

Steps to Enrollment

FALL 2017 | INTERNATIONAL

Freshmen



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.

Contents

SJSU Points of Pride.....	3
Calendar	4
Step 1: Submit Your Intent to Enroll.....	5
Step 2: Sign Up for Required Placement Exams.....	6
Step 3: Sign Up for Frosh Orientation.....	8
Step 4: Pay for Frosh Orientation.....	9
Step 5: Apply for Campus Housing (Optional).....	10
Step 6: Choose a Fall Writing Course	12
Step 7: Pay for Health Insurance	13
Step 8: Attend Frosh Orientation (Mandatory)	14
Step 9: Submit Final Transcripts and Documents.....	15
Step 10: Pay Your Tuition and Fees.....	16
Checklist	18
Frequently Asked Questions	19
F-1 Visas.....	20
Contacts	21

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.



SJSU'S OFFICIAL MASCOT
IS THE SPARTAN

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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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

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.

2017 Calendar

April March

Saturday, March 18	EPT/ELM Exam
Saturday, April 1	Priority Housing Application Deadline
Saturday, April 8	Admitted Spartan Day EPT/ELM Exam
Monday, April 17	Fall 2017 Class Schedule goes live at http://info.sjsu.edu/home/schedules.html

May

Monday, May 1	Intent to Enroll Deadline Orientation Payment Deadline (payment submitted via Intent to Enroll) Housing Application 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
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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 Final transcripts/document deadline
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 EPT/ELM Exam
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 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)
Monday, September 4	Labor Day – campus closed Payment Due Date

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
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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 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 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 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>

Prepare for Exams

Visit the SJSU Testing Office's website <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)

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Department Placement Exams

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

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>

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



3

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.

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



4

Pay for Fresh 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

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



5

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.)

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 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



6

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.



7

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.



8

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

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
Tuesday, August 1	Frosh Orientation Session 9
Thursday, August 3	Frosh Orientation Session 10
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

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.

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.

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.

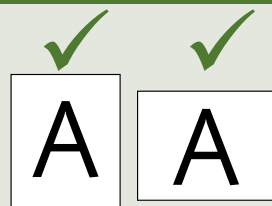
Test Scores (TOEFL, IELTS, Advanced Subsidiary/A Level, AP exams, SAT and ACT) and IB diploma must also be sent directly to SJSU from the testing agency.

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.

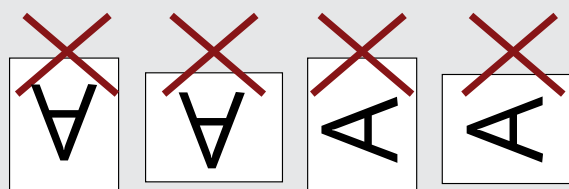
Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

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

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/

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

Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (§90–5).

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

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.

F-1 Student Visa/Status

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>

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 (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
408-924-2587

Social Media

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