

Steps to Enrollment

SPRING 2018 | INTERNATIONAL

Upper Division Transfers



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 2018, which are outlined in this guide.

Important Information about completing the Steps to Enrollment:

Although the steps are presented in numerical order, keep in mind that you may not necessarily complete all of these steps in the order that they are presented. Refer to your MySJSU student account for specific deadlines and tasks that need to be completed to ensure your enrollment.

Contents

SJSU Points of Pride	3
Calendar	4
Step 1: Submit Your Intent to Enroll.....	5
Step 2: Sign Up for Transfer Orientation	6
Step 3: Pay for Transfer Orientation	7
Step 4: Apply for Campus Housing (Optional).....	8
Step 5: Purchase Health Insurance.....	10
Step 6: Attend Transfer Orientation (Mandatory)	11
Step 7: Take the Writing Skills Test (WST)	12
Step 8: Register for Classes	13
Step 9: Submit Final Transcripts and Documents.....	15
Step 10: Pay Your Tuition and Fees.....	16
Checklist	18
Frequently Asked Questions	19
F-1 Visas.....	20
Contacts	21



SJSU'S OFFICIAL MASCOT
IS THE SPARTAN

Stay Committed to the Process

There are consequences if you miss deadlines. Deadlines are very important in the U.S. and are in place to help you through the enrollment process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. To avoid this from happening, sign in to your MySJSU student account every few days and thoroughly read any messages, "To Do List" items or posted deadlines and take the requested action as soon as possible.

SJSU Points of Pride

As a Spartan, you get the best Silicon Valley has to offer, while having fun nearby in the Pacific Ocean, Yosemite National Park and San Francisco.

SJSU is ranked sixth overall among the top public universities in the western U.S. offering bachelor's and master's degrees by U.S. News and World Report.

SJSU's Charles W. Davidson College of Engineering ranks third in the nation among public engineering programs offering bachelor's and master's degrees by U.S. News and World report.

San José State University ranks #2 for Top Master's Colleges and Universities Hosting International Students. A record number (62) of current and recently graduated Spartan student-athletes were recognized for consistent academic achievement and designated as a President's Scholar or a Dean's Scholar by SJSU.

San José State's student body reflects the diversity of the San Francisco Bay Area, one of the most diverse regions in the world.

For the second consecutive year, a record number (25) of SJSU student-athletes were honored as 2017 Arthur Ashe, Jr. Sports Scholars for academic achievement and community service.

Distinguished SJSU alumni include actors Coby Bell and Omar Benson Miller, author Amy Tan, Oracle co-founder Ed Oates, former NFL player James Jones and former NFL coach Bill Walsh.

You'll enjoy a newly expanded Student Union and a new Student Wellness Center.

The King Library offers more than 1.5 million print books and e-books, 450 electronic databases and over 100,000 e-journals, as well as laptops, adapters and chargers.

Calendar

October

Sunday, October 15	Housing Application Fee and Housing Initial Payment due
Tuesday, October 24	Registration Appointments posted to MySJSU Schedule of Classes goes live at http://info.sjsu.edu
Saturday, October 28	WST Exam
Tuesday, October 31 - Sunday, January 21	Advance Registration

November

Wednesday, November 15	Intent to Enroll Deadline (last day to accept offer of admission)
Thursday, November 23 - Friday, November 24	Thanksgiving Day (Holiday) Campus Closed

December

Monday, December 25	Campus Closed (Holiday Observed)
----------------------------	----------------------------------

January

Monday, January 15	Dr. Martin Luther King, Jr. Day (Holiday) Campus Closed
Monday, January 15	Payment Due Date (If registered between 10/31/17 - 01/06/18)
Friday, January 19	Transfer Orientation
Monday, January 22-23	No Registration Activity
Wednesday, January 24	First day of instruction for Spring Semester
Wednesday, January 24 -	Late Registration for Spring Semester begins

February

Monday, February 12	Register via MySJSU after 7 a.m.
Sunday, February 4	WST Exam
Monday, February 5	Last day to drop a class without a "W" on a student's permanent record
Monday, February 12	Last day to add courses and register late Last day to submit Audit/Credit/No Credit grading option
Thursday, February 15	Payment Due Date (if registered between 01/10/18 - 02/09/18)

March

Sunday, March 18	Payment Due Date (if registered between 02/10/18-02/15/18)
Monday, March 26-30	Spring Recess - No Classes
Friday, March 30	Campus Closed (Holiday observed)
Saturday, March 31	Cesar Chavez Day (Holiday)

April

Sunday, April 15	Final Payment Due Date
Sunday, April 22	WST Exam

May

Monday, May 14	Last day of instruction for Spring
Wednesday, May 16-18	Spring Final Exams
Monday, May 21-22	
Saturday, May 26	Initial Spring 2018 Grades on MySJSU
Monday, May 28	Memorial Day (Holiday) - Campus Closed

June

Sunday, June 3	WST Exam
Monday, June 11	Academic Standing viewable on MySJSU



1

Submit Your Intent to Enroll

<https://nextsteps.sjsu.edu/spring>

San José State will need to know if you plan on attending for Spring 2018. Go to the Next Steps Intent to Enroll website (<https://nextsteps.sjsu.edu/spring>) and tell us your plans. The process includes accepting SJSU's offer of admission, signing up for any necessary placement exams, signing up for mandatory orientation, and paying for orientation.

YES – I intend to enroll at SJSU for the Spring 2018 semester.
(**Please note:** You may not defer your enrollment to a later semester.)

NO – I will not attend SJSU for the Spring 2018 semester.
(Your application will be withdrawn from further consideration.)

You will need the following to submit your intent to enroll:

- Your nine-digit SJSU ID (provided on your Letter of Admission)
- PIN (month and day of your birth date). For example, January 21 is 0121.

You must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Standard Time) on Wednesday, Nov. 15, 2017 or your admission will be withdrawn.

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

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



2

Sign Up for Transfer Orientation

<https://nextsteps.sjsu.edu/spring>

Transfer Orientation is a mandatory one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program. (Guests are not permitted.) It costs \$80 to attend orientation.

If you do not attend or leave during any portion of the event, you will be blocked from registering for classes and will not be able to attend SJSU in Spring 2018. Students who arrive late will not be allowed to attend the program.

- Discuss and explain key university services.
- Review what's next before you start classes.
- Help you plan your academic schedule.
- Provide a General Education advising workshop.
- Explain general education requirements and preparation for the Writing Skills Test.

For more information, visit sjsu.edu/aars/transfer_orientation or contact Academic Advising and Retention Services at transfer.orientation@sjsu.edu or 408-924-2997.

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



3

Pay for Transfer Orientation

<https://nextsteps.sjsu.edu/spring>

In order to complete the Next Steps Intent to Enroll process, you will be prompted to pay for the Transfer Orientation program after selecting your intended date. It costs \$80 to attend.

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



4

Apply for Campus Housing (Optional)

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 2018 semester. (Please note there is a separate application for the International House.)

Housing Options	Description	Residents	Rent	Meal Plan	Included in Rent
Campus Village Apartments – Building A “CVA”	Eight-story building: efficiencies, one and two bedroom units and bedspaces	Juniors, Seniors, Graduate Students, Faculty and Staff	\$5,734	Meal plan offering a limited number of meals per semester is available but not required.	Internet, Basic Utilities & Cable
Campus Village Apartments – Building B “CVB”	Fifteen-story building: studios, three, four and five bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$5,547	Meal plan offering a limited number of meals per semester is available but not required.	Internet, Basic Utilities & Cable
Campus Village Suites – Building C “CVC”	Seven-story building: four-bedroom units	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$8,861	Meal Plan offering a limited number of meals per semester is required.	Internet, Basic Utilities & Cable
Campus Village 2 “CV2”	Ten-story building: traditional hall	Freshmen	\$8,132	5-day meal plan included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
Washburn Hall “The Bricks” “The Classics”	Three-story building: traditional hall	Freshmen	\$6,682	5-day meal plan included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
Joe West Hall “The Classics”	Twelve-story building: traditional hall	Freshmen	\$6,682	5-day meal plan included in rent 7-day meal plan available	Internet, Basic Utilities & Cable
International House “I-House”	Large residence near campus. Home to 71 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$7,543	7-day meal plan included in rent	Internet, Basic Utilities & Cable

*Rent amounts are subject to change and are based on double occupancy, furnished units with a 5-month contract.

**Meal plans are required for all freshmen living in University Housing or the International House (I-House).

University Housing Services

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our living-learning communities help ease the transition to college life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. If you have questions, contact University Housing 408-795-5600 or uhs-frontdesk@sjsu.edu

The Housing Application deadline is **Sunday, October 15**. To fill out a housing application, visit sjsu.edu/housing.

International House

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



5

Purchase Health Insurance

Required Proof of Immunizations

As a new student, you must provide proof of Measles, Mumps, Rubella (MMR) and Hepatitis B prior to the first day of classes. For more information on requirements and how to submit visit sjsu.edu/registrar/students/Immunization

SJSU requires all students to have medical insurance, and all international students are required to purchase the SJSU health insurance coverage prior to registering for classes. You can register for the mandatory SJSU health insurance online. To enroll, go to <http://studentinsurance.wellsfargo.com> then, select "Find Your School Plan" and type "San Jose State University." Select "2017-2018 San Jose State Univ.- International." You can buy your insurance for the year, or for a semester at a time. If you have questions about purchasing your insurance, contact International Student and Scholar Services at 408-924-5920 or international-office@sjsu.edu



6

Attend Transfer Orientation (Mandatory)

sjsu.edu/aars/transfer_orientation

Transfer Orientation is a mandatory one-day program that will acquaint you with the campus, introduce you to your college and major department, and provide you with critical academic planning information. All admitted students must attend the entire program. (Guests are not permitted.)

Please bring the following:

- Unofficial copies of all college transcripts
- GE certifications (if applicable)
- Placement test scores
- Other documents (if applicable).

Transfer Orientation Date

Friday, January 19

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/index.html) 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 Transfer Orientation, contact Academic Advising and Retention Services at transfer.orientation@sjsu.edu or 408-924-2997.



7

Take the Writing Skills Test (WST)

<http://testing.sjsu.edu/wst>

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.

All upper division (junior and senior level) students must pass the WST in order to register for SJSU Studies General Education courses. Failing to pass the test will delay your graduation, but will not affect your admission status. The WST is part of a CSU system-wide graduation requirement to assess your writing ability and determine whether further coursework in writing is required prior to graduation.

Before registering for the WST, students must earn a "C-" or better grade in English 1A 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



8

Register for Classes

You will register for classes in your MySJSU student account once you get a registration (enrollment) appointment.

Registration Appointments

Registration (enrollment) appointments will be issued beginning Tuesday, October 24. You will not receive an appointment until we have received and processed all requested documents and you have attended Transfer Orientation. To get an appointment, you must do the following:

- Submit official transcripts by the date posted on your MySJSU “To Do List”
- Show via official transcripts that you have completed the four basic skills course requirements, CSU eligibility and major impaction requirements
- Attend Transfer Orientation.

After attending Transfer Orientation, you should receive a registration (enrollment) appointment within 10 business days. If you have one of the four basic skills courses in progress, please know you won't be able to register until we have received and verified your final official transcripts.

Registering for Courses

Sign in to MySJSU, navigate to Self Service > Enrollment > Enrollment Dates, then select a term to view your start date/time for your Enrollment. The SJSU Schedule of Classes has the specific class number codes and section numbers you'll need to register. For detailed instructions on how to register for classes, visit http://my.sjsu.edu/students/student_tutorials/index.html

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.)

Late Registration

After the initial registration period (Advance Registration) ends, you may still register, but not until Wednesday, January 24, the first day of instruction. Late registrants are assessed a \$25.00 late fee. Late registration is dependent on the space available. Getting the classes you want may be very difficult.

8

REGISTER FOR CLASSES CONTINUED

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.
- The Spring 2018 Schedule of Classes, which become available Tuesday, October 24 at <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 your work or family obligations require you to alter your schedule, you may re-enter the system to make changes before the last day of the initial registration period.

If a course you want is full, search for open sections using the registration system. Or, place yourself on the class waitlist. You are not guaranteed admission 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.

TUESDAY, OCTOBER 31

Registration begins

SUNDAY, JANUARY 21

Registration ends

WEDNESDAY, JANUARY 24

Late Registration begins

MONDAY, FEBRUARY 12

Late Registration ends

9

Submit Final Transcripts and Documents

Continue to check your MySJSU “To Do List” for transcript and document deadlines. We will look at your final transcript to verify that you completed all required courses for admission. This includes passing required courses with a C- or better. Final transcripts must be submitted by the date listed on your MySJSU account To Do List.

If you have AP, IB, AS, A level or CLEP exam results, please have official test results sent to SJSU.

How to Submit Transcripts and Documents

Transcripts/Mark Sheets: Transcripts with final grades for all courses must be submitted to maintain your eligibility to enroll. If you earned a degree from the institution(s) you attended, the transcript must show proof of your degree completion, including the graduation date.

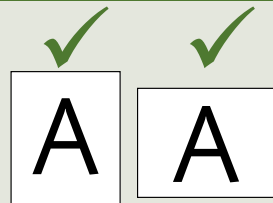
Test Scores (TOEFL, IELTS, Advanced Subsidiary/A Level, AP exams, SAT and ACT) and IB diploma must also be sent directly to SJSU from the testing agency.

To speed up transcript processing time you are highly encouraged to request that your institution send electronic transcripts to San Jose State University. If you must have your transcripts mailed, please make sure that the name on your application matches the name listed on your transcripts. All transcripts must be sealed and unopened to be accepted as official documents. PLEASE NOTE: COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED.

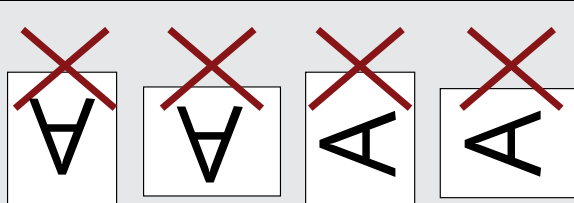
Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

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

CORRECT WAY to submit documents



WRONG WAY to submit documents



All other documents (bank statement, Declaration of Finance, and photocopy of current passport) can be mailed or submitted electronically in individual PDF formatted files (one PDF for each requested document). If possible, please submit them electronically (PDF only) to sa-adm-wrkflow@sjsu.edu

The following are steps for submitting items by email.

- Convert documents to PDF format. Free PDF converters are available at primopdf.com or freepdfconvert.com
- Make sure the documents are readable, with your name or the name of your institution at the top of the page, and in individual files (one document per PDF).
- Include your nine-digit SJSU ID and your first and last name as it appears on your passport in the BODY of the email message.
- Email the attachments to sa-adm-wrkflow@sjsu.edu. One email may contain multiple PDF files, but please do not send the PDF files as a Zip file.

10

Pay Your Tuition and Fees

sjsu.edu/bursar

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

Please Note: The Spring 2018 tuition and fee charges will not appear on student accounts until early January 2018, even if you register prior to January. The first due date is January 15.

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

Minimum semester units:	12 units/semester
Tuition Fees	\$16,306*
Living Expenses	\$20,088
Total (required for Declaration of Finance)	\$36,394

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

Fees Are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

Financing Your Education

Please note that international students are not eligible for financial aid at SJSU and that off-campus work authorization in the United States is difficult to obtain.

For more information on scholarships, please visit the financial aid office sjsu.edu/faso/Scholarships/International_Students

Fee Payment Deadlines

After you register, sign in to your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. Failure to pay by the deadline will result in your classes being dropped. For more information about payment methods, including international wire transfer, fees and payment due dates visit sjsu.edu/bursar

If a Third Party Sponsor, such as a foreign government agency, a business and/or educational institution, agrees to sponsor you by paying your tuition and fees, please get a letter from the sponsor stating how much of your tuition they will cover and for which semesters. Submit the

letter to SJSU's Bursar's Office and retain a copy of the letter for your records. SJSU will then send an invoice to your sponsor for payment. Learn more at sjsu.edu/bursar/services/sponsors/3rd_party/index.html

Installment Payments

For payment plan options visit sjsu.edu/bursar/payment_refunds/installments/index.html There is an enrollment fee to participate. **Please note:** As tuition and fee charges will not appear on student accounts until early January, students will not be able to sign-up for the payment plan until then. Payment plans will be available only when tuition and fee charges appear on the student account.

International Wire Transfers

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

There is no fee charged by SJSU or flywire for international wire transfers. The bank you use to send the wire transfer usually charges a fee, so check with that bank for the fee schedule. Learn more at sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer.

Field Trip Fees

A few courses have additional field trip fees ranging from \$11.00 to \$52.00.

Special or Optional Fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.00.

Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days quicker than a paper check. To enroll, login to MySJSU, scroll to Finances, and select Enroll in Direct Deposit. To learn more visit sjsu.edu/bursar

Spartan Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. For more details visit sjsu.edu/bursar/services

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 TaxBoard 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.

Checklist

Mandatory

- Complete the multi-step Intent to Enroll process at <https://nextsteps.sjsu.edu/spring> after no later than 11:59 p.m. (Pacific Standard Time) on Wednesday, Nov. 15, 2017.
- Complete your work in progress
- Check your “To Do List” in your MySJSU student account.
- Purchase health insurance prior to registering for classes (see “Health Insurance” section)
- If coming from another school in the U.S., submit the SJSU Transfer In Form (listed as “Transfer In Form” at sjsu.edu/isa/forms to your current school)
- Sign up for and take the Writing Skills Test
- Attend mandatory Transfer Orientation

Important

- Read the SJSU Catalog online at <http://info.sjsu.edu/home/catalog.html>
- Read the SJSU Schedule of Classes at <http://info.sjsu.edu/home/schedules.html>
- Like SJSU Enrollment Services at [facebook.com/SJSUEnrollment](https://www.facebook.com/SJSUEnrollment)
- Follow SJSU Enrollment Services on Twitter @SJSU_ES

Top Countries

These are the top countries for SJSU international undergraduates:

China
Viet Nam
India
Japan
Korea
Hong Kong
Indonesia
Taiwan
Malaysia
Saudi Arabia

Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the Student Responsibilities and Rights (<http://info.sjsu.edu/web-dbgen/narr/static/catalog/student-rights.html>) section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures (<http://info.sjsu.edu/static/catalog/policies.html>) every student at SJSU is responsible for knowing and upholding.

Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, at sjsu.edu/studentconduct/policies/

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.

Can I defer my admission to another term?

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

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 choose SJSU courses to complete remaining courses.

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.

Students with Disabilities

The Accessible Education Center provides academically related services for students with disabilities. To qualify, students must register and create a confidential file with the AEC to receive a wide spectrum of services based on their own individual needs. Services include, but are not limited to: Consideration for priority registration, note takers, readers, sign language interpreters/captioners, test accommodations, academic counseling, general education advising and hands-on training with adaptive technology. Students should provide the AEC with disability verification as soon as possible. Before registering for classes, make an appointment with the center at 408-924-6000 for review of specific needs.

Non-Discrimination Policy

San José State University does not discriminate on the basis of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender expression, gender identity, marital status, medical condition, military/veteran status, national origin, race, religion or lack thereof, sex, sexual orientation, genetic information or veteran's status. This policy applies to all SJSU students, faculty, staff and third parties. Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250.

SJSU prohibits sex and gender based discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence and stalking against students, faculty, staff and third-parties. Please direct questions regarding these policies to the University's Title IX Office at 408-924-7290. Learn more at <http://notalone.sjsu.edu>

F-1 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 "Transfer In Form" to your current school's international office. You can find the form at sjsu.edu/isa/forms under SJSU "Transfer In Form". Complete the top section of the form and ask the school to complete the remaining sections and fax the form to 408-924-2035. Complete your Immigration Document Check-In at the International Student and Scholar Services (ISSS) office at SJSU. For more information, visit sjsu.edu/iss

Coming from Outside the U.S.

You will receive a Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) directly from San José State in the mail with your letter of admission. To start the process to obtain an F-1 student visa first complete the I-901 form online through SEVIS at ice.gov/sevis/i901 then pay the SEVIS fee and print out the receipt.

To obtain your F-1 visa, make an appointment for a visa interview and complete the visa application process with the nearest U.S. Consulate. Be sure to have the following documents at the time of your visa interview:

- Your current passport (must be valid for at least six months at the time of your entry into the U.S.)
- SJSU admission letter
- Your Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status) issued by SJSU
- Proof (receipt) of SEVIS fee payment (I - 901 receipt)
- Proof of financial support, and resources reflected on the Form I-20 issued by SJSU

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

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

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

Contacts

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

Accessible Education Center

sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000 voice/408-924-5990 TTY

Advising

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

Athletics

sjsuspartans.com

Bookstore

spartanbookstore.com
408-924-1800

Class Schedules

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

Fees and Tuition (Bursar's Office)

Payments and Refunds
sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Housing (University Housing)

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

International House (I-House)

sjsu.edu/ihouse
ihouse@sjsu.edu
408-924-6570

International Student and Scholar Services

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

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

library.sjsu.edu
408-808-2000

Maps/Directions to SJSU

sjsu.edu/about_sjsu/visiting
campus_maps/directions

Orientation (Transfer)

transfer.orientation@sjsu.edu
408-924-2997

Parking

Purchase parking permits online only
sjsu.edu/parking

Registration (Registrar's Office)

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

Testing Office

testing.sjsu.edu
testing-office@sjsu.edu
408-924-5980

Tours of SJSU

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

Transportation Solutions

<http://as.sjsu.edu/asts>
transportation@sjsu.edu
408-924-7433

Tuition and Fees (Bursar's Office)

sjsu.edu/bursar
bursar@sjsu.edu
408-924-1601

Tutoring and Mentoring Services

Peer Connections
<http://peerconnections.sjsu.edu>
peerconnections@sjsu.edu
408-924-2587

Social Media

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