent to SFFS. College transcripts can be used as a substitution for either their high school or GED transcript. If the applicant cannot provide these at the time of applying, they are allowed to use a photo or copy of their college degree, or an unofficial transcript, as a placeholder for their application.

If accepted into SFFS, the student must submit their official college transcripts within a month of the date they receive their acceptance letter. If the applicant's file has either an official high school transcript or GED on file, then no action will be taken. However, if the applicant does not have either a high school or GED transcript in their file, and the college transcripts are not received within one month of the date of their acceptance, they may be suspended from classes until the official transcript(s) is received.

OFFICIAL TRANSCRIPTS

Once an applicant's transcript are received, they will be reviewed by both Admissions and the Registrar to determine that they meet the following criteria:

- Must be official transcripts, sent directly from the school that the applicant attended.
 - Photocopies, transcripts addressed to someone else, jpeg images are not acceptable proof of meeting the minimum requirements.

- The official transcript must clearly state the student's graduation date if from high school, date of completion if GED, and date of entry/matriculation if a college transcript is being submitted.
- The transcript must not appear to be altered in any way. If it looks to be altered, it will be rejected and the applicant must have a new transcript sent.
- If sent electronically, the transcript must be in PDF format.
- If the transcript says "void" it will not be accepted
- Screenshots of transcripts and/or degree audits are not acceptable as official transcripts
- Transcripts from military service are not acceptable as transcripts unless it is from an accredited military college.

If the applicant has not been accepted in San Francisco Film School, the transcript should be sent to admissions@sanfranciscofilmschool.edu.

If the applicant has been accepted, and has already started attending classes, the transcript must be sent to registrar@sanfranciscofilmschool.edu

We accept transcripts that are sent via Parchment, National Student ClearingHouse, eScrip-Safe, TranscriptNetwork, or directly from an official from the previous school's email. A transcript sent by a school official needs to have the officials's contact information in the email. If there is no contact information, the transcript will not be accepted as official.

If the transcript is sent by mail, then the official in charge of records at the applicant's previous school must make sure that the transcript is legible when sent. It should include either the school's raised seal or the appropriate signature. The school official that is sending the transcript must also sign and date along the seal of the envelope on the back. Transcripts should be sent to:

San Francisco Film School
 Attn: Registrar
 155 Sansome St.
 Suite 200
 San Francisco, CA 94102

Applicants are responsible for paying any fees associated with requesting their official transcript from previous institutions, SFFS is not required to pay these fees

INTERNATIONAL APPLICANTS - TRANSCRIPTS

San Francisco Film School does accept applications from international students. These applicants must submit transcripts from high school and/or post secondary schools that they attended in other countries.

Applicants that completed their education, both elementary and post secondary, outside of the United States are required to obtain an evaluation of their transcript. Applicants must use a Foreign Credential Evaluation Service. Below is a list of agencies that are approved by the Commission for Foreign Transcript Evaluation:

Academic & Professional International Evaluations, Inc. (APIE)

P.O. Box 5787
Los Alamitos, CA 90721-5787
Telephone: (562) 594-6498

Academic Credentials Evaluation Institute, Inc. (ACEI)

P.O. Box 6908
Beverly Hills, CA 90212
Telephone: (310) 275-3530

Academic & Credential Records, Evaluation & Verification Services (ACREVS)

California (Silicon Valley – San Francisco – Bay Area)
1776 Clear Lake Avenue
Milpitas, California 95035-7014
Telephone: (866) 583-4834 Toll Free or (408) 719-0015
Fax: (510) 252-0876

American Education Research Corporation (AERC)

382 East Rowland Street
Covina, CA 91723-3154
Telephone: (626) 339-4404
Fax: (626) 339-9081

Educational Credential Evaluators, Inc. (ECE)

P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
Fax: (414) 289-3411

Educational Records Evaluation Service (ERES)

2480 Hilborn Road, Suite 106
Fairfield, CA 94534
Telephone: (866) 411-3737 or (707) 759-2866

Foreign Credential Services of America (FCSA)

1910 Justin Lane
Austin, TX 78757
Telephone: (512) 459-4565

Fax: (512) 459-4565

Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)

798 Lighthouse Ave, Suite 140

Monterey, CA 93940

Telephone: (831) 372-1466

Fax: (831) 372-1441

International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)

P.O. Box 3665

Culver City, CA 90231-3665

Telephone: (310) 258-9451

Fax: (310) 342-7086

World Education Services (WES)

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Telephone: (212) 966-6311

Fax: (212) 739-6100

Transcripts from English Speaking Schools Outside of the United States

International applicants must have their transcripts evaluated by one of the agencies listed above. The applicant will need to contact one of the agencies and then supply them with any and all information that they require. A course by course evaluation is necessary to ensure that the applicant's coursework meets the minimum eligibility requirements set forth by SFFS. No Translation is necessary.

Transcripts from Non-English Speaking Schools Outside of the United States

International applicants must have their transcripts evaluated by one of the agencies listed above. The applicant will need to contact one of the agencies and then supply them with any and all information that they require. A course by course evaluation is necessary to ensure that the applicant's coursework meets the minimum eligibility requirements set forth by SFFS.

If the applicant's transcript is from a non - English speaking institution, the applicant must have the agency supply SFFS with a full translation to English of the transcript.

PROCESSING TRANSCRIPTS

Once SFFS receives an applicant's official transcript(s), it will be added to their file in the school's LMS system Populi. Once the transcript(s) is received, it becomes property of San Francisco Film School. The applicant can not request SFFS to send the transcript to another institution or to have the transcript returned to them.

If a transcript is received by email, it will immediately be added to the applicant's file, both in the LMS and the backup digital file. The LMS will be updated to reflect the applicant's education level (high school, some college, Associate's, Bachelor's, Master's, etc.). Electronic transcripts are only accepted from the following:

- Transcript delivery service (as stated previously under the Official Transcripts section)
- Foreign Transcript Evaluation Agency
- Directly from an official at the applicant's previous school (must include contact information for the school official)

Transcripts sent by email directly from the applicant are not official and cannot be verified.

If a transcript is received by mail, both the physical transcript and the envelope that it came in will be scanned into the LMS and backup student file. The SFFS official that receives the transcript will verify that it does come from the school that the applicant attended and not from the applicant. Any transcript received by mail from the applicant is not considered official and cannot be verified.

If the applicant is accepted into SFFS and enrolled in the Associate's Degree, the Registrar will evaluate the transcript to determine if any credits can be transferred in to satisfy requirements in the applicant/student's degree audit. More information about this can be found in the Student Handbook under the SAP policy.

DISCREPANCIES IN TRANSCRIPTS

If, after review, there are any discrepancies or questions regarding the transcript that was sent to SFFS, the Admissions department will reach out to the applicant to rectify the situation. This may include having the applicant reach out to their previous school to resubmit transcripts. For International Students, Admissions will reach out to the applicant and/or the agency that supplied the evaluation.

If an applicant is accepted into SFFS, and there are issues with their transcript(s) the Registrar will contact the applicant/student to clarify the issue. This too may include contacting the evaluating agency and/or the previous institution.

Per FERPA regulations, if SFFS needs to verify an applicant's previous education, the Registrar will send a form to the applicant via DocuSign which the applicant will need to sign. This is a release form that states the applicant is allowing their educational files to be released to SFFS. If the applicant refuses to sign this release form, SFFS will not be able to verify their previous

education and it will fall to the applicant to contact their previous schools. If the applicant signs the release form, either Admissions or the Registrar will contact the applicant's previous school to verify their education.

If SFFS finds that the applicant has made false claims about their previous education, their application for admission to SFFS will be rejected.

Submitting fabricated/falsified documents (transcripts, diplomas, foreign translations, etc.) will also result in the applicant being denied admission to SFFS.