Congratulations on Your Admission!

10 STEPS TO ENROLL FOR SPRING 2016

Students should plan to arrive for the Spring 2016 Semester no later than January 14, 2016
Undergraduate placement tests (ELM and EPT), if required: Friday, January 15, 2016
Mandatory International Student Orientation: January 19-21, 2016
New Students Information is available at OIP’s website: 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 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. To create your SF State Password the first time, login to your online SF State Student Center at https://idp.sfsu.edu/idp/Authn/UserPassword

STEP 2: Accept Admission Offer (AAO)

If you plan to attend SF State in Spring 2016, you should complete your on-line Accept Admission Offer (AAO) beginning November 1, 2015 at your online SF State Student Center. Students admitted after November 1, 2015 should complete the AAO within three weeks after admission date.

STEP 3: Access your SF State Email Account

Students, once admitted, will be automatically assigned an SF State email account. Once created, you will receive critical reminders regarding class registration for the upcoming semester and other important information at that 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. The University communicates to students via email.

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/ in early November 2015. The test date is Friday, January 15, 2016.

SF State provide 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 (The registration start date will be announced at OIP’s new student page at http://oip.sfsu.edu/f1newstudents). The test date is Tuesday, January 19, 2016.

**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 (records@sfsu.edu) or fax your immunization proof to the SF State Registrar’s Office (fax number: +1-415-338-0588).

**STEP 6: Clear Health Insurance Hold**

All new Spring 2016 F-1 International students must obtain and maintain the CSU Sponsored health insurance plan or provide a proof of insurance that meets or exceeds the minimum San Francisco State University insurance requirements while enrolled at SF State. There are two options to clear Health Insurance Hold:

**Option 1:** Purchase CSU Health Insurance at http://www.csuhealthlink.com

**Option 2:** If you have your own health insurance, please follow the instruction on the Health Insurance Affidavit Form to clear your International Health Insurance registration. The Health Insurance Affidavit Form can be found at http://oip.sfsu.edu/f1newstudents under the “Health Insurance” section.

You do not need to complete the Health Insurance Affidavit Form if your health insurance is included in your government scholarship. To clear the hold, please e-mail a proof of your government scholarship that includes reference to your health insurance to OIP at oip@sfsu.edu. Please include your full-name and SF State ID in your e-mail.

**STEP 7: Register for Classes As Soon As Possible**

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. You can register and add/drop classes when you attend an undergraduate academic advising orientation/session. 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.

**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](http://ilearn.sfsu.edu). You will receive an e-mail instruction from OIP explaining how to logon to your online orientation at iLearn before Spring 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 January 19 to January 21, 2016. We expect you to attend the OIP orientation as well as any other orientations that you are asked to attend. The orientation schedule and new student information is available at [http://oip.sfsu.edu/f1newstudents](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://oip.sfsu.edu/f1tuitionfee](http://oip.sfsu.edu/f1tuitionfee)

**Sample Fees and Tuition Chart:**

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
<th>MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Units</strong></td>
<td><strong>Tuition Cost</strong></td>
<td><strong>Number of Units</strong></td>
</tr>
<tr>
<td>Full-time status is</td>
<td>$7,702.00</td>
<td>Full-time status is</td>
</tr>
<tr>
<td>12 units</td>
<td></td>
<td>8 units</td>
</tr>
<tr>
<td>13 units</td>
<td>$8,074.00</td>
<td>9 units</td>
</tr>
<tr>
<td>14 units</td>
<td>$8,446.00</td>
<td>10 units</td>
</tr>
<tr>
<td>15 units</td>
<td>$8,818.00</td>
<td>11 units</td>
</tr>
<tr>
<td>16 units</td>
<td>$9,190.00</td>
<td>12 units</td>
</tr>
</tbody>
</table>

**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. Spring 2016 semester has very, very 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 OIP within 15 days of the beginning of the semester.

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.