



## **Congratulations on Your Admission!**

### **10 STEPS TO ENROLL FOR FALL 2017**

Students should plan to arrive for the Fall 2017 Semester no later than August 11, 2017  
Undergraduate placement tests (ELM and CMSPT), if required: Saturday, August 12, 2017  
Mandatory International Student Orientation: August 14 - 16, 2017  
See New Students Information at <http://oiip.sfsu.edu/f1newstudents>

#### **STEP 1: Create your SF State Password**

To access all services at SF State, you must know your SF State ID number and password. Your SF State ID number was assigned to you after you submitted your application for admission. Notification of your SF State ID was sent to you by email and is on your Notice of Admission. If you have not created your SF State password, go to *SF State Password Reset* at <https://webapps.sfsu.edu/auth/passwordreset>

#### **STEP 2: Accept Admission Offer (AAO)**

If you plan to attend SF State in Fall 2017, you should complete your online Accept Admission Offer (AAO) beginning April 1, 2017 in your online SF State Student Center. To access your Student Center, go to SF State home page, click "Login", and then click "SF State Gateway". As an international student entering in F1 Visa status, you are not required to pay the \$100 non-refundable enrollment confirmation deposit. Please continue by clicking on the "Confirm Accept" button to complete the process.

Students admitted after May 1, 2017 should complete the AAO within three weeks after admission date.

#### **STEP 3: Access your SF State Email Account**

After AAO, students will be automatically assigned an SF State email. The University communicates to students via SF State email. You will receive critical reminders regarding class registration for the upcoming semester and other important information at this account. Students will be allowed to forward their SF State email account to a different email address to receive messages at an existing private account.

#### **STEP 4: Sign Up for Placement Tests: English (EPT), Mathematics (ELM) and Composition for Multilingual Students Placement Test (CMSPT) – Undergraduate Students Only**

**EPT and ELM:** If your Notice of Admission indicates that you need the EPT and/or ELM, you must take the test(s). These tests are mandated by the State of California. To take the test(s), you must register and pay at <https://ept-elm.ets.org/CSU/>.

**CMSPT:** SF State provides a unique English program called Composition for Multilingual Students Program (CMS). The English courses provided by CMS program are designed for non-native English speakers who need to fulfill undergraduate English graduation requirements. Undergraduate students have the option to

follow either the CMS track of English courses or the track for native English speakers. If you choose enroll in CMS courses, you must take the Composition for Multilingual Students Placement Test (CMSPT) so you can be placed into the CMS courses most appropriate for your English level. To take the CMSPT, you must register and pay at <http://cmls.sfsu.edu/how-register>.

EPT, ELM and CMSPT registration start date will be announced at OIP's new student page at <http://oip.sfsu.edu/f1newstudents>.

#### **STEP 5: Clear Measles, Mumps, Rubella (MMR) and Hepatitis B Immunizations Hold**

California State law requires that all university students be immunized against measles, mumps, and rubella (students who are 18 years of age or younger are also required to be immunized against hepatitis B) before they are able to register for classes. Submit a photocopy of your own immunization record – your own immunization record must be in English or you must attach an English translation with the record. You can also complete the *Immunizations - MMR/HEP B Clearance Form* which can be download at <https://www.sfsu.edu/~admisrec/forms/regforms/mmr.pdf>. Mail, email attachment to [records@sfsu.edu](mailto:records@sfsu.edu) or fax your immunization proof to the SF State Registrar's Office at +1-415-338-0588.

#### **STEP 6: Clear Health Insurance Hold**

All F-1 International students must obtain and maintain the SF State sponsored health insurance plan while enrolled at SF State. There will be two exceptions to this policy:

1. Students on a government-sponsored scholarship which provides compatible insurance coverage as a part of the sponsorship
2. Students receiving insurance coverage through an employer-sponsored plan in the United States (i.e. receipt of insurance is a part of the U.S. employment compensation through your spouse)

For more detailed information regarding the health insurance requirements, please visit: <http://oip.sfsu.edu/f1/current/insurance>.

#### **STEP 7: Register for Classes**

Before you can register for classes, you must first complete your AAO and clear all your registration holds. You will register for classes in your online SF State Student Center where you will see registration holds, registration date & time, and the university class schedule.

You do not have to meet in person with an academic advisor before registering for classes. Choose your classes to the best of your ability on your own during your SF State registration date. Undergraduate students can register and add/drop classes when you attend the academic advising orientation/session.

#### **STEP 8: Submit Final Transcripts**

Send all official transcripts to Undergraduate or Graduate International Admission Office.

**Freshmen:** You must graduate from high school and meet all admission requirements. Your final official high school transcript must arrive in Undergraduate International Admissions as soon as possible

**Transfers:** Your admission depends on completion of lower-division admission requirements. Your final official transcripts must arrive in Undergraduate International Admissions as soon as possible.

**Graduate:** Your final official transcripts must arrive in Graduate Admissions as soon as possible.

**STEP 9: Attend all Orientations**

An online orientation for F1 students is available at iLearn: <http://ilearn.sfsu.edu>. You will receive an e-mail instruction from OIP explaining how to logon to your online orientation at iLearn before Fall 2017 semester starts. The online orientation will cover the information about life in San Francisco and study at SF State. You are encouraged to complete your online orientation before you attend the in-person orientation.

SF State holds several different in-person orientations hosted by different offices and academic departments. Each orientation has a different purpose, such as academic advising or introduction to campus resources. The Office of International Programs (OIP) will host the Mandatory International Student Orientation. You should attend the OIP orientation, International Academic Advising Session (Undergraduate students only), Welcome Days, as well as any other orientations that you are asked to attend. The International Student Orientation schedule and new student information is available at <http://oip.sfsu.edu/f1newstudents>

**STEP 10: Pay Your Tuition & Fees in Full**

For information regarding payment methods, see: [http://www.sfsu.edu/~bursar/paymentmethods/pay\\_methods.html](http://www.sfsu.edu/~bursar/paymentmethods/pay_methods.html)

See university fees and tuition information (Look for “**Out-of-State/International**” link), payment deadline, payment methods and instructions at [http://www.sfsu.edu/~bursar/students\\_services.html](http://www.sfsu.edu/~bursar/students_services.html)

**Sample Fees and Tuition Chart:**

| Undergraduate                |              | Graduate                    |              | MBA                         |              |
|------------------------------|--------------|-----------------------------|--------------|-----------------------------|--------------|
| Number of Units              | Tuition Cost | Number of Units             | Tuition Cost | Number of Units             | Tuition Cost |
| Full-time status is 12 units | \$ 8,381.00  | Full-time status is 8 units | \$ 7,514.00  | Full-time status is 8 units | \$ 10,874.00 |
| \$396 per additional unit    |              | \$396 per additional unit   |              | \$666 per additional unit   |              |
| 13 units                     | \$ 8,777.00  | 9 units                     | \$ 7,910.00  | 9 units                     | \$ 11,540.00 |
| 14 units                     | \$ 9,173.00  | 10 units                    | \$ 8,306.00  | 10 units                    | \$ 12,206.00 |
| 15 units                     | \$ 9,569.00  | 11 units                    | \$ 8,702.00  | 11 units                    | \$ 12,872.00 |
| 16 units                     | \$ 9,965.00  | 12 units                    | \$ 9,098.00  | 12 units                    | \$ 13,538.00 |

**\*\* Please note that tuition cost include local registration fees and non-resident tuition and are subject to change.**

## Other Important Items to Know

### ON-CAMPUS HOUSING

On-campus housing tends to fill up quickly. Fall 2017 semester has limited on-campus housing. The SF State Housing Office has a separate application which is different from the university admission application. The on-campus housing application is at <http://sfstatehousing.sfsu.edu>

### CLASS SCHEDULE AND UNIVERSITY BULLETIN (CATALOG)

The Class Schedule lists all classes offered at SF State for each semester and is available online at <http://www.sfsu.edu/online/clssch.htm>. The General University Bulletin (catalog) provides a description of each class as well as undergraduate general education and academic major course requirements. This catalog is available online at <http://bulletin.sfsu.edu/>

### SF STATE I-20s: WHICH TYPE IS FOR YOU?

#### I. **“Initial Attendance” I-20 (Students living in their home countries)**

You will find your SF State I-20 which says “initial attendance”. You will need it to apply for an F-1 student visa at the U.S. embassy/consulate in your home country before entering the U.S. in F-1 student status. A very useful link to the U.S. embassy/consulate in your home country can be found at:

<http://www.usembassy.gov>. For more information about how to apply for a student visa and SEVIS requirements, please visit <http://oip.sfsu.edu/f1newstudents>

#### II. **“Transfer Pending” I-20 (Students who have studied at an institution in the U.S. within the last 5 months)**

F-1 International students are only considered "transfer students" for immigration purposes if you are currently in valid F-1 status and no more than 5 months has passed from your last date of attendance OR your last day of OPT (whichever is later). The deadline for F-1 students to request a transfer is 60 days after the program completion or OPT end date, whichever is later. Students will be out of status if they fail to receive a transfer I-20 from SF State within 15 days of the beginning of the semester. See I-20 Transfer Procedures at <http://oip.sfsu.edu/i20transferprocedures>

#### III. **Change of Status I-20**

If you are currently in the U.S. on another type of visa, please speak with an International Student Advisor at OIP. The advisor will be happy to discuss your situation as well as explore the options that may be available to you to adjust your status to an F-1 student. Current U.S. Immigration Service regulations DO NOT allow B-2 visitor/tourist status to enroll in classes until the U.S. Immigration Service has approved of their request to change to F-1 student status.

### SF State Mobile App

Free SF State Mobile App can be downloaded at: <http://tech.sfsu.edu/guides/sfstate-mobile>

Features include a campus map, add or drop classes, payment, SF State social media, and many more.