Steps to Enrollment
Fall 2016
International Students
San Francisco State University
Students should plan to arrive for the Fall 2016 semester no later than August 12, 2016

Undergraduate placement tests (ELM and EPT), if required: Saturday, August 13, 2016

Mandatory International Student Orientation: August 15-19, 2016

More information at http://oip.sfsu.edu/f1newstudents

The Ten Steps to Enrollment

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 2016, you should complete your online Accept Admission Offer (AAO) beginning April 1, 2016 at 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.” Students admitted after May 1, 2016 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 if they want 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
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/. The test date is Saturday, August 13, 2016.
SF State provides a unique English program called Composition for Multilingual Students Program (CMS). The English courses provided by the 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 to 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://cmis.sfsu.edu/how-register. The CMSPT date is during the International Student Orientation.

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 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 CSU-sponsored health insurance plan while enrolled at SF State. You can purchase CSU-sponsored health insurance at http://www.csuhealthlink.com.

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 (i.e. receipt of insurance is a part of the employment compensation through your spouse)
Students who fit into either exception category will need to provide proof of equivalent insurance coverage to OIP prior to the onset of each semester.

**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 and 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. Classes at SF State fill up quickly, so it is wise to register early. Undergraduate students can register and add/drop classes when attending 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 upper-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 [http://ilearn.sfsu.edu](http://ilearn.sfsu.edu). You will receive an email instruction from OIP explaining how to log on to your online orientation at iLearn before Fall 2016 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 from August 15-19, 2016. You should attend the OIP orientation, Academic Advising/Class Registration and 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.

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.

Sample Fees and Tuition Chart:

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>Tuition Cost</th>
<th>Number of Units</th>
<th>Tuition Cost</th>
<th>Number of Units</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
<td>Graduate</td>
<td></td>
<td>MBA</td>
<td></td>
</tr>
<tr>
<td>Full-time: 12</td>
<td>$7,702</td>
<td>Full-time: 8</td>
<td>$6,847</td>
<td>Full-time: 8</td>
<td>$10,079</td>
</tr>
<tr>
<td>$372 per additional unit</td>
<td>$372 per additional unit</td>
<td>$626 per additional unit</td>
<td>$626 per additional unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 units</td>
<td>$8,074</td>
<td>9 units</td>
<td>$7,219</td>
<td>9 units</td>
<td>$10,705</td>
</tr>
<tr>
<td>14 units</td>
<td>$8,446</td>
<td>10 units</td>
<td>$7,591</td>
<td>10 units</td>
<td>$11,331</td>
</tr>
<tr>
<td>15 units</td>
<td>$8,818</td>
<td>11 units</td>
<td>$7,963</td>
<td>11 units</td>
<td>$11,957</td>
</tr>
<tr>
<td>16 units</td>
<td>$9,190</td>
<td>12 units</td>
<td>$8,335</td>
<td>12 units</td>
<td>$12,583</td>
</tr>
</tbody>
</table>

Please note that tuition cost includes local registration fees and non-resident tuition and is subject to change.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory system-wide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor or the Presidents, as appropriate. Changes in mandatory system-wide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028-66028.6 of the Education Code).
Important Items to Know

On-Campus Housing
On-campus housing tends to fill up quickly. The Fall 2016 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 1-20s: 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 they are currently in valid F-1 status and no more than 5 months has passed from their last date of attendance OR their 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 OIP 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.
San Francisco State’s annual security report includes statistics for the last three years for reported crimes on campus, on property owned or controlled by SF State, in certain off-campus buildings and on public property within or immediately adjacent to and accessible from the campus. The report also includes SF State policies on campus security, alcohol and drug use, crime prevention and reporting, sexual assault and other matters. You can obtain a copy of this report by contacting the SF State Police Department or on the Web at upd.sfsu.edu.