

Steps to Enrollment

SPRING 2020 | INTERNATIONAL

Upper Division Transfers



Adeline
Business Administration/
Marketing

Amanda
Business Administration/
Marketing

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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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 **You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.**

TOP COUNTRIES FOR SJSU INTERNATIONAL UNDERGRADUATES (As of 2018)

China
Vietnam
India
Japan
Taiwan
Malaysia
Korea
Indonesia
Saudi Arabia
Canada

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 Spring 2020, which are outlined in this guide.

Checklist

Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Daylight Time) on **December 1, 2019**
- Sign up for Spring Orientation
- Pay your non-refundable Enrollment Deposit
- Complete Spartan Link Online Pre-Orientation prior to attending mandatory Spring Orientation
- If coming from another school in the U.S., submit the SJSU Transfer In Form
- Purchase health insurance through SJSU prior to registering for classes
- Register for classes
- Pay your Tuition and Fees
- Complete Immigration Document Process
- Attend Spring Orientation
- Attend Global Spartan Welcome (GSW)
- Submit required Proof of Immunization
- Complete mandatory online Title IX training courses: Sexual Assault Prevention for Undergraduates and AlcoholEdu
- Take the Writing Skills Test (WST)

Important

- Read the SJSU Catalog online at info.sjsu.edu/home/catalog.html
- Read the SJSU Policies and Procedures info.sjsu.edu/web-dbgen/splash/schedules
- Follow SJSU Enrollment Services on Instagram: [SJSU_ES](#)
- Follow SJSU Enrollment Services on Twitter: [@SJSU_ES](#)

2019-2020 Calendar

December 2019	Sunday, December 1	Intent to Enroll deadline (last day to accept SJSU's offer of admission)
	Tuesday, December 10	Payment Due Date (if registered between October 29, 2019 – December 4, 2019)
January 2020	Wednesday, January 1	On-Campus housing opens for Spring 2020 semester Check in at 7 p.m
	Thursday, January 9	Payment Due Date (if registered between December 4, 2019 – January 3, 2020)
	Sunday, January 12	International House contract start date
	Friday, January 17	Spring Orientation
	Monday, January 20	Dr. Martin Luther King, Jr. Day (Holiday) – campus closed
	Tuesday, January 21 – Wednesday, January 22	Registration system is closed. No registration activity
	Thursday, January 23	First day of instruction
	Thursday, January 23 – Tuesday, February 11	Late Registration period
February 2020	Tuesday, February 4	Last day to drop a class without a “W” on a student’s permanent record
	Saturday, February 8	Writing Skills Test (WST) Date
	Sunday, February 9	Payment Due Date (if registered between January 4, 2020 – February 3, 2020)
	Tuesday, February 11	Last day to add courses via MySJSU and without a Petition and late fee Last day to submit Audit/Credit/No Credit grading option
March 2020	Wednesday, March 11	Final Payment Due Date for Spring
	Monday, March 30 – Friday, April 3	Spring Recess - no classes
	Tuesday, March 31	Cesar Chavez Day (Holiday) – campus closed
April 2020	Saturday, April 18	WST Exam
	Thursday, April 23	Last Day to withdraw for Spring
May 2020	Monday, May 11	Last day of instruction for Spring
	Wednesday, May 13 - Friday, May 15 and Monday, May 18 – Tuesday, May 19	Final exams
	Saturday, May 23	Initial Spring 2020 grades viewable via MySJSU account
	Monday, May 25	Memorial Day (Holiday) – campus closed
June 2020	Monday, June 8	Academic standing viewable on MySJSU (unofficial transcript)
	Saturday, June 20	WST Exam

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 Spring 2020. 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 **Sunday, December 1, 2019** 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 Spring 2020 semester.

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

NO – I will not attend SJSU for the Spring 2020 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)
- SJSUOne Password

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



Nikola
Biological Science/
Systems Physiology

Step 2

Sign Up Spring Orientation

NEXT STEPS

<https://nextsteps.sjsu.edu>

SPARTAN LINK

<https://spartanlink.sjsu.edu>

NEW STUDENT AND FAMILY PROGRAMS

408-924-5972
sjsu.edu/newspartans

Spring Orientation (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 Spring Orientation 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 Spring 2020.

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

During orientation, you will:

- Be welcomed by SJSU administrators, faculty, staff and students and learn what it means to be part of the Spartan community
- Connect with student leaders 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 discuss course registration
- Review what's next before you start classes

Before attending Spring Orientation, complete Spartan Link (<https://spartanlink.sjsu.edu/>) Online Pre-Orientation.

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 Spring 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 Spring 2020. **Please note: The \$250 Enrollment Deposit is non-refundable, even if you do not enroll in classes for the Spring 2020 semester.**

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



Khrystein
Business Administration/
International Business

Sarah
Nursing

Step 4

Apply for Campus Housing

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

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

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 Spring 2020 semester. **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

To fill out a housing application, visit 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

STEP 4: APPLY FOR CAMPUS HOUSING CONTINUED

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

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

SPARTAN EATS CAMPUS DINING
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: Meal plan amounts are subject to change. More information on current meal plan options can be found at dineoncampus.com/SJSU

Housing Options	Meal Plan Options	Semester	School Year	Meal Plan and Rent for School Year
Campus Village Apartments – Building A “CVA”	↑	↑	↑	\$11,856 (no meal plan)
	60 Swipes* per Semester	\$1,325	\$2,650	\$14,506 (60 swipes)
	125 Swipes* per Semester	\$1,720	\$3,440	\$15,296 (125 swipes)
Campus Village Apartments – Building B “CVB”	↓	↓	↓	\$11,469 (no meal plan)
	165 Swipes* per Semester	\$2,085	\$4,170	\$14,119 (60 swipes)
				\$14,909 (125 swipes)
International House “I-House”	Spartan Plus Plan (\$450 Dining Dollars) 14 swipes/week 5 guest meals	\$2,500	\$5,000	\$16,762
	-or- Spartan Flex Plan (\$1375 Dining Dollars) 7 swipes/week 5 guest meals			

* 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/iss/resources/health-insurance

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. **This is required even if you already have insurance coverage in your home country, from family, or other sources.**

Learn how to enroll at sjsu.edu/iss/resources/health-insurance

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.



Mirella
Business Administration/
Accounting

Step 6

Register for Classes

HOW TO REGISTER FOR CLASSES
sjsu.edu/registrar/registration

WRITING SKILLS TEST INFORMATION
testing.sjsu.edu/wst

REGISTRATION HOLDS AND QUESTIONS
sjsu.edu/registrar/registration/registration-basics
408-924-2129

You will register for classes in your MySJSU student account once you have an enrollment appointment. SJSU anticipates posting enrollment appointments in mid-December.

Enrollment Appointments

To receive an enrollment appointment, you must do the following:

- Show via official transcripts that you have completed the four basic skills course requirements, CSU eligibility, and major impaction 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 enrollment appointment.

Spring Orientation (Mandatory Orientation)

To maintain your eligibility to enroll, you must attend your scheduled Spring Orientation (mandatory orientation).

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. The WST is also a graduation requirement at SJSU, and all students must take this test. For WST registration information, visit testing.sjsu.edu/wst

Registering for Courses

Sign in to one.sjsu.edu > click "MySJSU" > navigate to "Student Center" > Enrollment Dates on the right side > Enrollment dates page displays > select Spring 2020 > click Continue > your Enrollment Appointment will display.

You can now select the class to add. The SJSU Schedule of Classes has the specific class numbers (codes) and section numbers you'll need to register. For instructions on how to register for classes, go to sjsu.edu/it/docs/peoplesoft/sa/self_service_student/SG_SR_SS_Enroll_Add_Class_9.0.pdf

Registration Holds and Questions

If you have a registration hold, click the details link under the "Holds" section on the right column and read this information carefully. If you do not have a hold, you may begin to register at your appointment date and time. (You do not need to come in person or call us to register.)

Visit sjsu.edu/registrar/registration/registration-basics for more information and answers to commonly asked questions.

Late Registration

After the initial registration period (Advance Registration) ends, you may still register, but not until **Thursday, January 23, 2020**, 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.

STEP 6: REGISTER FOR CLASSES CONTINUED

SCHEDULE OF CLASSES

<http://info.sjsu.edu/web-dbgen/splash/schedules.html>

SJSU CATALOG

info.sjsu.edu/home/catalog

ACADEMIC ADVISING AND RETENTION SERVICES (AARS)

408-924-2129

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/web-dbgen/splash/schedules.html>)
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at info.sjsu.edu/home/catalog.html

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

If work or family obligations require you to change your schedule, you may make changes to your class schedule before the last day to drop 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 and the professor must give you permission (add code).

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

December 2019	Mid-December	Check your My SJSU
January 2020	Monday, January 20	Advanced Registration Ends
	Thursday, January 23	Late Registration begins
February 2020	Tuesday, February 11	Late Registration ends

Step 7

Pay Tuition and Fees

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

THIRD PARTY SPONSORED PAYMENT INFORMATION
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	\$17,356
Living Expenses	\$22,213
Medical Insurance	\$1,982
Total (required for Declaration of Finance)	\$41,551

* 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 system wide 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).

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

Third Party Sponsors

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

Financial Aid

Please note that international students are not eligible for federal or state financial aid.

STEP 7: PAY TUITION AND FEES CONTINUED

SCHOLARSHIP AND FINANCING INFORMATION

sjsu.edu/faso/Scholarships/International_Students

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

Scholarships

Scholarships are available to international students through SJSU's Financial Aid & Scholarship Office. International students are only eligible for scholarships that are merit-based. Need-based scholarships are part of financial aid, which is unavailable to international students.

To get more information on scholarships, visit SJSU Financial Aid & Scholarship Office or sjsu.edu/faso/Scholarships/International_Students

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.

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 to \$52.

Parking Fee

Parking permits are available for students. A 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 8

Complete Immigration Document Process

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

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

VISA INTERVIEW INFORMATION

sjsu.edu/iss/new-students/pre-arrival/visa-interview

F-1 Visas

Coming from a U.S. Institution

Prior to the end of your last semester, you must request that your current school transfer your F-1 electronic record in the SEVIS database to SJSU. (Your SEVIS record must be transferred before the first day of classes at 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/iss/docs/SJSU%20Transfer%20IN%20Form%20F-1%20students%20-%20May%202019.pdf under SJSU "Transfer In Form" heading. Complete the top section of the form and ask the school to complete the remaining sections and email the form to international.admission@sjsu.edu. Then you will receive a Transfer-Pending Form I-20 from SJSU.

Upon arrival to SJSU, please be sure to register for and attend Global Spartan Welcome with International Student and Scholar Services (ISSS). ISSS is located in the Student Union West Building, second floor. The general phone number is 408-924-5920 and the general email is 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
- Other supporting documents, as indicated on the website of the U.S. Embassy or Consulate you will be visiting

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

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/iss/new-students/pre-arrival/visa-interview

Upon arrival to SJSU, you must complete your Immigration Document Check-In at the Office of International Student and Scholar Services (ISSS). For more information, visit sjsu.edu/iss

Step 9

Attend Spring Orientation (Mandatory)

SPRING ORIENTATION NEW STUDENT AND FAMILY PROGRAMS

408-924-5972

sjsu.edu/newspartans/transfer-orientation

Spring Orientation (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
- Water bottle
- Other documents (if applicable)

Spring Orientation Date: Friday, January 17, 2020

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 Spring Orientation.

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



Sravanthi
Business Administration/
Corporate Accounting Finance

Step 10

Attend Global Spartan Welcome (GSW)

INTERNATIONAL STUDENT GLOBAL SPARTAN WELCOME

sjsu.edu/iss/events/global-welcome

F-1 students are required to attend Global Spartan Welcome (GSW), a program specifically for international students. Because you are classified as a new F-1 international student at SJSU, you are required to attend GSW, a mandatory session to educate you on your F-1 status, and to provide the required documents to complete your check in process with ISSS before the semester begins.

This is a federal requirement. More details can be found on the Global Spartan Welcome page (sjsu.edu/iss/events/global-welcome) on the ISSS website and will be sent to you through your MySJSU account. During the Global Spartan Welcome, you will receive information on how to maintain your F-1 status and other useful information to help you adjust to your new life at SJSU.



Maggie
Sociology

Jeanne
Social Science

Step 11

Submit Proof of Immunization

PROOF OF IMMUNIZATIONS INFORMATION

[sjsu.edu/studenthealth/
getting_care/Immunizations/
immunization_req](https://sjsu.edu/studenthealth/getting_care/Immunizations/immunization_req)

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



Christian
Psychology

Step 12

Take Writing Skills Test (WST)

**WRITING SKILLS TEST
INFORMATION**
testing.sjsu.edu/wst

DEGREE PROGRAMS
info.sjsu.edu/home/catalog.html

**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 testing.sjsu.edu/wst

WST Test Dates

Saturday, February 8, 2020

Saturday, April 18, 2020

Saturday, June 20, 2020

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 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

Important Resources

FREQUENTLY ASKED QUESTIONS

What if I do not complete required courses or miss a deadline?

You will have your admission to SJSU revoked and your registration canceled. Failure to submit your transcript will result in your application being withdrawn, even if you have signed up for housing and attended orientation.

What if I am taking courses required for admission during the Fall 2019 term?

You may not use coursework from the Fall 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. If you feel you will not have a required course, units, or meet the major GPA. Please contact international.admissions@sjsu.edu

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. Once enrolled at SJSU, you may contact the department of the major you want to join to begin the petition process of changing your major.

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 that 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

Accessible Education Center

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

Admissions (Undergraduate Admissions Office)

sjsu.edu/admissions
admissions@sjsu.edu
International.admissions@sjsu.edu
408-283-7500

Advising

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

Athletics

sjsuspartans.com
408-924-1200

Bookstore

spartanbookstore.com
408-924-1800

Career Center

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

Class Schedules

info.sjsu.edu/home/schedules.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 Recruitment and Partnerships

sjsu.edu/global
global-students@sjsu.edu
408-924-2670

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 Spring Orientation 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

Student Health Center

sjsu.edu/studenthealth

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

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
peerconnections.sjsu.edu
peerconnections@sjsu.edu
408-924-2587

Writing Center

sjsu.edu/writingcenter
writingcenter@sjsu.edu
408-924-2308

CONNECT WITH SJSU



facebook.com/SJSUEnrollment



[@SJSU_ES](https://twitter.com/SJSU_ES)



[@sjsu_ES](https://www.instagram.com/sjsu_es)

This brochure is available in alternative formats (braille, digital, etc.) upon request.

Photos by Dan Liberti

SJSU | STUDENT AFFAIRS

ENROLLMENT MANAGEMENT
Office of Undergraduate
Admissions and Outreach

San José State University

One Washington Square
San José, CA 95192-0016
408-283-7500
sjsu.edu/admissions