

Steps to Enrollment

SPRING 2019 | INTERNATIONAL

Upper Division Transfers



Important Information about completing the Steps to Enrollment:

Although the steps are presented in numerical order, keep in mind that you may not necessarily complete all of these steps in the order that they are presented. Refer to your MySJSU student account for specific deadlines and tasks that need to be completed to ensure your enrollment.

On the cover:

Kyle
Business

Yvette
Psychology

Doerthe
Criminal Justice

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SJSU'S OFFICIAL MASCOT
IS THE SPARTAN

Welcome

Congratulations on your admission! We are excited to welcome you to San José State University, the founding campus of the California State University (CSU) system. Please know you still have steps to take to stay admitted and officially enroll for Spring 2019, which are outlined in this guide.

Stay Committed to the Process

There are consequences if you miss deadlines. Deadlines are very important and are in place to help you through the enrollment process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. To prevent this from happening, sign in to your MySJSU student account every few days and thoroughly read any messages, "To Do List" items or posted deadlines and take the requested action as soon as possible.

Although the steps are presented in numerical order, keep in mind that you may not necessarily complete all of these steps in the order that they are presented. Refer to your MySJSU student account for specific deadlines and tasks that need to be completed to ensure your enrollment.

2018-2019 Calendar

October	Monday, October 15	Housing application due Housing application fee and initial payment due
	Saturday, October 20	WST Exam
	Tuesday, October 23	Schedule of Classes goes live at http://info.sjsu.edu Registration Appointments posted on MySJSU
	Tuesday, October 30 – Sunday, January 20, 2019	Advance Registration
November	Thursday, November 1	Documents and Transcripts Due
	Monday, November 12	Veteran's Day (Holiday) – campus closed
	Thursday, November 22 – Friday, November 23	Thanksgiving Day (Holiday) – campus closed
December	Saturday, December 1	Intent to Enroll deadline (last day to accept SJSU's offer of admission)
	Wednesday, December 5	Payment Due Date (if registered between 10/31/18 - 11/29/18)
	Monday, December 24 – Tuesday, January 1, 2019	Winter Break – campus closed
January	Tuesday, January 1	Housing Contract Start Date
	Friday, January 4	Payment Due Date (if registered between 11/30/18 - 12/29/18)
	Sunday, January 13	International House contract start date
	Friday, January 18	Spring Orientation
	Sunday, January 20	Advance Registration ends On-campus housing opens for Spring 2019 semester. Check in at 12 p.m.
	Monday, January 21	Dr. Martin Luther King, Jr. Day (Holiday) – campus closed
	Monday, January 21 – Wednesday, January 23	No registration activity
	Thursday, January 24	First day of instruction
February	Thursday, January 24 – Tuesday, February 12	Late Registration period
	Monday, February 4	Payment Due Date (if registered between 12/30/18 - 1/29/19) If registered after 1/29/19 - three days to make payment.
	Tuesday, February 5	Last day to drop a class without a "W" on a student's permanent record
	Tuesday, February 12	Last day to add courses via MySJSU and without a Petition and late fee Last day to submit Audit/Credit/No Credit grading option
	Thursday, March 7	Final Payment Due Date for Spring
April	Monday, April 1 – Friday, April 5	Spring Recess - no classes Last day to submit Credit/No Credit (audit) grading option
	Monday, April 1	Cesar Chavez Day (Holiday) – campus closed
	Thursday, April 25	Last Day to withdraw for Spring
May	Monday, May 13	Last day of instruction for Spring
	Wednesday, May 15 – Friday, May 17 and Monday, May 20 – Tuesday, May 21	Final exams
	Saturday, May 25	Initial Spring 2019 grades viewable via MySJSU account
	Monday, May 27	Memorial Day (Holiday) – Campus closed
June	Monday, June 10	Academic standing viewable on MySJSU (unofficial transcript)



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Submit Your Intent to Enroll

<https://nextsteps.sjsu.edu/spring>

San José State will need to know if you plan on attending in Spring 2019. Go to the Next Steps Intent to Enroll website (<https://nextsteps.sjsu.edu/spring>) and tell us your plans. You must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Daylight Time) on **Saturday, December 1** or your admission will be withdrawn.

The process includes accepting SJSU's offer of admission, signing up for any necessary placement exams, signing up for mandatory orientation, and paying the enrollment deposit.

YES – I intend to enroll at SJSU for the Spring 2019 semester.
(**Please note:** You may not defer your enrollment to a later semester.)

NO – I will not attend SJSU for the Spring 2019 semester.
(Your application will be withdrawn from further consideration.)

You will need the following to submit your intent to enroll:

- Your nine-digit SJSU ID (provided on your Letter of Admission)
- PIN (month and day of your birth date). For example, January 21 is 0121.

If you anticipate any problems completing the required steps below by the stated deadlines, contact nextsteps@sjsu.edu immediately.

NEXT STEPS INTENT TO ENROLL • <https://nextsteps.sjsu.edu/spring> 



2

Sign Up for Spring Orientation

<https://nextsteps.sjsu.edu/spring>

Spring Orientation is a mandatory one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program. (Guests are not permitted.)

If you do not attend or leave during any portion of the event, you will be blocked from registering for classes and will not be able to attend SJSU in Spring 2019. Students who arrive late will not be allowed to attend the program. During orientation, you will:

- Be welcomed from SJSU administrators, faculty, staff and students and learn what it means to be part of the Spartan community.
- Connect with student leaders in small groups and have an opportunity to ask questions about campus life.
- Receive campus information to help maximize your first-year experience and student success.
- Learn tools to best navigate key university services and resources.
- Meet with academic advisors to plan your class schedule and register for courses.
- Review what's next before you start classes.

For more information, visit sjsu.edu/newspartans or contact New Student and Family Programs at transfer-orientation@sjsu.edu or 408-924-5972.

NEXT STEPS INTENT TO ENROLL • <https://nextsteps.sjsu.edu/spring> 



3

Pay Your Enrollment Deposit

<https://nextsteps.sjsu.edu/spring>

In order to complete the Next Steps Intent to Enroll process, you will be prompted to pay your enrollment deposit online via a link provided in your Next Steps portal. Your \$250 Enrollment Deposit includes your \$80 Orientation payment and deposit of \$170 towards your tuition and fees for Spring 2019. Please note: The \$250 Enrollment Deposit is non-refundable, even if you do not enroll in classes for the Spring 2019 semester.

NEXT STEPS INTENT TO ENROLL • <https://nextsteps.sjsu.edu/spring> 



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Apply for Campus Housing

sjsu.edu/housing (University Housing Services)

sjsu.edu/ihouse (International House)

If you would like to stay on campus while attending SJSU, you must complete a housing application for either University Housing Services or the International House (I-House), depending on where you prefer to stay. (Please note the I-House has a separate application for the I-House.)

Housing Options	Description	Residents	Rent*	Meal Plan**	Included in Rent
Campus Village Apartments – Building A “CVA”	Eight-story building: efficiencies, one and two bedroom units and bedspaces	Juniors, Seniors, Graduate Students, Faculty and Staff	\$11,672	No Meal Plan required. Meal Plans offering a limited number of meals per semester are available.	Internet, Basic Utilities & Internet TV
Campus Village Apartments – Building B “CVB”	Fifteen-story building: studios, three, four and five-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$11,291	No Meal Plan required. Meal Plans offering a limited number of meals per semester are available.	Internet, Basic Utilities & Internet TV
Campus Village Suites – Building C “CVC”	Seven-story building: four-bedroom units	Freshmen	\$16,599	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
Campus Village 2 “CV2”	Ten-story building: traditional hall	Freshmen	\$17,303	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
Washburn Hall “The Bricks” “The Classics”	Three-story building: traditional hall	Freshmen	\$14,214	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
Joe West Hall “The Classics”	Twelve-story building: traditional hall	Freshmen	\$14,214	5-day included in rent 7-day meal plan available	Internet, Basic Utilities & Internet TV
International House “I-House”	Large residence near campus. Home to 71 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$16,116 (activities included)	7-day meal plan included in rent	Internet, Basic Utilities & Internet TV

*Rent amounts are subject to change and are based on double occupancy, furnished units with a 10-month contract.

**Meal plans are required for all freshmen living in University Housing.

University Housing Services

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our living-learning communities help ease the transition to university life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. If you have questions, contact University Housing 408-795-5600 or uhs-frontdesk@sjsu.edu

The Housing Application deadline is **Monday, Oct. 15**. To fill out a housing application, visit sjsu.edu/housing

International House

A large, comfortable home located near campus, the International House (I-House) is a residence for 70 U.S. and international students attending San José State. At I-House, residents find friends, study partners, and mentors in addition to opportunities for leadership, group activities and travel. I-House students represent approximately 25 countries, range in age from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, and English language programs.

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. Students interested in living in the I-House must send a separate application directly to the I-House. There is no application fee. Applications are available at sjsu.edu/ihouse



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Purchase Health Insurance

SJSU requires all international students to purchase the SJSU health insurance coverage prior to registering for classes. You can register for the mandatory SJSU health insurance online. Learn how to enroll at sjsu.edu/iss

You can buy your insurance for the year, or for a semester at a time. If you have questions about purchasing your insurance, contact International Student and Scholar Services at 408-924-5920 or international-office@sjsu.edu



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Attend Spring Orientation (Mandatory)

sjsu.edu/newspartans/transfer-orientation

Spring Orientation is a mandatory one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program. (Guests are not permitted.)

Please bring the following:

- Unofficial copies of all college transcripts
- GE certifications (if applicable)
- Placement test scores
- Other documents (if applicable)

Spring Orientation Date

- Friday, January 18

Disability Accommodations

This event is wheelchair accessible. Individuals needing sign language interpreters, visual aids, or other accommodations should contact us at 408-924-5972 at least two weeks prior to their selected orientation date.

Immigration Session

As a new F-1 international student, you are required to report to the Office of International Student and Scholar Services (ISSS). In order to meet this U.S. government requirement, you must check-in with ISSS. More details can be found on the New Students page (sjsu.edu/isa/new/index.html) on the ISSS website and will be sent to you through your MyJSU account. During check-in you will receive information on how to maintain your F-1 status.

For more information about Spring Orientation, contact New Student Family Programs at transfer-orientation@sjsu.edu or 408-924-5972.



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Take the Writing Skills Test (WST)

<http://testing.sjsu.edu/wst>

It is highly recommended that you take the Writing Skills Test (WST) before enrolling at SJSU. If you have not taken the WST by the end of your first semester at SJSU, a registration hold will be placed on your student account, preventing you from signing up for courses in future terms.

Before registering for the WST, students must earn a "C-" or better grade in English 1A (or its equivalent) and are strongly recommended to have completed a GE area A3 course. The WST is generally offered twice in the spring, summer and fall. For the exact dates, or to learn more, visit <http://testing.sjsu.edu/wst>

Department Exams (If Required)

To learn if you need to take a department placement exam, contact the department that oversees your degree program (major). View a listing of degree programs and their departments at <http://info.sjsu.edu/home/catalog.html>

Many new undergraduates in the College of Science, Engineering and Business may need to take the Calculus Placement Exam prior to registration. For details, exemptions, and other criteria, visit sjsu.edu/math/calculus



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Register for Classes

You will register for classes in your MySJSU student account once you get a registration (enrollment) appointment.

Registration Appointments

To receive a registration appointment, you must do the following:

- Submit official transcripts by the date posted on your MySJSU “To Do List”
- Show via official transcripts that you have completed the four basic skills course requirements, CSU eligibility and major impaction requirements

Registering for Courses

Sign in to MySJSU, navigate to Self Service > Enrollment > Enrollment Dates, then select a term to view your start date/time for your Enrollment. The SJSU Schedule of Classes has the specific class number codes and section numbers you’ll need to register.

For instructions on how to register for classes, visit http://my.sjsu.edu/students/student_tutorials

Registration Holds

If you have a registration hold, click the hold icon and read this information carefully. If you do not have a hold, you may begin to register at your appointment time. (You do not need to come in person or call us to register.)

Late Registration

After the initial registration period (Advance Registration) ends, you may still register, but not until Jan. 24, the first day of instruction. Late registrants are assessed a \$25.00 late fee. Late registration is dependent on the space available. Getting the classes you want may be very difficult.

What will I need to register for classes?

- A file of your SJSU admission information, including admission letters, grade reports, copies of transcripts from other schools, placement test scores, and everything related to your enrollment.
- Attend all segments of the mandatory orientation.
- Schedule of Classes <http://info.sjsu.edu>
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at <http://info.sjsu.edu/home/catalog.html>

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REGISTER FOR CLASSES CONTINUED

Once I've registered, can I change my schedule?

If work or family obligations require you to change your schedule, you may re-enter the system to make changes before the last day of Advanced registration.

Important note: before dropping any class(es) from your schedule to enroll in a different class, be sure you can successfully add the other course(s). Classes at SJSU fill up quickly. If a course you want is full, search for open sections using the registration system. Or, place yourself on the class waitlist. You are not guaranteed admission into waitlisted courses.

Can I still get academic advising in Academic Advising and Retention Services if my transcripts have not been fully evaluated?

Yes. The advisors will advise you on general university expectations and graduation requirements including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made.

This is essential if you plan to graduate in a timely manner. Call AARS at 408-924-2129 to make an appointment after the third week of the semester.

TUESDAY, OCTOBER 30

Advance Registration begins

SUNDAY, JANUARY 20

Advance Registration ends

THURSDAY, JANUARY 24

Late Registration begins

TUESDAY, FEBRUARY 12

Late Registration ends

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Submit Final Transcripts and Documents

All supporting documents, including transcripts with coursework through Summer 2018, must be postmarked by **Thursday, Nov. 1**. We will look at your final transcript to verify that you completed all required courses for admission. This includes passing required courses with a C- or better. Final transcripts must include your graduation date and must be submitted by the date listed on your MySJSU account To Do List. If you have AP, IB or CLEP exam results, please have official test results sent to SJSU.

Transcripts

Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. If you earned a degree from the institution(s) you attended, the transcript must show proof of your degree completion, including the graduation date. To speed up transcript processing time, you are highly encouraged to request that your institution send electronic transcripts to San José State University.

Mailing Transcripts: If you must have your transcripts mailed, please make sure that the name on your application matches the name listed on your transcripts. All transcripts must be sealed and unopened to be accepted as official documents. PLEASE NOTE: COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED. Once submitted to SJSU, documents become the property of the University and cannot be released. If transcripts must be mailed, send to:

San José State University
Undergraduate Admissions
One Washington Square
San José, CA 95192-0016

Other Documents

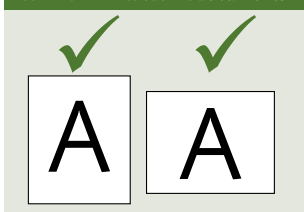
All other documents (bank statement, Declaration of Finance, and photocopy of current passport) can be mailed or submitted electronically in individual PDF formatted files (one PDF for each requested document). If possible, please submit them electronically (PDF only) to sa-adm-wrkflow@sjsu.edu

Please note:

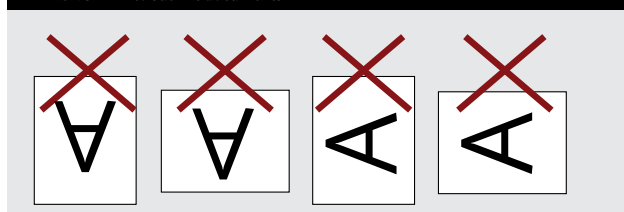
After your documents have been received, it may take up to three weeks for your "To Do List" items on your MySJSU account to be reviewed and updated. Avoid delays; apply early, and submit documents as soon as possible in the approved format.

Continue to check MySJSU for important messages, required documents and deadlines.

CORRECT WAY to submit documents



WRONG WAY to submit documents



NOTE: Multiple PDF documents may be attached to one email. When submitting items by email:

- Convert documents to PDF format. (Free PDF converters at primopdf.com or freepdfconvert.com)
- Make sure the documents are readable, with your name or the name of your institution at the top of the page, and in individual files (one document per PDF).
- Include your nine-digit SJSU ID and your first and last name as it appears on your passport in the BODY of the email message.
- Send email with attachments to sa-adm-wrkflow@sjsu.edu. One email may contain multiple PDF files.

Test Scores/IB Diploma

Test Scores (TOEFL, IELTS, Advanced Level/A Level, AP exams, SAT and ACT) and IB diploma must be sent directly to SJSU from the testing agency.

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Pay Your Tuition and Fees

sjsu.edu/bursar

Fees are due after registering for your classes. To see your payment due date, check your MySJSU account under the “Finances” section. You have the option to pay in full or sign up for a payment plan. For details, visit sjsu.edu/bursar

Estimates of average expenses (international student) for a nine-month academic year are:

Summary for one academic year	Undergraduate
Minimum semester units:	12 units/semester
Tuition Fees	\$17,225*
Living Expenses	\$21,974
Total (required for Declaration of Finance)	\$39,199

*Amount is based on full-time attendance (12 units per semester) for a nine-month academic year.

Fees Are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

Financing Your Education

Please note that international students are not eligible for financial aid at SJSU and that off-campus work authorization in the United States is difficult to obtain. For more information on scholarships, please visit the financial aid office sjsu.edu/faso/Scholarships/International_Students

Fee Payment Deadlines

After you register, sign in to your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. Failure to pay by the deadline will result in your classes being dropped. For more information about payment methods, including international wire transfer, fees and payment due dates visit sjsu.edu/bursar

If a Third Party Sponsor, such as a foreign government agency, a business and/or educational institution, agrees to sponsor you by paying your tuition and fees, please get an authorization letter from the sponsor stating how much of your tuition they will cover and for which semesters. Submit the authorization to SJSU's Bursar's Office, attention: Third Party Technician and retain a copy of the letter for your records. The Bursar's Office will invoice the sponsor as appropriate for tuition and fees after the add/drop period as long as the sponsored student is registered and has submitted a current letter of authorization. Learn more at sjsu.edu/bursar/services/sponsors/3rd_party/index.html

Installment Payments

For payment plan options visit sjsu.edu/bursar/payment_refunds/installments/index.html There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees to participate. Please note: Students are not able to sign-up for the payment plan until charges actually appear on their account, either tuition and fees, or housing charges. Payment plans will be available only when tuition and fee and/or housing charges appear on the student account.

International Wire Transfers

International students can now make payments via international wire transfer. San José State University has partnered with Flywire to streamline the tuition payment process for our international students. Flywire offers excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, compared to traditional banks. You will be able to track the progress of your payment throughout the transfer process via a student dashboard, and you will also be notified via email when your payment is received by San José State.

There is no fee charged by SJSU or Flywire for international wire transfers. The bank you use to send the wire transfer usually charges a fee, so check with that bank for the fee schedule. Learn more at sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer.

You may also pay using an international credit card through Flywire.

Field Trip Fees

A few courses have additional field trip fees ranging from \$11.00 to \$52.00.

Special or Optional Fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.00.

Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days quicker than a paper check. To enroll, login to MySJSU, scroll to Finances, and select Enroll in Direct Deposit. To learn more visit sjsu.edu/bursar

Spartan Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. For more details visit sjsu.edu/bursar/services

Keeping Your MySJSU Account Current

SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university or its agent has the right to pursue collections in order to repay a delinquent debt owed to the university



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Submit Proof of Immunizations

As a new student, you may need to provide proof of Measles, Rubella (MMR) and Hepatitis B prior to the first day of classes. For more information on requirements and how to submit proof, visit sjsu.edu/registrar/students/Immunization

Checklist

Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Standard Time) on **Saturday, Dec. 1.**
- Complete your work in progress
- Check your "To Do List" in your MySJSU student account.
- Sign up for Spring Orientation
- Pay Enrollment Deposit
- If coming from another school in the U.S., submit the SJSU Transfer In Form (listed as "Transfer In Form" at sjsu.edu/isa/forms to your current school)
- Apply for On-Campus Housing
- Purchase health insurance prior to registering for classes
- Attend mandatory Spring Orientation
- Take the Writing Skills Test (WST)
- Register for Classes
- Submit final transcripts and documents by **Thursday, Nov. 1**
- Pay Your Tuition and Fees
- Submit Required Proof of Immunization
- Complete mandatory Title IX online training courses Sexual Assault Prevention for Undergraduates and AlcoholEdu

Important

- Read the SJSU Catalog online at <http://info.sjsu.edu/home/catalog.html>
- Read the SJSU Schedule of Classes at <http://info.sjsu.edu/home/schedules.html>
- Follow SJSU Enrollment Services on Instagram: SJSU_ES
- Follow SJSU Enrollment Services on Twitter: @SJSU_ES

Top Countries

These are the top countries for SJSU international undergraduates:

China

Vietnam

India

Japan

Korea

Indonesia

Malaysia

Taiwan

Saudi Arabia

Hong Kong

Non-Discrimination Policy

San José State University does not discriminate on the basis of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender expression, gender identity, marital status, medical condition, military/veteran status, national origin, race, religion or lack thereof, sex, sexual orientation, genetic information or veteran's status. This policy applies to all SJSU students, faculty, staff and third parties. Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250.

SJSU prohibits sex and gender based discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence and stalking against students, faculty, staff and third-parties. Please direct questions regarding these policies to the University's Title IX Office at 408-924-7290. Learn more at <http://notalone.sjsu.edu>

Frequently Asked Questions

What if I do not complete required courses or miss a deadline?

You will have your admission to SJSU revoked and your registration canceled. Failure to submit your transcript will result in your application being withdrawn, even if you have signed up for housing and attended orientation.

What if I am taking courses required for admission during the Fall 2018 term?

You may not use coursework from the Fall 2018 term to complete admission requirements.

Can I defer my admission to another term?

No, your admission is good for one term only. If you wish to be considered for a later term, you must submit a new application for the next available term for which you meet the minimum requirements.

What if I'm a California Community College transfer?

- Keep your own copy of the general education plan from your community college.
- Keep track of the courses you've completed to meet the GE requirements.
- Work with our academic advisors to complete remaining courses at SJSU.

Can I change my major?

Due to space limits in many SJSU departments, you may not change your major before the term starts. Note that change of major is never guaranteed, even after admission to SJSU.

Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the Student Responsibilities and Rights (<http://info.sjsu.edu/web-dbggen/narr/static/catalog/student-rights.html>) section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures (<http://info.sjsu.edu/static/catalog/policies.html>) every student at SJSU is responsible for knowing and upholding.

Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, at sjsu.edu/studentconduct/policies

Students with Disabilities

The Accessible Education Center provides academically related services for students with disabilities. To qualify, students must register and create a confidential file with the AEC to receive a wide spectrum of services based on their own individual needs. Services include, but are not limited to: Consideration for priority registration, note takers, readers, sign language interpreters/captioners, test accommodations, academic counseling, general education advising and hands-on training with adaptive technology. Students should provide the AEC with disability verification as soon as possible. Before registering for classes, make an appointment with the center at 408–924–6000 for review of specific needs.

F–1 Visas

Coming from a U.S. Institution

Prior to the end of your last semester, you must have your current school transfer your F-1 electronic record in the SEVIS database to SJSU. To complete this process, you must do the following: Show your admission letter and the SJSU "Transfer In Form" to your current school's international office. You can find the form at sjsu.edu/isa/forms under "SEVIS Transfer In Form" heading. Complete the top section of the form and ask the school to complete the remaining sections and fax the form to 408–924–2035. Then you will receive a Transfer-Pending Form I-20 from SJSU.

Upon arrival to SJSU, please be sure to complete the mandatory international student check-in process at sjsu.edu/isa/new/post-arrival/index.html#checkin The International Student and Scholar Services (ISSS) Office is located in the Student Union West Building, second floor or you can call at 408-924-5920 or email at international-office@sjsu.edu For more information, visit sjsu.edu/iss

Coming from Outside the U.S.

You will receive a U.S. Immigration Form I–20 directly from San José State in the mail with your letter of admission. To start the process to obtain an F–1 student visa first complete the I–901 form online through SEVIS at ice.gov/sevis/i901 then pay the SEVIS fee and print out the receipt. To obtain your F–1 visa, make an appointment for a visa interview and go to the nearest U.S. Consulate with the following:

- Your current passport
- SJSU admission letter
- Your I–20 (Certificate of Eligibility) form
- Proof (receipt) of SEVIS payment
- Proof of financial support

For more information on preparing for a visa interview, visit sjsu.edu/isa/new/pre-arrival/visa-interview/index.html

Additional information can be found at travel.state.gov/content/travel/en/us-visas/study.html

Prepare for Customs and Immigration at Airport

Please expect this process to be a lengthy experience and prepare in advance. You must keep the following documents in your carry-on luggage so you are able to present them to a Customs and Border Patrol officer:

- Passport, valid for at least six months after the date of entry
- F-1 visa stamp, valid at the time of entry*
- Valid Form I-20
- Proof of financial support and resources reflected on Form I-20 – See more details
- Tuition and/or Housing receipt(s), if you have already made payments prior to your arrival
- SEVIS fee receipt

*Canadian citizens are not required to apply for a visa to enter the U.S. as an F-1, but must still pay the SEVIS Fee and present their Form I-20 at the U.S. port of entry.

For more information on preparing for Customs and Immigration at the airport, visit sjsu.edu/isa/new/pre-arrival/entering/index.html

Upon arrival to SJSU, you must complete your Immigration Document Check–In at the Office of International Student and Scholar Services (ISSS). For more information, visit sjsu.edu/iss

Contacts

For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

Accessible Education Center

sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000 voice

Advising

sjsu.edu/aars
academic.advising@sjsu.edu
408-924-2129

Athletics

sjsuspartans.com

Bookstore

spartanbookstore.com
408-924-1800

Career Center

sjsu.edu/careercenter
careerhelp@sjsu.edu
408-924-6031

Class Schedules

<http://info.sjsu.edu/home/schedules.html>

Fees and Tuition (Bursar's Office)

Payments and Refunds
sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Housing (University Housing)

sjsu.edu/housing
uhs-frontdesk@sjsu.edu
408-795-5600

International House (I-House)

sjsu.edu/ihouse
ihouse@sjsu.edu
408-924-6570

International Student and Scholar Services

sjsu.edu/isss
international-office@sjsu.edu
408-924-5920

Library (Dr. Martin Luther King, Jr. Library)

library.sjsu.edu
408-808-2000

Maps/Directions to SJSU

sjsu.edu/about_sjsu/visiting
campus_maps/directions

Orientation (New Student and Family Programs)

sjsu.edu/newspartans/transfer-orientation
transfer-orientation@sjsu.edu
408-924-5972

Parking

Purchase parking permits online only
sjsu.edu/parking

Registration (Registrar's Office)

sjsu.edu/registrar
registrar@sjsu.edu
408-283-7500, option 3

Testing Office

testing.sjsu.edu
testing-office@sjsu.edu
408-924-5980

Transportation Solutions

<http://as.sjsu.edu/asts>
transportation@sjsu.edu
408-924-7433

Tuition and Fees (Bursar's Office)

sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services

Peer Connections
<http://peerconnections.sjsu.edu>
peerconnections@sjsu.edu
408-924-2587

Social Media

facebook.com/SJSUEnrollment
facebook.com/sanjosestate
instagram.com/sjsu_es
twitter.com/SJSU_ES