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

10 STEPS TO ENROLL FOR SPRING 2019

Please see the date you must arrive at SF State in person 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 2019, you should complete your Accept Admission Offer (AAO) in your online SF State Student Center within 30 days after you receive admission. To access your Student Center, go SF State Gateway at https://gateway.sfsu.edu. 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 November 1, 2018 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 exiting 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: 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/undergraduate-writing-programs. 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.

You will have access to Write to Register for CMS at iLearn: http://ilearn.sfsu.edu after you accepted admissions offer (AAO). You will receive an email when Write to Register for CMS is open. This placement exercise is only available online.
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. See http://oip.sfsu.edu/f1newstudents for information. Students with a submitted SAT score of 570 or above for Math, ACT score of 23 or higher for math, or transferrable college-level math coursework do not need to take the ALEKS.

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

California State law requires that all university students must 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. 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. You may also complete the vaccination at the SF State Student Health Services Center when you arrive on campus.

You must show proof of immunization within 4 weeks of the semester start date. After that date, a hold will be placed in your online SF State Student Center.

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://health.sfsu.edu/sites/default/files/Immunization_Requirements_Form_2016_v011.docx
3. Bring proof of immunization to the SF State Registrar on campus.
4. Please use the Registrar Address if you plan to mail a copy of your records (important to include your SF State ID and name as it appears in your application).

Mailing Address:
Registrar's Office (SSB 303)
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132

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: 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 December.
2. If you are coming from outside the U.S., attend the New Student Orientation in January.
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/f1online.
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**

SF State holds several orientations and sessions hosted by different offices and academic departments at SF State.

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.
3. **New International Student Sessions:** These sessions will welcome all new international students and information regarding studying at SF State and living in San Francisco.
   - **Mandatory F-1 Visa Online Workshop:** New F-1 International students must complete this Online Orientation at iLearn: [http://ilearn.sfsu.edu](http://ilearn.sfsu.edu). 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.
   - **View welcome and check-in information** at [http://oip.sfsu.edu/f1newstudents](http://oip.sfsu.edu/f1newstudents)

**STEP 9: 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](mailto:ugintl@sfsu.edu) (phone: +1-415-338-2382) or Graduate Studies at [intlgrad@sfsu.edu](mailto: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. For information regarding payment methods, see: [http://bursar.sfsu.edu/](http://bursar.sfsu.edu/). 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](http://oip.sfsu.edu/f1newstudents).

**Sample fee and tuition chart for each semester**

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**.

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
<th>MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Tuition: $3,629</td>
<td>Graduate Tuition: $4,346</td>
<td>Graduate Tuition and program fee: $5,546</td>
</tr>
<tr>
<td>Non-Resident Tuition: $396 per unit</td>
<td>Non-Resident Tuition: $396 per unit</td>
<td>Non-Resident Tuition: $666 per unit</td>
</tr>
<tr>
<td>12 units</td>
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<tr>
<td>$8,381</td>
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<tr>
<td>$9,569</td>
<td>$8,702</td>
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<tr>
<td>16 units</td>
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<tr>
<td>$9,965</td>
<td>$9,098</td>
<td>$13,538</td>
</tr>
</tbody>
</table>

* Tuition cost include undergraduate tuition and non-resident tuition and are subject to change.
Other Important Items to Know

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 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 f1@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.