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

10 STEPS TO ENROLL FOR FALL 2018

You should plan to arrive for the Fall 2018 Semester no later than Monday, August 20, 2018
International Student Orientation: August 20-24, 2018

See New Students 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 2018, you should complete your online Accept Admission Offer (AAO) beginning April 1, 2018 in your online SF State Student Center. 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 May 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 (Formerly Known as CMSPT) - Undergraduate Students Only

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, formerly known as the English Composition Test for New Students (CMSPT), 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](http://ilearn.sfsu.edu) after you accepted admissions offer (AAO). You will receive an email when Write to Register for CMS is open. This test is only conducted online, and there will be no in-person CMSPT test on August 20, 2018.

You must complete the Write to Register for CMS by August 15, 2018.

**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. You may also complete the inoculation shots at the SF State Student Health Services Center when you arrive on campus. You must show proof of immunization by September 24, 2018. After that date, a hold will be placed on your student file. Photocopies are acceptable.

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](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](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](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 school in the U.S., you can attend the New Student Orientation in June or 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. Read the “Online Courses v.s. Hybrid Courses” at [http://oip.sfsu.edu/f1/online](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

SF State holds several different orientations hosted by different offices and academic departments. There are three types of orientation:

1. **New Student Orientation**: If you are currently attending a California Community College, please visit New Student Program at [https://newstudentprograms.sfsu.edu](https://newstudentprograms.sfsu.edu) and sign up for an orientation. 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. **Mandatory F-1 International Student Online Orientation**: 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. You should complete your online orientation by August 15, 2018.

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 ugentl@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. Read the “Estimated Student Expenses and Tuition” section at [http://oip.sfsu.edu/f1newstudents](http://oip.sfsu.edu/f1newstudents) for more detail information.

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

F-1 International students are required 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></th>
<th>Undergraduate Tuition: $3,629</th>
<th>Graduate Tuition: $4,346</th>
<th>MBA Graduate Tuition and program fee: $5,546</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undergraduate 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>
<td>$8,381</td>
<td>$7,514</td>
<td>$10,874</td>
</tr>
<tr>
<td>13 units</td>
<td>$8,777</td>
<td>$7,910</td>
<td>$11,540</td>
</tr>
</tbody>
</table>
**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](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/](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](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/](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](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 oip@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](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.