

Steps to Enrollment

FALL 2019 | INTERNATIONAL

Upper Division Transfers



Robin
Business Administration/
Human Resource Management

Contents

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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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

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 2019, which are outlined in this guide.

Checklist

Mandatory

- Submit partial transcripts by the date posted on your "To Do List"
- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Daylight Time) on **Wednesday, May 1**
- Complete your work in progress
- Check your "To Do List" in your MySJSU student account (one.sjsu.edu)
- Sign up for Spartan Experience for Transfers (Mandatory Orientation)
- Pay your non-refundable Enrollment Deposit
- If coming from another school in the U.S., submit the SJSU Transfer In Form (listed as "SEVIS Transfer In Form" at sjsu.edu/isa/forms to your current school)
- Apply for Campus Housing (Optional)
- Attend Spartan Experience for Transfers (Mandatory Orientation)
- Take the Writing Skills Test (WST)
- Register for classes
- Purchase health insurance prior to registering for classes
- Submit required Proof of Immunization
- Submit final transcripts and documents by **Monday, July 15**
- Pay your Tuition and Fees
- Complete mandatory online Title IX training courses: Sexual Assault Prevention for Undergraduates and AlcoholEdu

Important

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

2019 Calendar

March	Friday, March 15	Partial Document Deadline
April	Saturday, April 13	Admitted Spartan Day
	Monday, April 15	Fall 2019 Class Schedule goes live at info.sjsu.edu/home/schedules
	Saturday, April 20	Writing Skills Test (WST)
May	Wednesday, May 1	Intent to Enroll Deadline Orientation Fee/Enrollment Deposit Deadline (payment submitted via Intent to Enroll process) Housing Application Deadline (University Housing Services) International Document Deadline
	Monday, May 27	Memorial Day – Campus Closed
June	Monday, June 10	Registration (Enrollment) appointments for newly admitted students posted on on MySJSU
	Monday, June 17	Advance Registration for New Admits Begins
	Friday, June 14	Spartan Experience for Transfers (mandatory orientation) Session 1
	Friday, June 21	Spartan Experience for Transfers (mandatory orientation) Session 2
	Friday, June 28	Spartan Experience for Transfers (mandatory orientation) Session 3
July	Thursday, July 4	Independence Day – Campus Closed
	Wednesday, July 10	Payment due date
	Thursday, July 11	Enrollment Cancellation
	Monday, July 15	Final transcript/document due date
	Friday, July 19	Spartan Experience for Transfers (mandatory orientation) Session 4
	Friday, July 26	Spartan Experience for Transfers (mandatory orientation) Session 5
August	Friday, August 2	Spartan Experience for Transfers (mandatory orientation) Session 6
	Tuesday, August 6	Spartan Experience for Transfers (mandatory orientation) Session 7
	Friday, August 9	Payment due date Spartan Experience for Transfers (mandatory orientation) Session 8
	Sunday, August 11	International House – Contract Move-in Date
	Saturday, August 17	University Housing Contract Move-in Date Housing: Campus Village apartments, CV2, Classics, and Suites open to all residents
	Sunday, August 18	Advance Registration for all students ends
	Monday, August 19 – Tuesday, August 20	No registration activity on MySJSU
	Wednesday, August 21	First day of instruction Late Registration begins (Late add fee of \$25 assessed)
	Wednesday, August 21 – Tuesday, September 10	Late Registration (Registration via MySJSU starts after 7 a.m., requires instructor's permission)
September	Monday, September 2	Labor Day – campus closed
	Tuesday, September 3	Last day to drop a class without a “W” grade
	Monday, September 9	Payment due date
	Tuesday, September 10	Late Registration Ends 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 10	Payment due date

Step 1

Submit Intent to Enroll

NEXT STEPS

<https://nextsteps.sjsu.edu>

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

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

YES – I intend to enroll at SJSU for the Fall 2019 semester.

(**Please note:** You may not defer your enrollment to a later semester.)

NO – I will not attend SJSU for the Fall 2019 semester.

(Your application will be withdrawn from further consideration.)

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

Submit your Intent to Enroll at <https://nextsteps.sjsu.edu>

Step 2

Sign Up Spartan Experience for Transfers

NEXT STEPS

<https://nextsteps.sjsu.edu>

NEW STUDENT AND FAMILY PROGRAMS

408-924-5972
sjsu.edu/newspartans

Spartan Experience for Transfers, or SET, (a mandatory, one-day orientation program for transfers)

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. The cost to attend SET is \$80 and will be included in your enrollment deposit of \$250.

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

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

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

Sign up for the Spartan Experience for Transfers (mandatory orientation) at <https://nextsteps.sjsu.edu>

Step 3

Pay Enrollment Deposit

NEXT STEPS

<https://nextsteps.sjsu.edu>

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

Pay your enrollment deposit at <https://nextsteps.sjsu.edu>



Jennifer
Sociology/
Community Change

Step 4

Apply for Campus Housing

**UNIVERSITY
HOUSING SERVICES**
408-795-5600
uhs-frontdesk@sjsu.edu
sjsu.edu/housing

INTERNATIONAL HOUSE
sjsu.edu/ihouse

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 2019-20 school year. (Please note there is a separate application for the International 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 university life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. If you have questions, contact University Housing 408-795-5600 or uhs-frontdesk@sjsu.edu

The Housing Application deadline is **Wednesday, May 1**. To fill out a housing application, visit sjsu.edu/housing and fulfill the following requirements:

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

International House

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

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. Students interested in living in the I-House must send a separate application directly to the I-House.

There is no application fee. Applications are available at sjsu.edu/ihouse

STEP 4: APPLY FOR CAMPUS HOUSING CONTINUED

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

INTERNATIONAL HOUSE
sjsu.edu/ihouse
 408-924-6570
iHouse@sjsu.edu

SPARTAN EATS CAMPUS DINING
<https://dineoncampus.com/SJSU>

Housing Costs

Housing rent is based on double occupancy, furnished units with a 10-month contract. Rent includes basic utilities, wi-fi internet access, internet-based TV and furniture. Please note rent amounts are subject to change. To view the most up-to-date costs for our housing facilities, visit housing.sjsu.edu

Housing Options	Description	Residents	Rent for School Year
Campus Village Apartments – Building A “CVA”	Eight-story building: Efficiencies, one and two bedroom units and bed spaces	Juniors, Seniors, Graduate Students, Faculty and Staff	\$11,856
Campus Village Apartments – Building B “CVB”	Fifteen-story building: Studios, three, four and five-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$11,469
International House “I-House”	Large residence near campus. Home to 70 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$10,698

Meal Plans

Meal plans are optional for students/residents. There are a variety of meal plans offered, including plans offering a limited number of meals per semester. Students are sure to find one that fits their needs. Please note that meal plan amounts are subject to change. More information on current meal plan options can be found at <https://dineoncampus.com/SJSU>

Housing Options	Meal Plan Options	Semester	School Year	Meal Plan and Rent for School Year
Campus Village Apartments – Building A “CVA”	60 Swipes* per Semester	\$1,325	\$2,650	\$11,856 (no meal plan)
	125 Swipes* per Semester	\$1,720	\$3,440	\$14,506 (60 swipes)
Campus Village Apartments – Building B “CVB”	165 Swipes* per Semester	\$2,085	\$4,170	\$15,296 (125 swipes)
				\$16,026 (165 swipes)
International House “I-House”	7-day meal plan (Includes daily on-site meals at I-House and 50 Swipes* in The Commons)	\$2,700	\$5,400	\$11,469 (no meal plan)
				\$14,119 (60 swipes)
				\$14,909 (125 swipes)
				\$15,639 (165 swipes)
				\$15,996

* A swipe is how you pay when you eat at the dining hall known as The Commons. Your meal plan includes a certain number of all-you-care-to-enjoy meals stored on your student ID Card. One swipe will be used each time you enter The Commons.

Step 5

Purchase Health Insurance

ENROLL ONLINE FOR HEALTH INSURANCE
sjsu.edu/isa/current/status/healthinsurance

INTERNATIONAL STUDENT AND SCHOLAR SERVICES
408-924-5920
international-office@sjsu.edu

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.

Learn how to enroll at sjsu.edu/isa/current/status/healthinsurance

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 international-office@sjsu.edu or 408-924-5920.



Cameron
Sociology/
Community Change

Step 6

Attend Spartan Experience for Transfers

NEW STUDENT AND
FAMILY PROGRAMS
sjsu.edu/newspartans

SPARTAN EXPERIENCE FOR
TRANSFERS
408-924-5972
transfer-orientation@sjsu.edu

Spartan Experience for Transfers (a mandatory, one-day orientation program for transfers) 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.

Please bring the following:

- Your SJSU student ID number and password to register for classes on your MySJSU Student Portal
- Your Next Steps Reservation Receipt with the barcode
- One form of state-issued photo identification (ID), such as a driver's license, passport, or state ID card
- Laptop or tablet for course registration
- Your printed parking permit code
- Water bottle
- Other documents (if applicable)

Spartan Experience for Transfers Dates

June

Friday, June 14	Session 1
Friday, June 21	Session 2
Friday, June 28	Session 3

July

Friday, July 19	Session 4
Friday, July 26	Session 5

August

Friday, August 2	Session 6
Tuesday, August 6	Session 7
Friday, August 9	Session 8

Disability Accommodations

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

Immigration Session

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

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

Step 7

Take Writing Skills Test (WST)

WRITING SKILLS TEST INFORMATION

testing.sjsu.edu/wst

DEPARTMENT EXAM LISTING

info.sjsu.edu/home/catalog

CALCULUS PLACEMENT EXAM INFORMATION

sjsu.edu/math/calculus

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

Before registering for the WST, students must earn a "C-" or better grade in English 1A (or its equivalent) and are strongly recommended to have completed a GE area A3 course. The WST is generally offered twice in the spring, summer and fall.

For the exact dates, or to learn more, visit <http://testing.sjsu.edu/wst>

Department Exams (If Required)

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

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

Step 8

Register for Classes

HOW TO
REGISTER FOR CLASSES
[sjsu.edu/it/self-service/
peoplesoft/students](https://sjsu.edu/it/self-service/peoplesoft/students)

You will register for classes in your MySJSU student account during the registration appointment time posted in your Student Center.

Registration Appointments

The registration period for newly admitted transfer students begins on **Monday, June 17, 2019**.

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

- Show via official transcripts that you have completed the four basic skills course requirements, CSU eligibility, and major impact requirements.
- Submit official transcripts by the date posted on your MySJSU "To Do List". Be sure to send official transcripts by the deadline posted. Send official transcripts to verify your eligibility to enroll as early as possible to minimize delays in the assignment of your registration appointment.

Attend Spartan Experience for Transfers (Mandatory Orientation)

To maintain your eligibility to enroll, you must attend your scheduled Spartan Experience for Transfers (mandatory orientation) session.

Take the Writing Skills Test (WST)

The WST is a prerequisite for many upper-division courses, especially the 100W course in your major and the SJSU Studies courses. You will have access to a wider selection of upper-division courses once you have passed the test. For WST registration information, visit <http://testing.sjsu.edu/wst>

Registering for Courses

Sign in to one.sjsu.edu > click "MySJSU" > navigate to "Student Center" > click "Enroll" under "Academics" section > choose the semester you want to enroll > click "Continue".

You can now select the class to add. The SJSU Schedule of Classes has the specific class number codes and section numbers you'll need to register. For instructions on how to register for classes, go to sjsu.edu/it/self-service/peoplesoft/students

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.)

STEP 8: REGISTER FOR CLASSES CONTINUED

SCHEDULE OF CLASSES

<http://info.sjsu.edu>

SJSU CATALOG

<http://info.sjsu.edu/home/catalog>

ACADEMIC ADVISING AND RETENTION SERVICES (AARS)

408-924-2129

Late Registration

After the initial registration period (Advance Registration) ends, you may still register, but not until August 21, the first day of instruction. Late registrants are assessed a \$25 late fee. Late registration is dependent on the space available. Most of the classes will require a permission number from the instructor of the class in order to enroll. Getting the classes you want may be very difficult.

What will I need to register for classes?

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

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

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

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

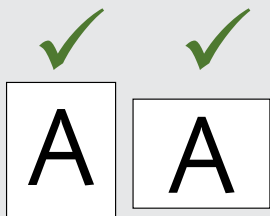
Registration Timeline

June	Monday, June 17	Registration Begins
August	Sunday, August 18	Registration Ends
	Wednesday, August 21	Late Registration begins
September	Tuesday, September 10	Late Registration ends

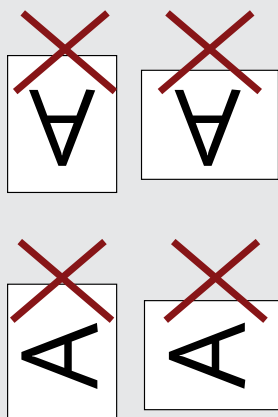
Step 9

Submit Transcripts and Documents

CORRECT WAY to submit documents



WRONG WAY to submit documents



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.

All supporting documents, including transcripts with coursework through Spring 2019, must be postmarked by **Monday, July 15**.

Partial Transcripts

You may see a MySJSU "To Do List" item requesting partial transcripts. Partial transcripts are official transcripts sent from your university that include your final Fall 2018 grades but will not include Spring 2019 grades. Sending partial transcripts allows us to get started on reviewing your documents for final verification. Please submit partial transcripts by the date posted on your MySJSU "To Do list".

Final Transcripts and Verification

If you took courses at a college or university and are no longer attending that university, please send those final official transcripts as soon as possible. Please don't delay in sending transcripts as it can delay final verification and the posting of transfer credit. Final transcripts are due by **Monday, July 15**.

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

How to Submit Transcripts and Test Scores

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 Level/A Level, AP exams) and IB diploma must 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. If transcripts must be mailed, send to:

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

How to Submit Other Required Documents

- Bank Statement
- Declaration of Finance
- Passport (photocopy)

These documents can be submitted online through our Admissions Document Upload tool (you cannot submit transcripts or test scores using this method).

1. Convert documents to PDF format. Free PDF converters are available at primopdf.com or freepdfconvert.com
2. Make sure the documents are readable, in individual files (one form per PDF document), and that the institution's name is at the top of the page.
3. Go to: <http://bit.ly/SJSUAdmissionsDocumentUpload>
4. Submit individual documents by clicking on the button that corresponds with each document request. Example: upload your Passport photocopy to the button labeled "Attach Passport".
5. Check your "To Do List" in three weeks to ensure your MySJSU account shows your items have been submitted.

Step 10

Pay Tuition and Fees

**PAYMENT PLAN
INFORMATION AND
PAYMENT DUE DATES**
sjsu.edu/bursar

**SCHOLARSHIP AND
FINANCING INFORMATION**
[sjsu.edu/faso/Scholarships/
International_Students](https://sjsu.edu/faso/Scholarships/International_Students)

**THIRD PARTY SPONSORED
PAYMENT INFORMATION**
[sjsu.edu/bursar/services/
sponsors/3rd_party](https://sjsu.edu/bursar/services/sponsors/3rd_party)

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

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

Summary for one academic year	Undergraduate
Minimum semester units	12 units/semester
Tuition Fees	\$17,300
Living Expenses	\$23,285
Total (required for Declaration of Finance)	\$40,585

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

* Tuition Fees include \$396 per unit for non-residents of California. Any additional units above 12 units are an additional \$396 per unit.

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. To get more information on scholarships, please visit the SJSU Financial Aid Office. Learn more at 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 all 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

STEP 10: PAY TUITION AND FEES CONTINUED

PAYMENT PLAN OPTIONS

sjsu.edu/bursar/payment_refunds/installments

INTERNATIONAL WIRE TRANSFER INFORMATION

sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer

REFUND AND DIRECT DEPOSIT INFORMATION

sjsu.edu/bursar

INFORMATION ON CHARGING BOOKS AND SUPPLIES

sjsu.edu/bursar/services

Installment Payment Plans

There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees to participate for each. Please note: Students are not able to sign-up for the payment plans until charges actually appear on their account, either tuition and fees, or housing charges.

For payment plan options visit sjsu.edu/bursar/payment_refunds/installments

International Wire Transfers

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

Learn more at sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer

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.

Field Trip Fees

A few courses have additional field trip fees ranging from \$11 to \$52.

Special or Optional Fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.

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

Bookstore Charges

Registered students can charge books and supplies purchased at the Spartan Bookstore to their MySJSU student account up to \$900 per semester. For more details visit sjsu.edu/bursar/services

Keeping Your MySJSU Account Current

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

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

Step 11

Submit Proof of Immunizations

PROOF OF IMMUNIZATIONS INFORMATION

[sjsu.edu/registrar/students/
immunization](https://sjsu.edu/registrar/students/immunization)

As a new student, you will need to provide proof of immunizations prior to the first day of classes. For more information on current requirements and how to submit proof, visit sjsu.edu/registrar/students/immunization



Andrew
Psychology

**INTERNATIONAL STUDENT
CHECK-IN PROCESS**

[sjsu.edu/isa/new/post-arrival/
index.html#checkin](https://sjsu.edu/isa/new/post-arrival/index.html#checkin)

**INTERNATIONAL STUDENT
AND SCHOLAR SERVICES
(ISSS)**

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

**VISA INTERVIEW
INFORMATION**

[sjsu.edu/isa/new/pre-arrival/
visa-interview](https://sjsu.edu/isa/new/pre-arrival/visa-interview)

**TOP COUNTRIES FOR
SJSU INTERNATIONAL
UNDERGRADUATES**

[China](#)
[Viet Nam](#)
[India](#)
[Japan](#)
[Korea](#)
[Indonesia](#)
[Malaysia](#)
[Taiwan](#)
[Saudi Arabia](#)
[Hong Kong](#)

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 "SEVIS 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" heading. Complete the top section of the form and ask the school to complete the remaining sections and fax the form to 408-924-2035. Then you will receive a Transfer-Pending Form I-20 from SJSU.

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

Coming from Outside the U.S.

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

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

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

Additional information can be found at travel.state.gov/content/visas/english/study-exchange/student.html

Prepare for Customs and Immigration at the Airport

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

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

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

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

Upon arrival to SJSU, please be sure to complete the mandatory international student check-in process at sjsu.edu/isa/new/post-arrival/index.html#checkin

The International Student and Scholar Services (ISSS) Office is located in the Student Union West Building, second floor or you can call at 408-924-5920 or email at international-office@sjsu.edu For more information, visit sjsu.edu/iss

Important Resources

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 (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 (info.sjsu.edu/static/schedules/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 (AEC) provides academically related accommodations and services for students with disabilities. To qualify, students must complete an AEC application and meet with an AEC Counselor. A wide spectrum of accommodations/services/auxiliary aides are available to students based on individual needs. Accommodations include, but are not limited to: Consideration for priority registration, note takers, sign language interpreters/Captioners, test accommodations, academic counseling, disability management and assistive technology training.

Students can register with the AEC anytime during the semester; however it is recommended students provide the AEC with disability verification as soon as possible to assist them. Visit AEC's website for more information.

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/gender-based discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence, and sex/gender-based stalking against students, faculty, staff, and third parties. In addition, SJSU prohibits discrimination or harassment based on pregnancy, childbirth, or any related medical condition. Please direct questions regarding these policies to the University's Title IX Office, 408-924-7290 or titleix@sjsu.edu

Contacts

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

**FACULTY, STAFF AND
DEPARTMENTAL
DIRECTORY**
sjsu.edu/directory

SOCIAL MEDIA



facebook.com/SJSUEnrollment
facebook.com/sanjosestate
instagram.com/sjsu_es
twitter.com/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 Summer 2019 term? You may not use coursework from the Summer 2019 term to complete admission requirements.

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

What if I'm a California Community College transfer?

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

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

Accessible Education Center

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

Advising

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

Athletics

sjsupartans.com

Bookstore

spartanbookstore.com
408-924-1800

Career Center

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

Class Schedules

info.sjsu.edu/home/static/schedules/policies.html

Housing (University Housing)

housing.sjsu.edu
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](#)

New Student and Family Programs

(for Spartan Experience for Transfers questions)
sjsu.edu/newspartans/transfer-orientation
transfer-orientation@sjsu.edu
408-924-5972

Parking

Purchase parking permits online only
sjsu.edu/parking

Registration (Registrar's Office)

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

Spartan Eats Dining Services

dineoncampus.com/SJSU

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 (Bursar's Office)

Fees, Payments and Refunds
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