

# Steps to Enrollment

FALL 2019 | INTERNATIONAL

Freshmen



**Lindsey**  
Health Science

# 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 MyJSU 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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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](http://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 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](http://one.sjsu.edu))
- Sign up for Sparta Camp (Mandatory Orientation)
- Pay your non-refundable Enrollment Deposit
- Sign Up for English and Math Requirements First Year Course Placement
- Apply for Campus Housing by **Wednesday, May 1**
- Purchase health insurance prior to registering for classes
- Attend mandatory Sparta Camp (Mandatory Orientation)
- 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 for important information at <http://info.sjsu.edu/home/catalog.html>
- Read the SJSU Schedule of Classes at [info.sjsu.edu/static/schedules/policies.html](http://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

April	<b>Saturday, April 13</b>	Admitted Spartan Day
	<b>Monday, April 15</b>	Fall 2019 Class Schedule goes live at <a href="http://info.sjsu.edu/home/schedules">info.sjsu.edu/home/schedules</a>
May	<b>Wednesday, May 1</b>	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
	<b>Monday, May 27</b>	Memorial Day – Campus Closed
June	<b>Monday, June 10</b>	Registration (Enrollment) appointments for newly admitted students posted on MySJSU
	<b>Monday, June 17</b>	Advance Registration for New Admits Begins
	<b>Tuesday, June 18 - Wednesday, June 19</b>	Sparta Camp (mandatory orientation) Session 1
	<b>Tuesday, June 25 - Wednesday, June 26</b>	Sparta Camp (mandatory orientation) Session 2
July	<b>Thursday, July 4</b>	Independence Day – Campus Closed
	<b>Tuesday, July 9 - Wednesday, July 10</b>	Sparta Camp (mandatory orientation) Session 3
	<b>Wednesday, July 10</b>	Payment due date
	<b>Thursday, July 11</b>	Enrollment cancellation
	<b>Friday, July 12 - Saturday, July 13</b>	Sparta Camp (mandatory orientation) Session 4
	<b>Monday, July 15</b>	Final transcript/document due date
	<b>Tuesday, July 16 - Wednesday, July 17</b>	Sparta Camp (mandatory orientation) Session 5
	<b>Tuesday, July 23 - Wednesday, July 24</b>	Sparta Camp (mandatory orientation) Session 6
	<b>Tuesday, July 30 - Wednesday, July 31</b>	Sparta Camp (mandatory orientation) Session 7
August	<b>Friday, August 9</b>	Payment due date
	<b>Sunday, August 11</b>	International House – Contract Move-in Date
	<b>Monday, August 12 – Tuesday, August 13</b>	Sparta Camp (Mandatory Orientation) Session 8
	<b>Saturday, August 17</b>	University Housing Contract Move-in Date Housing: Campus Village apartments, CV2, Classics, and Suites open to all residents
	<b>Sunday, August 18</b>	Advance Registration for all students ends
	<b>Monday, August 19 – Tuesday, August 20</b>	No registration activity on MySJSU
	<b>Wednesday, August 21</b>	First day of instruction Late Registration begins (Late add fee of \$25 assessed)
	<b>Wednesday, August 21 – Tuesday, September 10</b>	Late Registration (Registration via MySJSU starts after 7 a.m., requires instructor's permission)
September	<b>Monday, September 2</b>	Labor Day – campus closed
	<b>Tuesday, September 3</b>	Last day to drop a class without a “W” grade
	<b>Monday, September 9</b>	Payment due date
	<b>Tuesday, September 10</b>	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	<b>Thursday, October 10</b>	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 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 by the stated deadlines, contact [nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu) immediately.

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

# Step 2

## Sign Up Sparta Camp

### NEXT STEPS

<https://nextsteps.sjsu.edu>

### SIGN UP FOR SPARTA CAMP

<https://nextsteps.sjsu.edu>

### NEW STUDENT AND FAMILY PROGRAMS

[frosh-orientation@sjsu.edu](mailto:frosh-orientation@sjsu.edu)

408-924-5972

[sjsu.edu/newspartans/frosh-orientation](https://sjsu.edu/newspartans/frosh-orientation)

**Sparta Camp (a mandatory two-day orientation program for freshmen)** will help with the transition to college, provide you with information and connect you to students, faculty and staff. All admitted students must attend the entire program. The cost to attend Sparta Camp is \$180 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 Sparta Camp. 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

Sign up for Sparta Camp (mandatory orientation) at <https://nextsteps.sjsu.edu>

For more information, visit [sjsu.edu/newspartans](https://sjsu.edu/newspartans) or contact New Student and Family Programs at [frosh-orientation@sjsu.edu](mailto:frosh-orientation@sjsu.edu) or 408-924-5972.

# 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 \$180 orientation payment and deposit of \$70 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 Campus Housing

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

**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.)

### Freshman Housing Requirement

Freshmen who graduated from a high school located in a city outside a 30-mile radius of campus are required to live on campus during their first year at SJSU. Priority will be given to freshmen who have completed the housing application and all of the required steps by **Wednesday, May 1**. Housing applications will still be accepted after this date as long as space remains available.

### 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 [housing.sjsu.edu](http://housing.sjsu.edu) 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](http://sjsu.edu/ihouse)



## STEP 4: APPLY FOR CAMPUS HOUSING CONTINUED

**UNIVERSITY HOUSING SERVICES**  
[sjsu.edu/housing](http://sjsu.edu/housing)  
 408-795-5600  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

**INTERNATIONAL HOUSE**  
[sjsu.edu/ihouse](http://sjsu.edu/ihouse)  
 408-924-6570  
[iHouse@sjsu.edu](mailto:iHouse@sjsu.edu)

**SPARTAN EATS CAMPUS DINING**  
[dineoncampus.com/SJSU](http://dineoncampus.com/SJSU)

### Housing Costs (meal plan required)

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](http://housing.sjsu.edu)

Housing Options	Description	Residents	Rent for School Year
<b>Campus Village Suites – Building C “CVC”</b>	Seven-story building: Four-bedroom units	Freshmen	\$11,729
<b>Campus Village 2 “CV2”</b>	Ten-story building: Traditional hall	Freshmen	\$12,424
<b>Washburn Hall “The Bricks” “The Classics”</b>	Three-story building: Traditional hall	Freshmen	\$9,276
<b>Joe West Hall “The Classics”</b>	Twelve-story building: Traditional hall	Freshmen	\$9,276
<b>International House “I-House”</b>	Large residence near campus. Home to 70 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$10,596

### Meal Plans

**Meal plans are mandatory for freshmen 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 [dineoncampus.com/SJSU](http://dineoncampus.com/SJSU)

Housing Options	Meal Plan Options	Semester	School Year	Meal Plan and Rent for School Year
<b>Campus Village Suites – Building C “CVC”</b>	↑	↑	↑	\$16,729 (7 Swipes)
				\$16,729 (14 Swipes)
<b>Campus Village 2 “CV2”</b>	7 Swipes* per week	\$2,500	\$5,000	\$17,609 (21 Swipes)
				\$17,424 (7 Swipes)
				\$17,424 (14 Swipes)
<b>Washburn Hall “The Bricks” “The Classics”</b>	14 Swipes* per week	\$2,500	\$5,000	\$18,304 (21 Swipes)
				21 Swipes* per week
				\$2,940
<b>Joe West Hall “The Classics”</b>	↓	↓	↓	\$14,276 (7 Swipes)
				\$14,276 (14 Swipes)
				\$15,156 (21 Swipes)
<b>International House “I-House”</b>	7-day meal plan (Includes daily on-site meals at I-House and 50 Swipes* in The Commons)	\$2,700	\$5,400	\$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

## Determine First Year Writing and Math Course Placement

### DEGREE PROGRAM INFORMATION

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

### COLLEGE OF SCIENCE, ENGINEERING AND BUSINESS EXAM INFORMATION

[sjsu.edu/math/calculus](http://sjsu.edu/math/calculus)

### 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>

To facilitate appropriate first-year course placement, the CSU evaluates your academic preparation in two areas: written communication and math/quantitative reasoning (QR).

The evaluation takes into account several factors, including overall grade point average, mathematics grade point average, completed terms of secondary coursework, grades in certain senior year classes, reflection on college writing, and scores on standardized tests such as the SAT, ACT, CAASPP/EAP, CLEP, Advanced Placement, Advanced Level, Advanced Subsidiary, and International Baccalaureate examinations.

### First Year Writing Course Placement

Freshmen entering SJSU will complete an online Reflection on College Writing exercise to explore writing at SJSU and to choose the course they need. The online exercise is offered through Canvas (SJSU's online course tool). Be alert for emails and MySJSU messages about the Reflection on College Writing. Completing your Reflection on College Writing prior to your orientation session ensures that you will be able to register for your first-year writing course on day two of Sparta Camp orientation.

### First Year Math Course Placement

Your math placement is dependent upon your major and your enrollment category. You can confirm your major by reviewing your admission letter. To determine your math course placement please complete both of the following:

- Determine if your major requires Calculus by viewing the Majors Requiring Calculus (STEM) list at [sjsu.edu/supportedinstruction/course-options/math-quantitative-reasoning](http://sjsu.edu/supportedinstruction/course-options/math-quantitative-reasoning). If your major requires Calculus, please review the Calculus Placement Exam section below.
- Identify your math enrollment category by following the instructions on [sjsu.edu/supportedinstruction/course-options/math-quantitative-reasoning](http://sjsu.edu/supportedinstruction/course-options/math-quantitative-reasoning)

**Please note** that Early Start is not a requirement for international students studying on and F-1 or J-1 visa.

### Calculus Placement Exam

**If your major requires calculus** you will be required to take the Calculus Placement Exam (CPE) to register for Calculus unless:

You have earned a 3 or better on the AP Calculus Exam (request to have your official score report sent to SJSU as soon as it is available) **OR** You have earned a C- or better in a transferable Pre-Calculus level course at a community college (Send us your official transcript reflecting this work as soon as possible)

To register for the CPE, please visit [testing.sjsu.edu/Calcpe](http://testing.sjsu.edu/Calcpe)

For details, exemptions, and other criteria visit [sjsu.edu/math/calculus](http://sjsu.edu/math/calculus)

If you took the Calculus AP exam in high school, and have not yet sent us your scores, please contact the Testing Office at [testing-office@sjsu.edu](mailto:testing-office@sjsu.edu) to determine your next steps.

Students who would like to be placed in a more advanced math course than determined by their initial evaluation may request a placement test to demonstrate a higher level of skill. For further information, refer to the Appeals Process section of [sjsu.edu/supportedinstruction](http://sjsu.edu/supportedinstruction)

# Step 6

## Purchase Health Insurance

**ENROLL ONLINE FOR  
HEALTH INSURANCE**  
[sjsu.edu/isa/current/status/  
healthinsurance](https://sjsu.edu/isa/current/status/healthinsurance)

**INTERNATIONAL STUDENT  
AND SCHOLAR SERVICES**  
408-924-5920  
[international-office@sjsu.edu](mailto: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](https://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](mailto:international-office@sjsu.edu) or 408-924-5920.



**Cameron**  
Sociology/  
Community Change

# Step 7

## Attend Sparta Camp

NEW STUDENT AND  
FAMILY PROGRAMS  
[sjsu.edu/newspartans](http://sjsu.edu/newspartans)

SPARTA CAMP  
408-924-5972  
[frosh-orientation@sjsu.edu](mailto:frosh-orientation@sjsu.edu)

**Sparta Camp (a mandatory two-day orientation program for freshmen)** 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)

## Sparta Camp Dates

### June

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Tuesday, June 18 - Wednesday June 19	Session 1
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Tuesday, June 25 - Wednesday, June 26	Session 2
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### July

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Tuesday, July 9 - Wednesday, July 10	Session 3
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Friday, July 12 - Saturday, July 13	Session 4
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Tuesday, July 16 - Wednesday, July 17	Session 5
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Tuesday, July 23 - Wednesday, July 24	Session 6
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Tuesday, July 30 - Wednesday, July 31	Session 7
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### August

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Monday, August 12 - Tuesday, August 13	Session 8
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## 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 mandatory orientation dates.

## Immigration Session

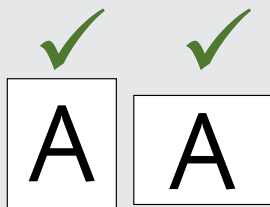
As a new F-1 international student, you are required to report to the Office of International Student and Scholar Services (ISSS). In order to meet this U.S. government requirement, you must check-in with ISSS. More details can be found on the New Students page ([sjsu.edu/isa/new/](http://sjsu.edu/isa/new/)) 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 Sparta Camp, contact New Student and Family Programs at [frosh-orientation@sjsu.edu](mailto:frosh-orientation@sjsu.edu) or 408-924-5972.

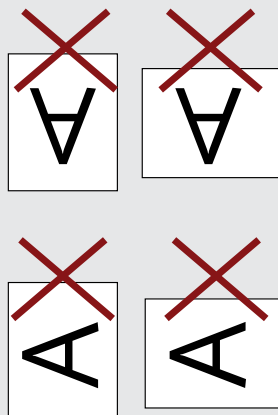
# Step 8

## Submit Final 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 post-marked by **Monday, July 15**. We will look at your final transcript to verify that you completed all required courses for admission, including passing required courses with a C- or better. Final transcripts must include your graduation date and must be submitted by the date listed on your MySJSU account To Do List. If you have AP, IB or CLEP exam results, please have official test results sent to SJSU.

### Transcripts

Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. To speed up transcript processing time, you are highly encouraged to request that your institution send electronic transcripts to San José State University.

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

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

### Test Scores/IB Diploma

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

# Step 9

## Pay Tuition and Fees

### PAYMENT PLAN INFORMATION AND PAYMENT DUE DATES

[sjsu.edu/bursar](https://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](https://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
<b>Total (required for Declaration of Finance)</b>	<b>\$40,585</b>

\* 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](https://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](https://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](https://sjsu.edu/bursar/services/sponsors/3rd_party)

## STEP 9: PAY TUITION AND FEES CONTINUED

### PAYMENT PLAN INFORMATION AND PAYMENT DUE DATES

[sjsu.edu/bursar](https://sjsu.edu/bursar)

### PAYMENT PLAN OPTION INFORMATION

[sjsu.edu/bursar/payment\\_refunds/installments](https://sjsu.edu/bursar/payment_refunds/installments)

### SPARTAN BOOKSTORE CHARGES

[sjsu.edu/bursar/services](https://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](https://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](https://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](https://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](https://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 10

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



**Andrew**  
Psychology



# F-1 Visas

## 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](mailto:international-office@sjsu.edu)  
[sjsu.edu/iss](https://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](#)

## 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](https://sjsu.edu/isa/forms) under SJSU "SEVIS Transfer In Form" heading. Complete the top section of the form and ask the school to complete the remaining sections and fax the form to 408-924-2035. Then you will receive a Transfer-Pending Form I-20 from SJSU.

Upon arrival to SJSU, please be sure to complete the mandatory international student check-in process at [sjsu.edu/isa/new/post-arrival/index.html#checkin](https://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](mailto:international-office@sjsu.edu) For more information, visit [sjsu.edu/iss](https://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 <https://www.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](https://sjsu.edu/isa/new/pre-arrival/visa-interview)

Additional information can be found at [travel.state.gov/content/visas/english/study-exchange/student.html](https://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](https://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](https://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](mailto:international-office@sjsu.edu) For more information, visit [sjsu.edu/iss](https://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](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 ([info.sjsu.edu/static/schedules/policies.html](http://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](http://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](mailto:titleix@sjsu.edu)

# Contacts

For a complete campus directory of faculty, staff and departments, visit [sjsu.edu/directory](http://sjsu.edu/directory)

**FACULTY, STAFF AND  
DEPARTMENTAL  
DIRECTORY**  
[sjsu.edu/directory](http://sjsu.edu/directory)

## SOCIAL MEDIA



[facebook.com/SJSUEnrollment](https://facebook.com/SJSUEnrollment)  
[facebook.com/sanjosestate](https://facebook.com/sanjosestate)  
[instagram.com/sjsu\\_es](https://instagram.com/sjsu_es)  
[twitter.com/SJSU\\_ES](https://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.

**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.

### Accessible Education Center

[sjsu.edu/aec](http://sjsu.edu/aec)  
[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)  
408-924-6000

### Advising

<http://sjsu.edu/aars>  
[academic.advising@sjsu.edu](mailto:academic.advising@sjsu.edu)  
408-924-2129

### Athletics

[sjsupartans.com](http://sjsupartans.com)

### Bookstore

[spartanbookstore.com](http://spartanbookstore.com)  
408-924-1800

### Career Center

[sjsu.edu/careercenter](http://sjsu.edu/careercenter)  
[careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)  
408-924-6031

### Class Schedules

[info.sjsu.edu/home/static/schedules/policies.html](http://info.sjsu.edu/home/static/schedules/policies.html)

### Housing (University Housing)

[sjsu.edu/housing](http://sjsu.edu/housing)  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)  
408-795-5600

### International House (I-House)

[sjsu.edu/ihouse](http://sjsu.edu/ihouse)  
[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)  
408-924-6570

### International Student and Scholar Services

[sjsu.edu/iss](http://sjsu.edu/iss)  
[international-office@sjsu.edu](mailto:international-office@sjsu.edu)  
408-924-5920

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

<https://library.sjsu.edu>  
408-808-2000

### Maps/Directions to SJSU

[sjsu.edu/about\\_sjsu/visiting](http://sjsu.edu/about_sjsu/visiting)  
[campus\\_maps/directions](#)

### New Student and Family Programs

(for Sparta Camp questions)  
[sjsu.edu/newspartans](http://sjsu.edu/newspartans)  
[frosh-orientation@sjsu.edu](mailto:frosh-orientation@sjsu.edu)  
408-924-5972

### Parking

Purchase parking permits online only  
[sjsu.edu/parking](http://sjsu.edu/parking)

### Registration (Registrar's Office)

[sjsu.edu/registrar](http://sjsu.edu/registrar)  
[registrar@sjsu.edu](mailto:registrar@sjsu.edu)  
408-283-7500, option 3

### Spartan Eats Dining Services

[dineoncampus.com/SJSU](http://dineoncampus.com/SJSU)

### Testing Office

[testing.sjsu.edu](http://testing.sjsu.edu)  
[testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)  
408-924-5980

### Tours of SJSU

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

### Transportation Solutions

<http://as.sjsu.edu/asts>  
[transportation@sjsu.edu](mailto:transportation@sjsu.edu)  
408-924-7433

### Tuition (Bursar's Office)

Fees, Payments and Refunds  
[sjsu.edu/bursar](http://sjsu.edu/bursar)  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

### Tutoring and Mentoring Services

Peer Connections  
<http://peerconnections.sjsu.edu>  
[peerconnections@sjsu.edu](mailto:peerconnections@sjsu.edu)  
408-924-2587