Frequently Asked Questions from Agents

How do I become an agent partner with SF State?

We have a very selective process and only work with a few top agents in each region. The first step is to complete our “SF State International Recruitment Agency Application” form. SF State will then assess your application and conduct reference checks before making a decision.

Do you pay commissions?

Yes. We pay a $500 commission for each student who enrolls in a bachelor’s, master’s or doctoral degree program for the first two consecutive semesters of enrollment.

For each student enrolled in the American Language Institute program (ALI), SF State shall pay the agency 15% of ALI tuition fees for the first two consecutive sessions.

For each agency-referred student enrolled in non-degree programs offered through American Language Institute (ALI) or College of Extended Learning (CEL), SF State shall pay the Agency 15% of tuition fees up to two consecutive semesters.

Do you waive the application fee for agents?

Unfortunately, we are not able to waive our application fees. The undergraduate and graduate application fee is US$70. There is no application fee for ALI or any of the CEL non-degree programs but a $100 confirmation will be required upon admission. Application fees can easily be paid with a credit card when using the online application system (Cal State Apply).

Are the students who apply through my agency guaranteed admission to SF State or offered any special consideration?

No. We promise to give you the best service possible, however there is no special consideration for applications sent through agents. Our standards and admission policies are the same for all applicants. What we provide is regular communication and updates about your applicants as well as direct contact to SF State staff members who will be happy to answer any questions that you or your students may have in a timely and efficient manner. We attempt to process applications as quickly as possible!

Where will I-20's be sent and by what type of mail?

Current U.S. Immigration Service regulations require that we send the I-20 form directly to the student’s home address as indicated on the online Cal State Apply application. Our standard policy is to send documents through the U.S. Post Office (unless you make a special request for FedEx or eShipGlobal service). Depending on in which country you are located, mail sent overseas through the USPS may take 10 days to 2 weeks to arrive. If you need to receive your I-
20 form soon, we would recommend that you make use of either FedEx or eShipGlobal services (you will also be provided with a tracking number so that you can monitor the package's arrival).

Also, due to the COVID-19 pandemic, we have been sending all I-20 forms in digital/electronic format directly to the student’s email address indicated in Cal State Apply.

**How long will it take to process my student’s application?**

Undergraduate applications generally take 7 – 10 business days once all of the application documents are received.

The graduate application process can be slower because all decisions are made internally by each department. In general, the process can take anywhere from 1 to 6 months. Please be aware that graduate deadlines are firm and that most strong applicants apply by the priority deadlines established by each academic department.

Applications to ALI or any of the CEL programs can take 5-14 business days to process, review and complete, depending on the type of programs students apply for.

**Do you offer conditional admission to students who have not taken the TOEFL or IELTS? What about students who do not meet your English requirements?**

Yes, we offer conditional admission at the undergraduate level for any student who either has not taken the TOEFL exam or does not meet our minimum requirement of a 61 TOEFL iBT or 6.0 IELTS. To view a complete list of the examinations and scores we accept, visit these webpages for undergraduate English requirements or graduate English requirements. In order to offer full admission, we require official results directly sent from the testing centers.

**Important:** Please note that conditional admission for undergraduate applicants excludes undergraduate impacted majors. A complete list of currently impacted majors at SF State can be found at: [http://future.sfsu.edu/impaction](http://future.sfsu.edu/impaction)

Conditionally admitted undergraduate students will be automatically enrolled in our American Language Institute (ALI) and will be required to take an English Placement Exam upon arrival at SF State.

In general, there is no conditional admission for graduate students. Each department can set their own TOEFL standards, but in general the minimum is 80 TOEFL iBT and 6.5 IELTS.

For further information on conditional admission, please visit [https://ali.sfsu.edu/conditional](https://ali.sfsu.edu/conditional)

**Who should I contact if I have general questions about our contract, application requirements or anything else pertaining to SF State?**
For questions regarding admission to an undergraduate or graduate degree program, please contact:

Mr. Jay Ward, Associate Director
Office of International Programs
SFGlobal@sfsu.edu

For questions regarding admission to a certificate or non-degree program administered by the SF State College of Extended Learning (CEL), please contact:

Mr. Alexander Chang, Director
Recruitment & Global Partnership
globalpartners@sfsu.edu

For questions regarding admission to the American Language Institute (ALI) or about conditional admission to SF State, please contact:

Ms. Diana Fung
American Language Institute
celglobal@sfsu.edu

Last Updated: July 2021