

Congratulations on Your Admission to San Francisco State University (SF State)!

10 STEPS TO ENROLL FOR SPRING 2018

You should plan to arrive for the Spring 2018 Semester no later than Tuesday, January 16, 2018
Mandatory International Student Orientation: January 16 to January 18, 2018

See New Students Information at <http://oip.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 is a 9-digit number which 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>.

You should always indicate your full name and SF State student ID number when you contact any offices at SF State.

STEP 2: Accept Admission Offer (AAO)

If you plan to attend SF State in Spring 2018, you should complete your online Accept Admission Offer (AAO) beginning November 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 F-1 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 December 2, 2017 should complete the AAO within two weeks after your admission date.

STEP 3: Access your SF State Email Account

After AAO, you will be automatically assigned an SF State email account. The University communicates to you via SF State email only. You will receive critical reminders regarding class registration for the upcoming semester and other important information through your SF State email account. Make sure you check your SF State email account frequently. Your SF State email may be forwarded to your existing private email account. To set it up, please see instructions at <http://its.sfsu.edu/guides/student-email>.

Once you have access to your SF State email account, you should start communicating with any offices at SF State from your SF State email account.

STEP 4: Sign Up for Composition for Multilingual Students Placement Test (CMSPT) - Undergraduate Students Only

SF State requires all students to pass a writing class in order to graduate. There are different classes depending on students' writing skills. So that you can sign up for the appropriate writing class, you must take the English Composition Test for New Students (CMSPT) on Wednesday, January 17 at 9:30am at SF State. You need to register for this test at the CMS Program website: <http://english.sfsu.edu/content/cms-placement-test> or through Testing Services <https://testing.sfsu.edu/cmspt>.

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

California State law requires that all university students be immunized against measles, mumps, and rubella before they are able to register for classes. Students who are 18 years of age or younger are also required to be immunized against hepatitis B. You can clear the Immunization Hold by mail or fax the following documentation to +1-415-338-0588 to the Registrar's Office. Photocopies are acceptable.

1. 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.
2. You can also complete the "Immunization Form" which can be download at <https://www.sfsu.edu/~admisrec/forms/regforms/mmr.pdf>.

STEP 6: Clear Registration Hold – International Health Insurance Hold

As an International student in F-1 student visa status, you must obtain and maintain the SF State sponsored health insurance plan while enrolled at SF State. You can purchase the SF State sponsored insurance at <http://oip.sfsu.edu/f1insurance>.

Students who are on government sponsored financial guarantee or receiving insurance coverage through an U.S. Employer sponsored plan may be waived from this requirement. See <http://oip.sfsu.edu/f1insurance> for details.

STEP 7: Pay Your Tuition by the first day of the semester

You must pay tuition in full by the first day of the semester, January 22, 2018. Make sure you have access to your money before the first day of the semester. Read the "Estimated Student Expenses and Tuition" section at <http://oip.sfsu.edu/f1newstudents> for more detail information.

Sample fee and tuition chart for each semester

F-1 International students are required maintain full-time study during the Spring and Fall semester. The definition of full-time is **12 units for undergraduate students**, and **8 units for graduate students**.

Undergraduate		Graduate		MBA	
Undergraduate Tuition: \$3,629		Graduate Tuition: \$4,346		Graduate Tuition and program fee: \$5,546	
Non-Resident Tuition: \$396 per unit		Non-Resident Tuition: \$396 per unit		Non-Resident Tuition: \$666 per unit	
12 units	\$8,381	8 units	\$7,514	8 units	\$10,874
13 units	\$8,777	9 units	\$7,910	9 units	\$11,540
14 units	\$9,173	10 units	\$8,306	10 units	\$12,206
15 units	\$9,569	11 units	\$8,702	11 units	\$12,872
16 units	\$9,965	12 units	\$9,098	12 units	\$13,538

* Tuition cost include undergraduate tuition and non-resident tuition and are subject to change.

For information regarding payment methods, see: <http://bursar.sfsu.edu/>

STEP 8: Register for Classes

There are 3 ways for you to register for classes:

1. Attend the New Student Orientation in December or January (Students who transfer from California Community College)
2. Attend the Mandatory International Student Orientation (all 3 days)
3. Register by yourself during the "Enrollment Appointment" period showing on your online Student Center.

You are required to register for full-time (at least 12 units for undergraduate and 8 units for graduate). Also, only 3 units of the online classes can be used to satisfy the full-time requirement. Read the "Online Courses v.s. Hybrid Courses" at <http://oip.sfsu.edu/f1/online>.

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 Student Center where you will see registration holds, registration date & time, and the university class schedule.

STEP 9: Attend all Orientations

SF State holds several different orientations hosted by different offices and academic departments. There are three types of orientation:

1. **New Student Orientation:** If you are currently attending a California Community College, please visit New Student Program at <https://newstudentprograms.sfsu.edu/> and sign up for an orientation. You will be able to receive academic advising and register for classes, but you must clear all your registration holds before you can register for classes.
2. **Mandatory International Student Orientation and F-1 document check in:** This is a three-day orientation. If you have attended the New Student Orientation in December or January, you do not need to attend Day 3.
3. **Mandatory F-1 International Student Online Orientation:** New F-1 International students must complete this Online Orientation at iLearn: <http://ilearn.sfsu.edu>. You will receive an e-mail instruction in mid-December or early January explaining how to logon to your online orientation at iLearn. The online orientation will cover the information about life in San Francisco and study at SF State. You should complete your online orientation before you attend the in-person orientation.

STEP 10: Submit Final Transcripts

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

1. **Undergraduate freshmen students:** 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.
2. **Undergraduate transfer students:** Your admission depends on completion of lower-division admission requirements. Your final official transcripts must arrive in Undergraduate International Admissions as soon as possible.
3. **Graduate students:** Your final official transcripts must arrive in Graduate Admissions as soon as possible.

For questions, please contact International **Undergraduate** Admissions at ugintl@sfsu.edu (phone: +1-415-338-2382) or **Graduate** Studies at intlgrad@sfsu.edu (phone: +1-415-405-4005)

Other Important Items to Know

SF State Mobile App

Free SF State Mobile App can be downloaded at: <http://its.sfsu.edu/>. Features include a campus map, add or drop classes, payment, SF State social media, and many more.

On-Campus Housing

On-campus housing tends to fill up quickly. Spring 2018 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 <https://housing.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. The Bulletin is available online at <http://bulletin.sfsu.edu/>

Office of International Programs (OIP)

You will find helpful information such as F-1 visa regulations, travel in and outside the U.S., and eligibility to work on-campus or off-campus at <http://oip.sfsu.edu/f1>. The F-1 International Student Advisors are here to explain the immigration rules that apply to you, and also help you to navigate through SF State campus services. You can reach the advisors by email oip@sfsu.edu or call 1-415-338-1293. We are located at the first floor of Centennial Square Building C, right across the Student Service Building.

Types of SF State I-20

"Initial Attendance" I-20: If you are attending school in the U.S. for the first time, you will receive an "Initial Attendance" I-20. You will need 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. Read the "Apply for F-1 Visa" section at <http://oip.sfsu.edu/f1newstudents>.

"Transfer Pending" I-20: If you are currently in the U.S. and are in valid F-1 status, you should request your current school to release your SEVIS record to SF State. Keep in mind that you are only considered a "transfer student" for immigration purposes, if no more than 5 months has passed from your last date of attendance OR your last day of OPT (whichever is later). Read the "I-20 Transfer Procedures" section at <http://oip.sfsu.edu/f1newstudents>.

"Change of Status" I-20: If you are currently in the U.S. on another type of visa, please speak with an F-1 International Student Advisor at OIP. The advisor will discuss your situation as well as explore the options that may be available to you to adjust your status to an F-1 student. Read the "Change Status to F-1" section at <http://oip.sfsu.edu/f1newstudents>.

ATTENTION: 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 your request to change to F-1 student status.