



5055 Chaparral Court, Suite 103, Boulder, CO 80301

ADMISSIONS GUIDELINES

AND

APPLICATION PACKET

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Guidelines for Admission to the Rolf Institute® **Basic Roling Certification Programs**

We hope that you will find the application process simple and easy to follow. If you need help or have questions about the requirements, or any aspect of the admissions process, please feel free to contact the Admissions Department.

Starting the Admissions Process

To start the process of admission into the Basic Roling Certification programs, please submit your full application packet, including payment of the \$50 application fee.

After indicating your program choice, you will be emailed an enrollment agreement, which must be signed and initialed in order for your application to be complete.

Dropping or Changing Classes

Students may drop or change classes up to 90 days prior to a class without consequence or fees. The Rolf Institute bills any drops or changes made later than 90 days prior to the class start day by retaining \$150 of the \$300 deposit. The Application fee will also not be returned after the enrollment agreement has been signed.

Payment

The Rolf Institute accepts checks, credit cards (Visa, Master Card, Discover and American Express), money orders, or cash (in person only). Make checks and money orders payable to The Rolf Institute. To pay by credit card, please use the online billing system.

Processing your application

Once Admissions receives your **complete** application, including all required written documentation and \$50 Application Fee, your application is reviewed. ***An interview may be required.***

You will receive formal notification of your acceptance status. If you are accepted, you will receive a formal letter of acceptance, a Welcome Packet with your Enrollment Agreement and the links to register.

You must:

- Complete your Enrollment Agreement and return the completed, initialed, and signed form.
- Enroll for all three phases of training, using the links provided.

Applications are reviewed in the order they are received. Processing your application can take up to four weeks.

Send the completed documents to:

The Rolf Institute
Admissions Department
5055 Chaparral Ct., Suite 103, Boulder, CO 80301
admissions@rolf.org
Phone 303-449-5903 / Fax 303-449-5978



Admissions Requirements for Basic Rolwing Certification

Please read the following instructions carefully and use the attached checklist.

(Please note: Students applying for Regional Basic Certification program have additional entry requirements.)

ADMISSION REQUIREMENTS AND PAYMENT

1. Application Form

Please fill out the application completely and sign it.

2. Application Fee

A \$50 application fee is required from every applicant. This fee will be refunded if the applicant is either not admitted or has not signed an enrollment agreement.

3. Program Indication for the Enrollment Agreement

Please indicate which program you would like to attend, and an Enrollment Agreement will be created from that information. Once you receive the Enrollment Agreement, you will need to read it, provide the required signatures, initial the bottom-right corner of every page and return it to the Admissions Department for you application to be complete. The Enrollment Agreement is required by the State of Colorado Department of Higher Education and is to protect your rights as a consumer of education.

You cannot register for class until we have received your completed Enrollment Agreement.

4. Deposit

Following admittance to the Basic Rolwing Certification Program, students must enroll in Phase I, II and III and pay a \$300 deposit for each via the online system (\$900 total). Deposits will be applied toward the individual tuition for each phase.

Following admittance to the Regional Basic Rolwing Certification Program, students must pay a \$300 deposit upon enrollment into the program. This deposit will be applied towards the full tuition.

5. Rolwing Structural Integration Sessions

Prior to starting training at The Rolf Institute, students must have received a **complete Rolwing Ten Series** with a Certified Rolfer. Please use the included form to document the sessions and the name of your Rolfer.

**** Three Rolf Movement® sessions, from a Certified Rolf Movement Practitioner, must be received prior to the start of Phase II of the training. ****

Note: Students with an existing medical condition, after consulting with their physician, may want to consider completing the Ten Series prerequisite, required to start the training, 2-3 months prior to the start of Phase II, where they will receive another Ten Series as part of the class. RISI reserves the right to require a physician's release for any student.

6. Life Experience Essay

Submit a 2-3 page personal essay addressing each of the following items:

1. Describe your reasons for pursuing a career in Rolfing® Structural Integration.
2. Describe your greatest success in life and how it has influenced your career choice.
3. Describe one of your greatest challenges in life and what you learned from the experience.

TRANSCRIPTS, ID, and OTHER DOCUMENTATION

7. Documentation of High School or Equivalent

All students must submit a High School Diploma, GED or state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma.

8. Documentation of Postsecondary Education or Equivalent

Note: Students are not required to have an undergraduate degree to attend The Rolf Institute.

All students must submit one of the following:

- a) An official academic transcript, equivalent to an AA degree or occupational certificate, showing at least 60 credit hours at an institution of adult or higher education.

OR

- b) Documentation of a minimum of four years of equivalent career experiences and professional accomplishment.

* An official transcript clearly displays a school seal, red stamp or other obviously official marking

- Secure, official e-transcripts sent from universities are acceptable
- Faxed transcripts are not acceptable

A transcript without an official marking will need to arrive in an unopened school envelope

- This can be sent from the school to our office.
- This can be sent from the applicant as long as the applicant has not opened the envelope.

9. Resume of Professional Experience

Briefly outline your educational and employment history. You may include massage training from other trainings, workshops, avocations. Please note: Students in the Basic Rolfing Certification (731-hour program) are not expected to have had any prior experience with bodywork, massage or Rolfing Structural Integration, but if you do, you may include it in your resume. Regional Basic Rolfing Certification (600-hour program) students are required to have prior training in massage or bodywork (see item 11) and to list all clinical experience. An optional form is available in this packet.

10. Professional References

Submit letters from three professional references. The length of each letter should not exceed 1-2 pages in length.

11. A federal- or state-issued ID

12. Photograph

Submit a passport sized photograph of you for our file. **The photo must be a current solo headshot that clearly shows your face.** Do not use group shots or busy backgrounds. Color photocopies may also be used. The photographs are for identification purposes and to prevent identity fraud.

13. Regional Basic Rolfing Certification program applicants only

To be eligible for the Regional Basic program, students must:

- A. Submit an official transcript showing completion of a **minimum of 250 Hours** of professional training or course work in massage and bodywork. The transcript must show:
 - i. 47 hours of Anatomy,
 - ii. 21 hours of Physiology
 - iii. 45 hours of massage or other approved touch training
 - iv. 15 hours of therapeutic relationship or ethics

- B. Document **50 Hours** of Clinical Practice Experience
Regional Basic students must verify 50 documented hours of postgraduate massage practice experience or comparable clinical practice hours. Please reference your postgraduate or clinical practice hours on your resume. An optional verification form to list and document your hours is also provided for you within this application packet.

14. International Students who need an I-20/M-1 Visa

Please indicate the need for an I-20/M-1 Visa and submit your completed application, including a copy of your passport ID page and TOEFL scores, no later than 60 days prior to class start date.

If you are required to show proof that you have met the English language requirement as per the Language Policy, available on the website and in the catalog, submission of your official TOEFL scores must accompany your completed application packet.

FURTHER INFORMATION

Information about Membership at the Rolf Institute of Structural Integration

The application packet includes information about The Rolf Institute Membership Services. This information is included to ensure that you are informed and provided with all the details regarding the use of The Rolf Institute's service marks.

Massage Licensing Laws

Since the license to practice structural integration still falls under massage license in many states, we have provided links to information about massage licensing in your state. We strongly recommend that you research your state's licensing requirements as soon as possible prior to applying to the program.

Application Checklist

Please submit this checklist with your application.

I. ADMISSION REQUIREMENTS AND PAYMENT

- _____ Completed Application Form
- _____ \$50 Application Fee
- _____ Program Indication for the Enrollment Agreement
- _____ Intent to Apply for Financial Aid/Veterans' Education Benefits Form (Basic Training in Boulder, CO only)
- _____ Verification of a complete Ten-Series from a Certified Rolfer
- _____ Life Experience Essay

II. TRANSCRIPTS, ID, AND OTHER DOCUMENTATION

See page 4 for a description of requirements for an acceptable Official Transcript

- _____ A High School Diploma, GED or recognized equivalent

ONE OF THE FOLLOWING:

- | |
|--|
| _____ An official academic transcript, equivalent to an AA degree, or an occupational certificate showing at least 60 credit hours at an institution of adult or higher education. |
|--|

OR

- | |
|--|
| _____ Documentation of a minimum of four years of equivalent career experiences and professional accomplishment. |
|--|

- _____ A federal- or state-issued ID
- _____ A Current Solo Headshot Photograph for identification purposes
- _____ Resume of professional experience
- _____ 3 professional references (maximum 1-2 pages written)

III. REGIONAL BASIC STUDENTS ONLY –

Please provide the following additional information with your application packet.

- _____ Official Bodywork/Massage Transcript of:
 - 47 hours of Anatomy,
 - 21 hours of Physiology
 - 45 hours of massage or other approved touch training
 - 15 hours of therapeutic relationship or ethics
- _____ Documentation of 50 hours of clinical practice experience

IV. INTERNATIONAL STUDENTS

- _____ I-20/M-1 Form Requested (International Students: Please indicate the need for an I-20/M-1 Visa and submit completed packet no later than 60 days prior to class start date.)
- _____ Copy of Passport ID page
- _____ Official TOEFL Scores



APPLICATION FORM

_____ **731-Hour Program - Basic Rolfing® Certification Program**

Phase I – Foundations of Rolfing® Structural Integration – 218 hours

Phase II – Embodiment of Rolfing® Structural Integration and Rolf Movement® Integration

Phase III – Clinical Application of Rolfing® Theory – 269 hours

Or

_____ **600-Hour Program – Regional Basic Rolfing® Certification Program**

Or

_____ **600-Hour + 30 day Program – Regional Basic Rolfing® + Rolf Movement® Certification Program**

I am applying for: First choice: _____ Second Choice: _____
Program code (starts with UA or UAF)

NAME AND CURRENT MAILING ADDRESS

Name _____
FIRST NAME MIDDLE INITIAL LAST NAME

Street Address _____

City, State, Zip Code _____ Country _____

Telephone _____ (home) _____ (work)

Email Address (required): _____

Date of Birth _____ Social Security Number _____
Month / Day / Year

Sex: Male _____ Female _____

RACE & ETHNICITY INFORMATION *(This data is used for statistical purposes only)*

Ethnicity: Are you of Hispanic/Latino decent? Yes No

Race: *(Please indicate ALL that apply)*

American Indian or Alaska Native: _____ Asian: _____ Black or African American: _____

Native Hawaiian or Other Pacific Islander: _____ White: _____

CITIZENSHIP

U.S. Citizen/Resident Alien: _____ Non-U.S. Citizen/Non-Resident Alien: _____

Non U.S. Citizens: Will you need an I-20 form* (for Student Visa)? _____

Country of Birth _____ Country of Citizenship _____

Important: Foreign Students (a/k/a “alien”) desiring to enroll in a course of study at the Rolf Institute must obtain an M-1 visa from a consular office abroad before being eligible to enter the United States. Enrollment in a course of study is prohibited on a B-1 or B-2 (tourist) visa.

It is the responsibility of the student to contact their consulate to determine how to go about obtaining an M-1 visa. The Rolf Institute is an approved school by SEVIS and able to issue I-20 forms once a student is enrolled and accepted into the training. (The following categories of visas are also permitted: L-2, V, K, A and Resident Alien)

*You will have to provide proof of sufficient funds to cover tuition and cost of living to submit the I-20 form to your embassy. I-20 forms are sent via regular mail after acceptance into program. Requests for expedited forms will require payment for postage. Please contact pheckmann@rolf.org to arrange expedited mailing.

CRIMINAL HISTORY

Have you ever been convicted of a Felony or Misdemeanor?

Yes No

If **YES**, please explain:

RISI Non Discrimination Policy

The Rolf Institute does not discriminate on the basis of race, color, creed, national origin, religion, sex, sexual orientation, age, disability, or veteran status in admissions.

Membership in the Rolf Institute

Your signature below indicates that you understand the following:

Upon graduation from the Rolf Institute, you will be given the paperwork to become a member of the Rolf Institute. Only members are entitled to use the service mark ROLFING®, ROLFER™ and its derivatives, which are protected by the Rolf Institute. The Rolf Institute is governed by a Board of Directors, democratically elected by its membership. Members of the Rolf Institute pay annual dues to be determined by the Board of Directors and membership in order to retain membership in the organization. Additional rights and obligations of membership in the Rolf Institute are stated in the Rolfling Training class agreements.

Your signature below indicates the information on this application is true and accurate to the best of your knowledge. You understand that the Rolf Institute reserves the right to verify the above statements. You understand that perjury may result in the termination of your training.

Applicant's Signature _____ Date _____

HEALTH INFORMATION QUESTIONNAIRE

During your Roling SI program, you will receive and give Roling sessions. To better support you as a student, please complete the Health Information below. Additional relevant documentation may be requested. Please note your information is held in the strictest confidence.

Student's Name _____

Height _____ Weight _____

Do you have Health Insurance?

Yes No

If **YES**, please provide Insurance information:

Provider Name/ Address:

Insurance ID #: _____ Group #: _____

Primary Care Physician (PCP): _____

PCP Phone #: _____

PCP Address: _____

Are you the Primary Holder?

Yes No

Do you have any allergies (please explain)?

Are you taking, or do you require the use of any Prescription medication (i.e. inhaler, epi-pen, other):

Yes No

Does this medication need to be taken regularly:

Yes No N/A

If necessary, please explain:

Is this medication:

- Allopathic Homeopathic/Alternative Other

Do you have any physical and/or emotional conditions that we need to be made aware of? (i.e. Depression, Panic Attacks, PTSD, Migraine/Headaches, Chemical dependency (medication, alcohol, narcotics), Arthritis, Scoliosis, Rheumatism, Gastro-intestinal disturbances, Osteoporosis, other, etc.)

- Yes No

If **YES**, please list conditions AND briefly describe: (Dates, is this something on-going, are you receiving any type of treatment for it?, etc.):

Do you have any other conditions and/or injuries that we should consider? (Have you ever broken a bone, torn a ligament, been hospitalized, had a recent surgery, etc.)

- Yes No

If **YES**, please explain and describe how your condition/ injury was treated:

Are there any special accommodations that you will require as a student?

- Yes No

If **YES**, please explain:

Is there any additional health information we need to know?

EMERGENCY CONTACTS

Student's Name _____

Contact 1

Name _____

Street Address _____

City, State, Zip Code _____ Country _____

Telephone _____ (home) _____ (work)

Fax and/or email _____

Relationship _____

Contact 2

Name _____

Street Address _____

City, State, Zip Code _____ Country _____

Telephone _____ (home) _____ (work)

Fax and/or email _____

Relationship _____

Contact 3

Name _____

Street Address _____

City, State, Zip Code _____ Country _____

Telephone _____ (home) _____ (work)

Fax and/or email _____

Relationship _____



Intent to Apply for Financial Aid / Veteran's Education Benefits

For Basic Training in Boulder, CO only

Within the world of financial assistance, there are many different forms available to students. Scholarships are financial awards given to eligible students and do not need be repaid. Grants can be federal, state or privately issued and also do not require repayment. Loans are a form of low-interest debt that must eventually be repaid and are a good option for those who do not qualify for a grant.

The Rolf Institute administers two financial aid programs to help cover tuition (fees are not included) for students who qualify – Federal Pell Grants and Federal Direct Student Loans. Students receiving Title IV Financial Aid must maintain attendance and academic standards in order to remain eligible for continued participation.

Note: Only students attending the school in Boulder for the entire training are eligible for Title IV financial aid and/or Veteran's Education Benefits.

By checking this box, I am indicating my intent to apply for Federal Financial Aid.

I understand that my application does not guarantee the award of any monies.

I understand that any money awarded will only cover partial tuition costs, and will not cover any other student fees or expenses, including but not limited to books, housing and other living expenses.

I understand that the money will be distributed through The Rolf Institute and not be given directly to me.

I understand that I may change my mind and will inform the Enrollment Manager/Financial Aid Officer if I do.

I am not interested in Financial Aid at this time, although I can change my mind.

By checking this box, I am indicating my intent to apply for Veteran's Education Benefits.

I understand that my application does not guarantee the award of any monies.

I understand that depending on my benefit, the money may be distributed through The Rolf Institute and not be given directly to me.

Applicant's Signature _____ Date _____

Print Name _____



Ten-Series Completion Verification Form

Prior to starting training at The Rolf Institute, students must have completed a complete Rolwing Ten Series with a Certified Rolfer.

Three Rolf Movement® sessions, from a Certified Rolf Movement Practitioner, must be completed prior to the start of Phase II of the training.

Note: Students with an existing medical condition, after consulting with their physician, may want to consider completing the Ten Series prerequisite, required to start the training, 2-3 months prior to the start of Phase II, where they will receive another Ten Series as part of the class. RISI reserves the right to require a physician's release for any student.

Please document that you have received a complete the Rolwing Ten-Series from a Certified Rolfer™.

Your Name _____

City, State, Zip Code _____ Country _____

Telephone _____ (home) _____ (work)

Email Address (required): _____

Name of Certified Rolfer who performed the Ten-Series sessions:

Session #	Date	Session #	Date
1		6	
2		7	
3		8	
4		9	
5		10	

Note: RISI reserves the right to verify completion with the above named Rolfer.



50-Hours of Clinical Practice Verification Form

for students applying to Regional Training only

In accordance with RISI policy regarding entrance requirements for Regional Basic Rolfing Certification, I am required to verify that I have completed **50 hours** of documented post-graduate massage practice experience or comparable clinical experience. My signature below verifies this to be true.

This is to verify that I, _____, have completed **50 documented hours** of post-graduate massage practice experience or comparable clinical experience.

Applicant's Signature _____ Date _____

Instructions:

1. This form is provided as a convenience. You may also document hours by submitting a signed statement on letterhead from an employer detailing hours worked. Other methods of documentation are possible with pre-approval.
2. Post-graduate practice refers to independent clinical practice following graduation from massage school. School clinic hours, internship hours, practicum hours, or any other type of clinical hours associated with your massage school or any other type of training program/workshop are not acceptable.
3. The hours may be paid or unpaid.
4. It does not matter if you are licensed when the sessions are performed.
5. Sessions must be a minimum of thirty minutes each.
6. To protect client confidentiality, you may use the client's first or last initial.
7. RISI reserves the right to verify hours.
8. Feel free to submit additional pages as needed.
9. Please total the number of hours at the bottom of each page.
10. There are 28 lines on each page. You only need to fill the form out for 50 hours.

Client Name	Date	Hours
-----	TOTAL FOR PAGE:	



Rolf Institute® Membership

Established in 1971, The Rolf Institute is a nonprofit corporation, organized and existing under the laws of California and Colorado. Recognized by the US Government as a tax-exempt, educational and scientific research organization, the Institute is headquartered in Boulder, Colorado, and periodically sponsors programs in other locations.

The Mission Statement of The Rolf Institute of Structural Integration:

- To select, train, and certify qualified and competent practitioners of the Rolwing® Structural Integration.
- To provide continuing education for practitioners of the Rolwing® Structural Integration.
- To promote programs of research in the Rolwing® Structural Integration.
- To educate the general public concerning the principles of structural integration and the useful and beneficial nature of the Rolwing® Structural Integration.

The Rolf Institute currently has 5 regional international offices (RIOs) that independently offer programs compatible with those offered by the RISI. These are the Associacao Brasileira de Rolfistas (ABR), the European Rolwing Association (ERA), the Australian Rolwing Association Group (ARA-Group), the Japanese Rolwing Association (JRA) and the Canadian Rolwing Association (CRA).

Member Benefits

The principal benefit is the license to use the service marks to distinguish your work in the professional marketplace. The membership also includes a variety of additional services. Membership cost per year - \$450.

Membership Benefits in detail:

- Licensed use of service marks
- Annual subscription to *Structural Integration: The Journal of the Rolf Institute®*
- Monthly E-blast Newsletter
- Members Only exclusive section of website
- Continuing education programs designed especially for Rolwers
- Voting rights for Board of Directors, By-laws and other corporate decisions
- Invitation to attend our Membership Conference, an educational and social gathering open to all Rolwers and current students
- Annual Membership seal when dues are paid and annual license agreement signed
- Strategic marketing programs and public education about Rolwing SI that distinguishes this form of bodywork from other modalities and Certified Rolwers from other practitioners
- Underwriting, publishing and promotion of research on Rolwing SI
- Staff services, including service mark protection, Rolwing community communications, licensing, transcripts, and other administrative support.

Optional Services

- Listing in the “Find a Rolfer” section of our website. “Find a Rolfer” is the most popular page on our website. This service is updated continually throughout the year. (Annual \$75 fee)

Services provided by outside companies or individuals:

- Group Liability Insurance (US members) available through HPSO
- Many blogs and social networks created by members of our Rolfig community; although these are not affiliated with the Rolf Institute in any way.

United States Massage Licensing Laws

Licensing and State Regulation

If you are a massage therapist in the State of Colorado, to practice Rolfing SI you are required to apply for licensure through:

Colorado Department of Regulator Agencies (DORA)

1560 Broadway, Suite 1550

Denver, CO 80202

(303) 894-7855 - Phone

(800) 886-7675 - Toll Free

(303) 894-7885 - Fax

<http://www.dora.state.co.us>

If you are not a massage therapist, Rolfing SI is presently exempt from massage licensure in Colorado.

<http://www.dora.state.co.us/massage-therapists/Statutes.pdf>

Requirements for other states may vary so please check with the State Agency in which you are going to practice. The following resources maybe used to assist you:

ABMP – Association of Bodywork and Massage Professionals -

<https://www.abmp.com/practitioners/state-requirements>

AMTA – American Massage Therapy Association -

<http://www.amtamassage.org/regulation/stateRegulations.html>

Please note that local municipal ordinances may apply in the absence of State Regulation so please check with the local agency in which you choose to practice.