

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

10 STEPS TO ENROLL FOR FALL 2019

Plan to arrive in San Francisco by August 19, 2019.

See New International Student 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 **Fall 2019**, you can complete your online Accept Admission Offer (AAO) in your online SF State Student Center anytime between now and May 1, 2019. To access your Student Center, go to SF State Gateway at <https://gateway.sfsu.edu/>. If you are admitted after May 1, 2019, you will have two weeks to AAO from the date of your admission notice. 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.

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 information 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 <https://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: COMPLETE WRITE TO REGISTER FOR CMS AND ALEKS - UNDERGRADUATE STUDENTS ONLY

Write to Register for CMS

SF State requires all undergraduate students to fulfill oral communication and written English requirements in order to graduate. International students can choose to enroll in the English courses offered under the Composition for Multilingual Students (CMS) Program: <http://english.sfsu.edu/content/composition-multilingual-students>. The CMS program is a University-wide undergraduate program through which non-native English speakers can fulfill undergraduate oral communication and written English graduation requirements.

You must complete the online *Write to Register for CMS* to be placed into the CMS courses that are most appropriate for your English level. Visit *Write to Register for CMS* information page at <http://english.sfsu.edu/content/cms-placement-test> to determine if this is the program for you. International students whose primary language is English and students who are upper division transfers from California community colleges or universities in the U.S. are not required to complete *Write to Register for CMS*.

ALEKS

SF State requires all undergraduate students to fulfill Quantitative Reasoning (Math) requirements in order to graduate. All F-1 international students are required to complete the online math placement, ALEKS, in order to be placed into the Math courses that are most appropriate for their Math level. Information about Quantitative Reasoning (Math) requirements and ALEKS can be found at **SF State Developmental Studies Office's** website: <https://developmentalstudies.sfsu.edu/content/international-and-foreign-educated-students>

STEP 5: SUBMIT MEASLES, MUMPS, RUBELLA (MMR) AND HEPATITIS B IMMUNIZATIONS RECORD

California State law requires that all university students must be immunized against Measles, Mumps, and Rubella (MMR). Students who are 18 years of age or younger are also required to be immunized against Hepatitis B.

You must submit proof of the above immunization to SF State Registrar's Office. Registrar's Office will accept your own immunization in English, or your record attached with an English translation. You can also submit the "Immunization Form" signed by your medical doctor. You can download this form at http://health.sfsu.edu/sites/default/files/Immunization_Requirements_Form_2016_v011.docx.

Submit the immunization record by the following methods:

1. **By mail:** Mail a photocopy of your own immunization record to **Registrar's Office (SSB 303), San Francisco State University, 1600 Holloway Avenue, San Francisco, CA 94132.**
2. **By fax:** Fax your immunization record to +1-415-338-0588.
3. **In person:** Bring immunization record to Registrar's counter located at One Stop, Student Services Building (SSB), first floor.

Write your 9-digit SF State student ID on your immunization record. DO NOT EMAIL the immunization record to SF State.

An "MMR immunization hold" will be placed on your Student Center if you fail to submit the immunization record to the Registrar's Office during your first semester at SF State. This hold will prevent you from registering for future classes.

STEP 6: CLEAR INTERNATIONAL HEALTH INSURANCE HOLD

All F-1 International students must obtain and maintain the SF State-sponsored health insurance plan while enrolled at SF State. 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 "Mandatory Health Insurance Requirements" and purchase health insurance at <http://oip.sfsu.edu/f1insurance>.

STEP 7: REGISTER FOR CLASSES

There are 3 ways for you to register for classes:

1. If you are currently attending a California community college in the U.S., you can attend the New Student Orientation in June/July.
2. If you are coming from outside the U.S, attend the New Student Orientation in August.
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. See "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 8: ATTEND ALL ORIENTATIONS, CHECK-IN, AND WELCOME EVENTS

SF State holds several different orientations and sessions hosted by different offices and academic departments at SF State. See <http://oip.sfsu.edu/f1newstudents> for dates.

1. **New Student Programs Orientation for Undergraduate International Students:** 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. **New Graduate Student Orientation:** You will receive information regarding graduate studies policies and procedures and important immigration policies which apply to graduate students.
Information Fair and Document Check-In hosted by Office of International Programs.
3. **F-1 Mandatory Online Workshop:** New F-1 International students must complete this mandatory online workshop at iLearn: <http://ilearn.sfsu.edu> before coming to SF State. You will receive an e-mail instruction 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.

STEP 9: SUBMIT FINAL TRANSCRIPTS

Submit all official transcripts to the International Undergraduate Admission or Graduate Studies:

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 the 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 Studies 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)

STEP 10: PAY YOUR TUITION BY THE FIRST DAY OF THE SEMESTER

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

F-1 International students are required to 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.

Other Important Items to Know

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 f1@sfsu.edu or call 1-415-338-1293. We are located on the first floor of Centennial Square Building C, right across the Student Service Building.

SF STATE MOBILE APP

Free **SF State Mobile** App can be downloaded at <http://its.sfsu.edu/guides/sfstate-mobile>. 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. Fall 2019 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/>

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 have 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.