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.
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 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.

Stay Committed to the Process (Read Everything)

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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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.
2017 Calendar

**April/March**
- **Saturday, March 18**: EPT/ELM Exam

**May**
- **Monday, May 1**: Intent to Enroll Deadline
- **Saturday, May 6**: EPT/ELM Exam
- **Monday, May 29**: Memorial Day – Campus Closed

**June**
- **Monday, June 12**: Fall 2017 Registration (Enrollment) appointments for newly admitted students begin http://my.sjsu.edu

**July**
- **Tuesday, July 4**: Independence Day – Campus Closed
- **Wednesday, July 5**: Payment due date
- **Friday, July 7**: Frosh Orientation Session 1
- **Tuesday, July 11**: Frosh Orientation Session 2
- **Thursday, July 13**: Frosh Orientation Session 3
- **Saturday, July 15**: Frosh Orientation Session 4
- **Friday, July 21**: Frosh Orientation Session 5
- **Monday, July 24**: Frosh Orientation Session 6
- **Wednesday, July 26**: Frosh Orientation Session 7
- **Friday, July 28**: Frosh Orientation Session 8

**August**
- **Tuesday, August 1**: Frosh Orientation Session 9
- **Thursday, August 3**: Frosh Orientation Session 10
- **Friday, August 4**: Payment due date
- **Saturday, August 5**: Frosh Orientation Session 11
- **Monday, August 7**: Frosh Orientation Session 12
- **Wednesday, August 9**: Frosh Orientation Session 13
- **Friday, August 11**: Frosh Orientation Session 14
- **Sunday, August 13**: International House – Contract Move-in Date
- **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
- **Wednesday, August 23 – September 13**: Late Registration period
- **Wednesday, September 13**: (Registration via MySJSU starts after 7 a.m., requires instructor’s permission)
- **Monday, September 4**: Labor Day – campus closed

**September**
- **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**

**October**
- **Thursday, October 5**: Payment due date
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.
Sign Up for Required Placement Exams

**English and Math Exams**

All freshmen are required to complete placement tests in both math and English, unless exempt. These placement tests are called the Entry Level Mathematics (ELM) exam and the English Placement Test (EPT). Students can be exempt from these exams by scores earned on other appropriate tests such as the SAT, ACT, Advanced Placement (AP), and A and AS Level Exams (Math only). Students who are exempt, must provide proof prior to completing their Intent to Enroll.

You will not be allowed to register for any classes until we receive proof of exemption or test scores for the ELM and EPT.

Students have three options for taking the ELM and EPT:

**Option 1:** Take the ELM/EPT at any of the 23 California State Universities by **Saturday, May 6, 2017.** Visit [ets.org/csu/registration/dates](http://ets.org/csu/registration/dates) for a full list of testing locations and dates.

**Option 2:** Take the ELM/EPT in another U.S. state other than California, or outside the U.S., by **Sunday, June 11.** SJSU must receive test scores in time for course registration. There is an additional fee for testing outside of California. For questions regarding out–of–state testing, please call 1–925–808–2142 or email csuoutofstate@ets.org. Visit [ets.org/csu/registration/dates](http://ets.org/csu/registration/dates) to register.

**Option 3:** Take the ELM/EPT at SJSU on **Friday, August 11.** This option is specifically created for students who do not test prior to entering the U.S. Please note that taking the exam(s) on this date will affect your registration for courses because ELM/EPT scores are required to register for courses at SJSU.

You will be registered for this test date automatically if you do not sign up for the above options. You will receive a MySJSU message about a week prior to the test date with information to pay and where to take the test. For inquiries or to register for the August exam, please email testing-office@sjsu.edu

**Importance of Exams**

Be aware, the scores you earn on the EPT and ELM exam could cause you to be placed into mandatory remedial courses during your first year at SJSU. Since this can impact the length of time it will take you to earn your degree, we strongly recommend that you prepare for these exams. For testing information, contact testing-office@sjsu.edu or visit [http://testing.sjsu.edu](http://testing.sjsu.edu)

**Prepare for Exams**

Visit the SJSU Testing Office’s website [http://testing.sjsu.edu](http://testing.sjsu.edu) for:

- Links to other test sites in the CSU
- Test instructions
- Sample questions and problems (Focus on Math and Focus on English sections)

**NEXT STEPS INTENT TO ENROLL**

- [https://nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)
Exemptions
To determine if you are exempt from taking the EPT and ELM exam, consult your status in step two of the Intent to Enroll process (https://nextsteps.sjsu.edu). If the exemption status displayed in your account does not match your actual exemption status, this means that SJSU does not have all of your official test scores on file. You must send us all official test scores that prove your exemption status or we will require you to take the placement exams. Learn more at ets.org/s/csu/pdf/csu_information_bulletin.pdf

English Placement Test (EPT) Exemptions
If SJSU does not have official test scores from you that meet one of the following exemption categories, you will be required to take the EPT.

National Standardized Tests
- SAT 500 or higher on the critical reading section
- ACT: 22 or higher on the English test
- AP: 3 or higher on the Language & Composition or Literature & Composition Tests
- IB: 4 or higher on the English Language A1 HL
- CLEP: 50 or higher on the College Composition or College Composition Modular test

Community College Credit
Complete a course that satisfies Area A-2 (Written Communication) of General Education with a grade of “C-“ or higher

Entry Level Mathematics (ELM) Exemptions
If SJSU does not have official test scores from you that meet one of the following exemption categories, you will be required to take the ELM exam.

National Standardized Tests
- SAT 550 or higher on SAT I Mathematics Reasoning or SAT II Mathematics Level IC or IIC
- ACT: 23 or higher on the mathematics test
- AP: 3 or higher on the Statistics, Calculus AB or BC test
- IB: 4 or higher on the Math HL
- CLEP: 50 or higher on the Calculus, College Algebra, College Math, Pre–Calculus test Advanced Subsidiary (AS) and Advanced (A) level exams with grade of “C“ or higher in Math

Community College Credit
Complete a course that satisfies Area B–4 (Quantitative Reasoning - Math) of General Education with a grade of “C-“ or higher

Educational Testing Services (ETS) – Exempt Status
If Educational Testing Services (ETS) says you are exempt from taking the ELM or EPT and your Next Steps Intent to Enroll (https://nextsteps.sjsu.edu) account does not reflect the same exemption status, contact the SJSU Testing Office immediately at testing-office@sjsu.edu
Sign Up for Frosh Orientation

https://nextsteps.sjsu.edu

Frosh 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 orientation. You are required to attend the entire program.

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.

During Frosh 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.
Pay for Frosh Orientation

https://nextsteps.sjsu.edu

In order to complete the Next Steps Intent to Enroll process, you will be prompted to pay $250 via our Cashnet website (link provided in your Next Steps portal). Note: this fee covers the STUDENT program only. For additional information about Parent/Family Orientation and fees, please visit sjsu.edu/newspartans
Apply for Campus Housing
sjsu.edu/housing

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. (Please note there is a separate application for the International House.)

Freshman Housing Requirement
If you will graduate from a high school located in a city outside a 30-mile radius of SJSU campus, then you will be required to live on campus during your first year here at SJSU. You do have the option of filing an appeal for an exception to this requirement. (Residence at International House meets the freshman housing requirement.)

<table>
<thead>
<tr>
<th>Housing Options</th>
<th>Description</th>
<th>Residents</th>
<th>Rent</th>
<th>Meal Plan</th>
<th>Included in Rent</th>
</tr>
</thead>
</table>
| 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 living 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.
Choose Your Fall Writing Course

sjsu.edu/english/frosh

Prior to coming to Frosh Orientation, you will complete an exercise that will help you to understand the college writing courses available to you in fall; you will use this exercise to choose the best course for you. All entering freshmen must complete one of two exercises. If you need to take the entry-level writing course, you will complete the Reflection on College Writing. If you have already met the entry-level requirement, you will use a decision chart online to find out the course you need next.

The Reflection on College Writing is a prerequisite to English 1A and English 1AF (the entry-level courses). Students who will be enrolling in either of these classes, must have completed the Reflection on College Writing before coming to Frosh Orientation to register for classes. You will not be able to enroll in these courses without the prerequisite.

To determine which exercise you need to complete, you will need either an EPT score or another test score exempting you from the EPT. Look for messages about the First Year Writing Program, and the placement exercise that will help you find the course you need, in your MySJSU account once you have completed your intent to enroll. For more information, please visit the First Year Writing website and look for information about How to Choose Your First Writing Course at sjsu.edu/english/frosh.
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.
Attend Frosh Orientation (Mandatory)
sjsu.edu/newspartans

Frosh Orientation is mandatory. If you are late or leave during any portion of the program, your admission will be withdrawn. Missed sessions will only be excused with documentation of a circumstance clearly beyond your control.

Frosh Orientation Session Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
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<tbody>
<tr>
<td>Friday, July 7</td>
<td>Frosh Orientation 1</td>
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<tr>
<td>Tuesday, July 11</td>
<td>Frosh Orientation 2</td>
</tr>
<tr>
<td>Thursday, July 13</td>
<td>Frosh Orientation 3</td>
</tr>
<tr>
<td>Saturday, July 15</td>
<td>Frosh Orientation 4</td>
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<tr>
<td>Friday, July 21</td>
<td>Frosh Orientation 5</td>
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<tr>
<td>Monday, July 24</td>
<td>Frosh Orientation 6</td>
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<tr>
<td>Wednesday, July 26</td>
<td>Frosh Orientation 7</td>
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<tr>
<td>Friday, July 28</td>
<td>Frosh Orientation 8</td>
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<tr>
<td>Tuesday, August 1</td>
<td>Frosh Orientation 9</td>
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<tr>
<td>Thursday, August 3</td>
<td>Frosh Orientation 10</td>
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<tr>
<td>Saturday, August 5</td>
<td>Frosh Orientation 11</td>
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<tr>
<td>Monday, August 7</td>
<td>Frosh Orientation 12</td>
</tr>
<tr>
<td>Wednesday, August 9</td>
<td>Frosh Orientation 13</td>
</tr>
<tr>
<td>Friday, August 11</td>
<td>Frosh Orientation 14</td>
</tr>
</tbody>
</table>

Visa Limitations
Students who have visa limitations prohibiting them from entering the country in time to attend the mandatory orientation program must contact Student Involvement at orientation@sjsu.edu or 408-924-5972.

Immigration Session
Check in with International Student and Scholar Services in Clark Hall Room 543 following your Frosh Orientation session to ensure the following:

- 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

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.

If you have questions, contact the Student Involvement office at orientation@sjsu.edu (parents@sjsu.edu for parents of admitted SJSU students) or 408-924-5972, or visit sjsu.edu/newspartans
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 José 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

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.
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:

<table>
<thead>
<tr>
<th>Minimum semester units:</th>
<th>12 units/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>$16,306*</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$20,088</td>
</tr>
<tr>
<td><strong>Total (required for Declaration of Finance)</strong></td>
<td><strong>$36,394</strong></td>
</tr>
</tbody>
</table>

* 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/
You are responsible for 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.

**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 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
Checklist

Mandatory

☐ Complete the multi-step Intent to Enroll process at https://nextsteps.sjsu.edu by 11:59 p.m. (Pacific Standard Time) on Monday, May 1, 2017

☐ Attend mandatory Frosh Orientation.

☐ Arrange to take the ELM and EPT at SJSU, if required, no later than Friday, August 11. (If you plan to take the tests outside California or overseas, then the deadline is Sunday, June 11.)

☐ 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).

☐ Complete Directed Self Placement before attending your Frosh Orientation session.

☐ Send transcripts -- due Saturday, July 15, 2017.

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
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.

I am provisionally admitted; what if I earn “D” or “F” grades?

Your final transcript must show that you have passed required courses for admission with the equivalent of a U.S. “C-” or better prior to your high school graduation date. We will withdraw your admission for failure to meet this standard.

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/studentrights.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/

Top Countries for SJSU International Undergraduates

China
Viet Nam
India
Japan
Korea
Hong Kong
Indonesia
Taiwan
Malaysia
Saudi Arabia
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 after applying to SJSU. It is important to make an appointment with the center at 408–924–6000 for review of specific needs prior to registering for classes.

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

F-1 Student Visa/Status

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/issss

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. Consultate. 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/issss
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
408-908-2000

Maps/Directions to SJSU
sjsu.edu/about_sjsu/visiting
campus_maps/directions

Orientation (Frosh)
sjsu.edu/newspartans
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

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
408-924-3587

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