APPLICATION PROCESS AT SUI

MEET the General Admission Requirements – All SUI Students

- Be a current resident of California (valid CA government-issued I.D. is required).
- Be at least 18 years of age by the end of the applicable application period (to be verified with individual's current I.D.).
- Provide documentation of eligibility to work in the United States.
- Provide proof of appropriate educational requirements such as:
  - Copy of high school diploma or
  - Official high school transcript showing graduation date or GED or
  - Official translated and evaluated foreign secondary diplomas by NACES-approved agencies.

MEET the Program Admission Requirements

Diagnostic Medical Sonography and Cardiac Sonography Admissions Requirements:

- Meet the General Admissions Requirements.
- Hold an associate degree or higher in any field or discipline.
- Complete (defined as receiving a grade of "B-" or higher) college-level prerequisite coursework:
  - **Physics** (3 semester credits)
  - **English** (3 semester credits)
  - **Mathematics** (3 semester credits)
  - **Human Anatomy & Physiology** (6 semester credits)

Note: All courses must be completed by the end of the application window. SUI does not accept "Pass/Fail" or "Credit/No Credit" grades to fulfill admissions prerequisites. Courses must be a minimum of five quarter credits or three semester credits (with the exception of Anatomy and Physiology which must be six semester credits). All prerequisite courses together must equal 25 quarter or 15 semester credits. For more detailed information regarding prerequisite guidelines, see the SUI's Prerequisite Course Descriptions document located under the "Admissions" tab on our website.

MRI Technology, Radiologic Technology, Invasive Cardiovascular Technology Program Admission Requirements:

- Meet the General Admission Requirements.
- Program Prerequisites: None
  - Transfer Credit Guidelines
    - Courses are evaluated for transferability upon program acceptance and must be processed at enrollment.
  - To receive credit for the courses listed below, a letter grade of "B-" or better must be completed within the last five (5) years from an accredited institution.
    - **Anatomy and Physiology** (6 semester credits)
      - ✓ For the MRI Program, the Anatomy and Physiology courses must total a combined 7 credits to be eligible for transfer credit.
    - **Medical Terminology** (2 semester credits)
    - **English** (3 semester credits)
    - **Mathematics** (3 semester credits)

Note: For more detailed information regarding transfer credit guidelines, see our Transfer Credit Guide document located located under the "Admissions" tab on our website.

REGISTER for Program Updates

To ensure prospective students receive email communications related to their program of interest, register via the website:

➔ Visit our school website, locate the "REGISTER" page, complete the Contact Form with your Primary Program of Interest and contact information, and click "SUBMIT."

RECEIVE Program Announcement Email

Applicants who are registered will receive a Program Announcement email when the application window opens. This email will include a Program Information Guide, which provides an overview of Sacramento Ultrasound Institute, details about the program, tuition and financial aid information, and a breakdown of the application process.

After reviewing the Program Information Guide, applicants will create an account in our SUI Bridge Portal and submit their online application through this system. Once the account is created and the initial application is submitted, applicants will complete the remaining steps outlined below. All steps will be completed and submitted online within the SUI Bridge Portal:

STEP 1: UPLOAD California ID and SIGN Initial Documents, and COMPLETE FAFSA Application

Applicants will be required to upload a valid California ID/DL card. During this step, applicants will then be prompted to review and sign the following initial documents through our student information system: Physical Demand Form and Distance Education Survey.

Lastly, all applicants must complete their FAFSA application for the applicable academic year(s). Please note that FAFSA processing can take up to two weeks, and our Financial Aid team cannot calculate eligibility estimates until FAFSA applications are received. When completing the FAFSA application, students should use SUI's school code: **042537**.

Applicants who do not plan to use FAFSA and intend to pay out of pocket should email financialaid@sui.edu to notify the Financial Aid team.

STEP 2: VERIFY Education

Based on the program for which they are applying, applicants must verify their education according to the Program Admission Requirements outlined above.

- **High School/GED Education Verification (All Programs)**
  - Requirement can be fulfilled by submitting either a high school diploma, GED certificate, or *official* high school transcripts.
  - If using a high school diploma or GED certificate to fulfill this requirement, applicants must scan the document and upload it directly into the Admissions Portal.
  - If using *official* high school transcripts to fulfill this requirement, electronic transcripts are preferred and must be sent from the institution directly to transcripts@sui.edu.
  - SUI cannot accept transcripts directly from applicants, with the exception of in-person delivery of sealed transcripts.
- **Post-Secondary Education Verification (DMS, CS, and Transfer Credit Purposes)**
  - Requirement must be fulfilled by ordering *official* transcripts that include degree conferral. If the degree is not listed on the official transcript, the applicant must then submit a copy of the degree awarded.
  - Electronic transcripts are preferred and must be sent from the institution(s) directly to transcripts@sui.edu.
  - If submitting coursework for transferability evaluations (MRI, RT, & ICVT), official transcripts must be sent from the institution(s) directly to transcripts@sui.edu.

STEP 3: RECEIVE and SIGN Financial Aid Estimate and ATTEND Financial Aid Webinar

Applicants who successfully complete Steps 1 and 2 will receive a personalized financial estimate that must be reviewed and signed.

Within Step 3, applicants must also meet with our Financial Aid Team by attending one of our Financial Aid webinars. Multiple dates and times will be available, and all sessions are held virtually via Zoom. Attendance is mandatory, as these sessions provide valuable information regarding estimated financial aid eligibility, available payment options, and answers to applicant questions. Admitted applicants will later participate in more in-depth meetings with the Financial Aid Department as part of the full enrollment process.

STEP 4: TAKE SUI Entrance Exam

The Entrance Exam is built directly into the SUI Bridge Portal and will be completed online through a proctored system. Applicants are given two attempts to achieve a passing score of **24** or higher.

The assessment is 8 minutes long and consists of 30 multiple-choice questions covering verbal reasoning, logical and deductive thinking, mathematics, science foundations, and general knowledge. Assessment results are provided immediately upon completion.

If a second attempt is needed, there is a 24-hour waiting period between attempts. Applicants who do not pass after the second attempt will be required to wait one year before reapplying to any program at Sacramento Ultrasound Institute.

STEP 5: ORDER Background Check

The link to order the Background Check order is built directly into the SUI Bridge Portal. Applicants are encouraged to complete this step as early as possible, as processing can take 7–10 days. Sacramento Ultrasound Institute cannot admit students into its programs without a clear background check.

- All background checks must be ordered through the link within the SUI Bridge Portal; SUI does not accept background checks completed through external vendors.
- Applicants are responsible for covering the cost of the background check.

Note: Any record found on the background check will result in disqualification from the application process, as clinical placement cannot be guaranteed in those circumstances. If an applicant has concerns about eligibility to sit for the applicable registry examination, we strongly recommend contacting the Ethics department of ARRT, ARDMS, or CCI.

STEP 6: SUBMIT Application Documents

Applicants must upload the following documents within the SUI Bridge Portal:

- **Resumé**
- **Statement of Intent**
- **Two Recommendation letters**
- **Physical Examination Form**

ATTEND the Group Interview

All qualified applicants who complete the entire application process will then receive an invitation to register for a Group Interview time slot. Interviews are conducted virtually via Zoom and typically include approximately 7–12 applicants. A panel of 2–4 SUI staff members will facilitate and evaluate the session.

The Group Interview provides an additional opportunity for applicants to demonstrate their communication skills, professionalism, motivation, and readiness to pursue a career in healthcare.

RECEIVE the Application Status Update

Application status will be shared via email, based on the program application window timeline.

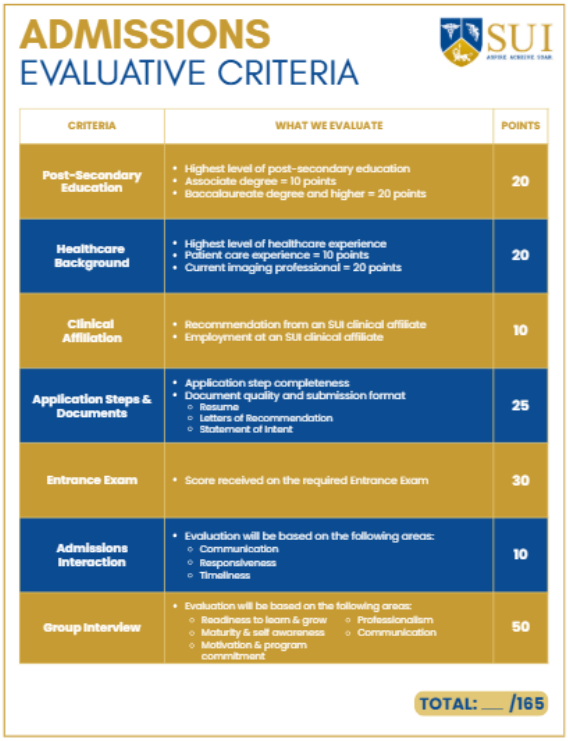
COMPLETE the Onboarding Steps for Enrollment

Students accepted into the program must be prepared to attend the mandatory in-person Campus Tour, submit immunization and vaccination records, complete enrollment documents and financial agreements, and attend the mandatory in-person New Student Orientation before the program start date.

APPLICATION REVIEW & EVALUATIVE CRITERIA

At Sacramento Ultrasound Institute, we recognize that every applicant brings a unique combination of education, experience, and potential to the healthcare field. We believe a strong candidate is more than a single score. SUI uses a structured evaluation process to promote consistency and transparency while recognizing the different experiences, preparation, and qualities each applicant brings.

The rubric (right) outlines the criteria considered during the admissions process and the relative weight assigned to each component. Together, these criteria help the entire Admissions Committee assess each applicant's preparation, commitment, and readiness to succeed in their chosen program.



ADMISSIONS
EVALUATIVE CRITERIA

SUI

CRITERIA	WHAT WE EVALUATE	POINTS
Post-Secondary Education	• Highest level of post-secondary education • Associate degree = 10 points • Baccalaureate degree and higher = 20 points	20
Healthcare Background	• Highest level of healthcare experience • Patient care experience = 10 points • Current imaging professional = 20 points	20
Clinical Affiliation	• Recommendation from an SUI clinical affiliate • Employment at an SUI clinical affiliate	10
Application Steps & Documents	• Application step completeness • Document quality and submission format ◦ Resume ◦ Letters of Recommendation ◦ Statement of Intent	25
Entrance Exam	• Score received on the required Entrance Exam	30
Admissions Interaction	• Evaluation will be based on the following areas: ◦ Communication ◦ Responsiveness ◦ Timeliness	10
Group Interview	• Evaluation will be based on the following areas: ◦ Readiness to learn & grow ◦ Maturity & self awareness ◦ Motivation & program commitment ◦ Professionalism ◦ Communication	50

TOTAL: ___ /165