

Steps to Enrollment

FALL 2017 | INTERNATIONAL

Upper Division Transfers



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 Fall 2017, which are outlined in this guide.

Patricia
Chemical Engineering

Michelle
Chemical Engineering

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.

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SJSU'S OFFICIAL MASCOT
IS THE SPARTAN

Stay Committed to the Process

There are consequences if you miss deadlines. Deadlines are very important in the U.S. 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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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 avoid 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.

SJSU Points of Pride

As a Spartan, you get the best Silicon Valley has to offer, while having fun nearby in the Pacific Ocean, Yosemite National Park and San Francisco.

In its 2014-15 Open Doors report, the Institute of International Education, or IIE, ranked San José State No. 1 among the Top 40 Master's Colleges and Universities hosting international students.

Silicon Valley companies hire more San José State students and alumni than any other college or university in the country.

SJSU is ranked sixth overall among the West's top public universities offering bachelor's and master's degrees by U.S. News and World Report.

SJSU's Charles W. Davidson College of Engineering ranks third in the nation among public engineering programs offering bachelor's and master's degrees by U.S. News and World Report.

San José State's student body reflects the diversity of the San Francisco Bay Area, one of the most diverse regions in the world.

A record 23 SJSU student-athletes have been honored as 2016 Arthur Ashe, Jr. Sports Scholars for academic achievement and community service.

While you study here, you can take some online courses for credit from other California State University campuses.

You'll enjoy a newly expanded Diaz Compean Student Union and a new Student Wellness Center.

The Dr. Martin Luther King, Jr. Library houses more than 1.5 million print books and E-Books, offers over 450 electronic databases and over 100,000 E-Journals, as well as laptops, printers and 3D printing.

Calendar

April 2017

Saturday, April 1	Priority Housing Application Deadline
Saturday, April 22	Writing Skills Test
Saturday, April 8	Admitted Spartan Day
Monday, April 17	Fall 2017 Class Schedule goes live at http://info.sjsu.edu/home/schedules.html
Friday, April 28	Transfer Orientation session 1

May 2017

Monday, May 1	Intent to Enroll Deadline Orientation Payment Deadline (payment submitted via Intent to Enroll) Housing Application Deadline
Friday, May 5	Transfer Orientation session 2
Monday, May 29	Memorial Day – Campus Closed

June 2017

Friday, June 2	Transfer Orientation session 3
Saturday, June 3	Writing Skills Test
Friday, June 12	Fall 2017 Enrollment appointments for newly admitted students begin http://my.sjsu.edu
Monday, June 16	Transfer Orientation session 4
Friday, June 30	Transfer Orientation session 5 (subject to change)

July 2017

Tuesday, July 4	Independence Day – Campus Closed
Saturday, July 15	Final transcripts/document deadline
Saturday, July 22	Writing Skills Test

August 2017

Sunday, August 13	International House – Contract Move-in Date
Friday, August 18	Transfer Orientation session 6
Sunday, August 20	Fall 2017 Advance Registration for all students ends
Saturday August 19 – Tuesday, August 22	Housing: Campus Village apartments, CV2, Classics, and Suites open to all residents
Monday, August 21 – Tuesday, August 22	No registration activity on MySJSU
Wednesday, August 23	First day of instruction
	Late registration begins
	Late add fee of \$25 assessed
Wednesday, August 23 – Wednesday, September 13	Late Registration period (Registration via MySJSU starts after 7 a.m., requires instructor's permission)

September 2017

Monday, September 4	Labor Day – campus closed
Wednesday, September 6	Last day to drop a class without a “W” grade
Wednesday, September 13	Last day to add courses via MySJSU and without a petition and late fee Last day to submit Credit/No Credit (audit) grading option Last day to submit instructor drops



1

Submit Your Intent to Enroll

<https://nextsteps.sjsu.edu>

San José State will need to know if you plan on attending for Fall 2017. Once the Next Steps Intent to Enroll website (<https://nextsteps.sjsu.edu>) opens on **Wednesday, February 1, 2017**, tell us your plans. The process includes accepting SJSU's offer of admission, signing up for any necessary placement exams, signing up for mandatory orientation, and paying for orientation.

YES – I intend to enroll at SJSU for the Fall 2017 semester.
(**Please note:** You may not defer your enrollment to a later semester.)

NO – I will not attend SJSU for the Fall 2017 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.

You must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Standard Time) on **Monday, May 1, 2017** or your admission will be withdrawn.

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> 



2

Sign Up for Transfer Orientation

<https://nextsteps.sjsu.edu>

Transfer 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.) It costs \$70 to attend orientation.

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 Fall 2017. Students who arrive late will not be allowed to attend the program.

- Discuss and explain key university services.
- Review what's next before you start classes.
- Help you plan your academic schedule.
- Provide a General Education advising workshop.
- Explain general education requirements and preparation for the Writing Skills Test.

For more information, visit sjsu.edu/aars/transfer_orientation or contact Academic Advising and Retention Services at transfer.orientation@sjsu.edu or 408-924-2997.

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



3

Pay for Transfer Orientation

<https://nextsteps.sjsu.edu>

In order to complete the Next Steps Intent to Enroll process, you will be prompted to pay for the Transfer Orientation program after selecting your intended date. It costs \$80 to attend.

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

4

Apply for Campus Housing (Optional)

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, depending on where you prefer to stay for the 2017-18 school year. More details about your options and the application processes are below. (Please note there is a separate application for the International 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	\$11,001	Meal plan offering a limited number of meals per semester is available but not required.	Internet, Basic Utilities & Cable
Campus Village Apartments – Building B “CVB”	Fifteen-story building: studios, three, four and five bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$10,642	Meal plan offering a limited number of meals per semester is available but not required.	Internet, Basic Utilities & Cable
Campus Village Suites – Building C “CVC”	Seven-story building: four-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$14,877	Meal Plan offering a limited number of meals per semester is required.	Internet, Basic Utilities & Cable
Campus Village 2 “CV2”	Ten-story building: traditional hall	Freshmen	\$16,355	5-day meal plan included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
Washburn Hall “The Bricks” “The Classics”	Three-story building: traditional hall	Freshmen	\$13,432	5-day meal plan included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
Joe West Hall “The Classics”	Twelve-story building: traditional hall	Freshmen	\$13,432	5-day meal plan included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
International House “I-House”	Large residence near campus. Home to 71 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$14,534	7-day meal plan included in rent	Internet, Basic Utilities & Cable

*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 CVC residents and freshmen in University Housing or the International House (I-House).

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 college 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.

Within the residence halls, we offer a variety of communities to bring students together who have similar interests. Programming is designed around student interests and often has a component tied to a SJSU academic department. Students who live on campus have the opportunity to get involved in social gatherings, cultural events, intramural sports, community service, and a wide range of other campus activities.

If you are interested in living on campus, please visit sjsu.edu/housing. If you have questions, please contact University Housing directly at 408-795-5600 or uhs-frontdesk@sjsu.edu

The Housing Application deadline is **Monday, May 1, 2017**. To fill out an application for University Housing visit sjsu.edu/housing and submit the following:

1. A completed online University Housing application
2. A \$50 non-refundable application fee
3. A \$600 initial payment

Room/Apartment Assignment

We encourage you to complete the online housing application and submit payments as soon as possible. You must complete your online application (electronically signed license agreement and \$50 application fee) and submit the \$600 initial payment by **Saturday, April 1, 2017** to be included in the first round of housing assignments. You may also complete your online housing application and submit payments any time after this date as long as space remains available. Your room/apartment assignment will be made on a first-paid, first-served basis after April 1.

International House

A large, comfortable home located near campus, the International House (I-House) is a co-ed 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. As much as possible, roommates are matched according to compatible interests and personal habits. After the first semester at the International House, residents have the opportunity to choose a roommate and designate a preferred room.

All furniture, utilities, TV, internet access and computer equipment, as well as use of a fully-equipped kitchen, are included. 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



5

Purchase Health Insurance

SJSU requires all students to have medical insurance, and all international students are required to purchase the SJSU health insurance coverage prior to registering for classes. You can register for the mandatory SJSU health insurance online. To enroll, go to <http://studentinsurance.wellsfargo.com> then, select "Find Your School Plan" and type "San Jose State University." Select "2016-2017 San Jose State Univ.- International." 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

Immunization

As a new student, you will need to provide proof of Measles (sjsu.edu/studenthealth/requirements/measles-rubella) and Hepatitis B (sjsu.edu/studenthealth/requirements) immunizations prior to enrollment. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to the Student Services Center or fax them to 408-924-2077.



6

Attend Transfer Orientation (Mandatory)

sjsu.edu/aars/transfer_orientation

Transfer Orientation is mandatory. If you are late or leave during any portion of the program, your admission will be withdrawn.

Please bring the following:

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

Transfer Orientation Session Dates

- Session 1 – Friday, April 28
- Session 2 – Friday, May 5
- Session 3 – Friday, June 2
- Session 4 – Friday, June 16
- Session 5 – Friday, June 30 (subject to change)
- Session 6 – Friday, August 18

Missed sessions will only be excused with documentation of a circumstance clearly beyond your control.

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 (Mandatory)

Students must attend the Immigration session, which occurs during Transfer Orientation. Following your Transfer Orientation session, check in with International Student and Scholar Services (ISSS) office in Clark Hall Room 543 to:

- Learn about F-1 benefits
- Maintain your legal non-immigrant status in the U.S.
- Complete your immigration transfer from another U.S. institution to SJSU, as applicable

For more information about Transfer Orientation, contact Academic Advising and Retention Services at transfer.orientation@sjsu.edu or 408-924-2997



7

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.

All upper division (junior and senior level) students must pass the WST in order to register for SJSU Studies General Education courses. Failing to pass the test will delay your graduation, but will not affect your admission status. The WST is part of a CSU system-wide graduation requirement to assess your writing ability and determine whether further coursework in writing is required prior to graduation.

Before registering for the WST, students must earn a "C-" or better grade in English 1A 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



8

Register for Classes

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

Registration Appointments

Registration (enrollment) appointments will be issued beginning Monday, June 12. You will not receive an appointment until we have received and processed all requested documents and you have attended Transfer Orientation. To get an 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
- Attend Transfer Orientation.

After attending Transfer Orientation, you should receive a registration (enrollment) appointment within 10 business days. If you have one of the four basic skills courses in progress, please know you won’t be able to register until we have received and verified your final official transcripts.

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

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 Wednesday, August 23, 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.

8 REGISTER FOR CLASSES CONTINUED

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.
- The Fall 2017 Schedule of Classes, which becomes available Monday, April 17 at <http://info.sjsu.edu>
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at <http://info.sjsu.edu/home/catalog.html>

TUESDAY, JUNE 12

Registration
Appointments begin

SUNDAY, AUGUST 20

Registration period ends

WEDNESDAY, AUGUST 23

Late Registration begins

WEDNESDAY, SEPTEMBER 13

Late Registration ends

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

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

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.

9

Submit Final Transcripts and Documents

Continue to check your MySJSU “To Do List” for transcript and document deadlines. 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, AS, A level or CLEP exam results, please have official test results sent to SJSU.

How to Submit Transcripts and Documents

Transcripts/Mark Sheets: 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.

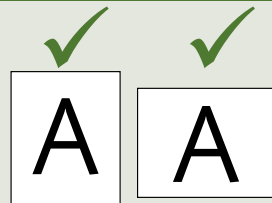
Test Scores (TOEFL, IELTS, Advanced Subsidiary/A Level, AP exams, SAT and ACT) and IB diploma must also be sent directly to SJSU from the testing agency.

To speed up transcript processing time you are highly encouraged to request that your institution send electronic transcripts to San Jose State University. 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.

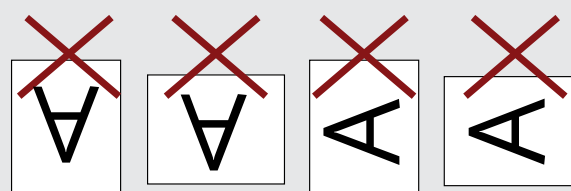
Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

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

CORRECT WAY to submit documents



WRONG WAY to submit 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

The following are steps for submitting items by email.

- Convert documents to PDF format. Free PDF converters are available 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 PDF per document).
- 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.
- Email the attachments to sa-adm-wrkflow@sjsu.edu. One email may contain multiple PDF files, but please do not send the PDF files as a Zip file.

10

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:

Minimum semester units:	12 units/semester
Tuition Fees	\$16,306*
Living Expenses	\$20,088
Total (required for Declaration of Finance)	\$36,394

*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 a letter from the sponsor stating how much of your tuition they will cover and for which semesters. Submit the letter to SJSU's Bursar's Office and retain a copy of the letter for your records. SJSU will then send an invoice to your sponsor for payment. 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 is an enrollment fee to participate.

International Wire Transfers

International students can now make payments via international wire transfer through their MySJSU account. 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.

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 TaxBoard 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

Checklist

Mandatory

- Complete the multi-step Intent to Enroll process at <https://nextsteps.sjsu.edu> after no later than 11:59 p.m. (Pacific Standard Time) on Monday, May 1, 2017.
- Attend mandatory Transfer Orientation
- Complete your work in progress
- Check your “To Do List” in your MySJSU student account.
- Purchase health insurance prior to registering for classes (see “Health Insurance” section)
- 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)
- Sign up for and take the Writing Skills Test

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>
- Like SJSU Enrollment Services at facebook.com/SJSUEnrollment
- Follow SJSU Enrollment Services on Twitter @SJSU_ES

Top Countries

These are the top countries for SJSU international undergraduates:

China

Viet Nam

India

Japan

Korea

Hong Kong

Indonesia

Taiwan

Malaysia

Saudi Arabia

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 term?

You may not use coursework from the fall 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 choose SJSU courses to complete remaining courses.

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-dbgen/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 SJSU "Transfer In Form". Complete the top section of the form and ask the school to complete the remaining sections and fax the form to 408–924–2035. Complete your Immigration Document Check–In at the International Student and Scholar Services (ISSS) office at SJSU. For more information, visit sjsu.edu/iss

Coming from Outside the U.S.

You will receive a Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) 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 complete the visa application process with the nearest U.S. Consulate. Be sure to have the following documents at the time of your visa interview:

- Your current passport (must be valid for at least six months at the time of your entry into the U.S.)
- SJSU admission letter
- Your Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) issued by SJSU
- Proof (receipt) of SEVIS fee payment (I - 901 receipt)
- Proof of financial support, and resources reflected on the Form I-20 issued by SJSU

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/visas/english/study-exchange/student.html

Upon arrival to SJSU, you must complete your Immigration Document Check–in at the International Student and Scholar Services (ISSS) office. 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/408-924-5990 TTY

Advising

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

Athletics

sjsuspartans.com

Bookstore

spartanbookstore.com
408-924-1800

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/iss
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 (Transfer)

transfer.orientation@sjsu.edu
408-924-2997

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

Tours of SJSU

youvisit.com/tour/sjsu?pl
(virtual campus tour)
sjsu.edu/soar
outreach@sjsu.edu
408-924-2786

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/sanjoestate
instagram.com/sjsu_es
twitter.com/SJSU_ES