

SAN JOSÉ STATE UNIVERSITY  
ENROLLMENT SERVICES

# Guide for Admitted International Students

How to **successfully enroll**  
as an international student in  
San José State University  
for **Fall 2011**

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# Fall 2011 Calendar and Deadlines

INTERNATIONAL STUDENTS who are in the U.S. are required to sign up for and attend an orientation session and to take all placement exams, such as the WST for transfers and ELM/EPT for freshmen.

SJSU dates are provided so that you may fully participate in important activities.

## Watch for an email invitation!

As a newly admitted undergraduate, you are invited to attend

## Admitted Spartan Day

Saturday, April 16, 2011

San José State University Main Campus

### ACTIVITIES WILL INCLUDE:

- Special Interest Workshops on topics such as housing, testing, and the next steps in the admission process
- Campus, Housing and International House Tours
- Opportunities to conduct business with Undergraduate Admission, Evaluation, Financial Aid & Scholarships
- Academic College Open Houses

Details at [www.sjsu.edu/soar](http://www.sjsu.edu/soar)

**RSVP NO LATER THAN MONDAY, APRIL 4**

## March 2011

**SATURDAY, MARCH 19**

- ELM/EPT exam

**MONDAY, MARCH 28 –  
FRIDAY, APRIL 1**

- Spring Recess (no classes) –  
Campus services open,  
except Thursday, March 31

**THURSDAY, MARCH 31**

- Cesar Chavez Day –  
campus closed

## April 2011

**SATURDAY, APRIL 2**

- WST exam

**MONDAY, APRIL 4**

- Admitted Spartan Day –  
RSVP deadline

**SATURDAY, APRIL 16**

- Admitted Spartan Day
- ELM/EPT exam

**FRIDAY, APRIL 22**

- Transfer Orientation Session 1

## May 2011

**SUNDAY, MAY 1**

- Frosh and Transfer Intent to Enroll  
deadline

**FRIDAY, MAY 6**

- Transfer Orientation Session 2

**SATURDAY, MAY 7**

- ELM/EPT exam

**MONDAY, MAY 9**

- Fall 2011 Enrollment  
appointments posted on <http://my.sjsu.edu>
- Fall 2011 Schedule of Classes  
goes live at <http://info.sjsu.edu>

**FRIDAY, MAY 20**

- Transfer Orientation Session 3

**MONDAY, MAY 30**

- Memorial Day – campus closed

## Attend Fall Welcome Days

**CONNECT TO SJSU** by attending **Fall Welcome Days** events throughout the **first weeks of school**. These events—planned by students, for students—provide the information and tools you need to make your college transition a successful one. Meet other students, learn how to get involved, make the most of your college experience, and learn about important campus resources.

Take part in any of the fun, exciting, social and academic events offered during Fall Welcome Days, including the **President's Breakfast, Cell Phone Scavenger Hunt, Student Success Fair, Student Organizations Faire, Spartan Squad Kick-Off, Moonlight Movie, Sporting Events** and much more! Get out there and make this **your** campus!

**FOR MORE INFORMATION: [WWW.SJSU.EDU/GETINVOLVED](http://WWW.SJSU.EDU/GETINVOLVED)**

## Welcome Convocation

**Welcome Convocation** will take place the first week of classes and marks the official start of your academic career at SJSU. You and your family are invited to attend the President's welcome address, view the faculty processional, and be introduced to some of SJSU's traditions. Look for a specific date at Orientation.

## June 2011

**WEDNESDAY, JUNE 1**

- Summer 2011 first day of  
instruction

**TUESDAY JUNE 7 – SUNDAY,  
AUGUST 14**

- Advance Registration for Fall 2011

**FRIDAY, JUNE 10**

- Transfer Orientation Session 4

**SATURDAY, JUNE 11**

- WST exam

**TUESDAY – WEDNESDAY,  
JUNE 14-15**

- Frosh Orientation Session 1

**TUESDAY – WEDNESDAY,  
JUNE 21-22**

- Frosh Orientation Session 2

**TUESDAY – WEDNESDAY,  
JUNE 28-29**

- Frosh Orientation Session 3

## July 2011

**MONDAY, JULY 4**

- Independence Day – campus  
closed

**TUESDAY – WEDNESDAY, JULY 5-6**

- Frosh Orientation Session 4

**TUESDAY – WEDNESDAY, JULY 12-13**

- Frosh Orientation Session 5

**FRIDAY, JULY 15**

- Fall 2011 new students –  
document deadline

**SATURDAY, JULY 16**

- WST Exam

**TUESDAY – WEDNESDAY,  
JULY 19-20**

- Frosh Orientation Session 6

**TUESDAY – WEDNESDAY,  
JULY 26-27**

- Frosh Orientation Session 7

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## August 2011

### FRIDAY, AUGUST 5

- Housing: Campus Village apartments open

### FRIDAY, AUGUST 12

- Freshmen and Transfer Orientation (reserved for international students)

### SUNDAY, AUGUST 14

- Fall 2011 Advance Registration closes at 11:59 pm
- Last day to withdraw for 100% refund of Fall 2011 fees
- International House – contract move-in date

### MONDAY, AUGUST 15 – TUESDAY, AUGUST 23

- No registration activity on MySJSU

### WEDNESDAY, AUGUST 17

- Program for New International Students (mandatory)

### SATURDAY, AUGUST 20

- Housing: Apartments, Classics and Suites open to all residents

### WEDNESDAY, AUGUST 24

- Fall 2011 first day of instruction
- Late registration begins
- Late add fee of \$25 assessed

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## September 2011

### MONDAY, SEPTEMBER 5

- Labor Day observed – campus closed

### TUESDAY, SEPTEMBER 6

- Last day to drop or withdraw without a “W” grade

### TUESDAY, SEPTEMBER 13

- Late registration ends
- Last day to add courses
- Last day to request grade options – CR/NC, Audit
- Instructor drop deadline

### WEDNESDAY, SEPTEMBER 14 – WEDNESDAY, SEPTEMBER 21

- Late add fee of \$45.00 assessed

### WEDNESDAY, SEPTEMBER 21

- Enrollment census date

### THURSDAY, SEPTEMBER 22

- Beginning today, late add fee of \$200 assessed

### SATURDAY, SEPTEMBER 24

- WST Exam

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## November 2011

### TUESDAY, NOVEMBER 1

- Spring 2012 Enrollment appointments posted online at <http://my.sjsu.edu> (tentative)
- Spring 2012 Schedule of Classes goes live at <http://info.sjsu.edu> (tentative)

### TUESDAY, NOVEMBER 8 – SUNDAY, JANUARY 15

- Advance Registration for Spring 2012 (tentative)

### FRIDAY, NOVEMBER 11

- Veteran’s Day – campus closed

### SATURDAY, NOVEMBER 12

- WST Exam

### TUESDAY, NOVEMBER 15

- Last day to submit late drop/withdrawal requests

### WEDNESDAY, NOVEMBER 23

- Classes that start at 5:00 pm or later will not meet

### THURSDAY – FRIDAY, NOVEMBER 24-25

- Thanksgiving holiday – campus closed

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## December 2011

### THURSDAY, DECEMBER 8

- Fall 2011 – last day of instruction

### FRIDAY, DECEMBER 9

- Study/Conference Day – no classes or exams

### MONDAY, DECEMBER 12 – FRIDAY, DECEMBER 16

- Fall 2011 final exams

### MONDAY, DECEMBER 19

- Fall 2011 Final Exams – make-up day

### THURSDAY, DECEMBER 22

- Fall 2011 grades available at <http://my.sjsu.edu>

### MONDAY, DECEMBER 26, 2011 – MONDAY, JANUARY 2, 2012

- Winter Break – campus closed

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## January 2012

### MONDAY, JANUARY 16

- Martin Luther King, Jr. Day – campus closed

### WEDNESDAY, JANUARY 25

- Spring 2012 first day of instruction
- Late registration begins

## Final transcripts and documents are due Friday, July 15

All supporting documents, transcripts, test scores or proof of registration must be postmarked by Friday, July 15. Do not wait until the last minute to submit your transcripts. Delays will affect your SJSU enrollment! **Submit your final transcripts as soon as possible but no later than July 15.**

**Send all documents to:** San José State University  
Undergraduate Admissions  
One Washington Square  
San José, CA 95192-0016

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

You will have your admission to SJSU revoked and your registration cancelled. 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’m taking required courses this summer?

You may not use summer 2011 course work to meet or make up required courses. See <http://info.sjsu.edu> and click on “Admissions” for minimum requirements.

### Can I defer my admission to another term?

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

# Frosh “Intent to Enroll” Deadline

For Fall 2011, **you must complete** the five step **Intent to Enroll** Process by 11:59 pm PDT on **Sunday, May 1, 2011**

## Activate your MySJSU account

If you haven't yet done so, activate your MySJSU account at <https://futurestudent.sjsu.edu>. When you log in to your MySJSU account for the first time, change your password to something you will remember, and set up the “forgot password” feature for your MySJSU account: Student Center > Password Help > Change or set up forgotten password help.

## Check your MySJSU account frequently for messages

Follow through on all requests for transcripts, test scores or other important documents that you must provide the university.

- SJSU communicates almost entirely by messages and ‘to-do’ lists posted to your MySJSU account, as well as timely email messages.
- To-do lists are used by admissions, records and financial aid to help you keep track of items requested by the university.
- SJSU rarely uses postal mail, especially for overseas students. If you don't check your email, you will miss out on important and timely notification of new messages posted to your MySJSU account regarding admission, fees, financial aid, payment due dates, enrollment appointment, test and document information.

**You are responsible for monitoring your progress at MySJSU, and you must take action by posted deadlines.**

**Failure to do so may result in your application or admission being withdrawn!**

**Lost or forgot your MySJSU password?** Contact [cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu) to reset your password. Include your full name and User ID or your full name, mailing address and date of birth for verification.

**Make sure your personal information is up to date – your email address is critical!** Confirm your email address and update in your MySJSU if necessary. Be sure to set your filters to accept messages from the .sjsu.edu domain.

**If you will have any problems completing the necessary steps outlined here by the stated deadlines, contact [nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu) immediately!**

### **STEP 1** of 5

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

#### 1. Go to <https://nextsteps.sjsu.edu>

You will need the following information to complete the online process:

- ✓ **Student Identification Number (SJSU ID)** on your Letter of Admission  
– and –
- ✓ **PIN**, which is your birthdate. For example, January 21 is 0121.

#### 2. Tell us your plans

- YES – I intend to enroll at SJSU for the Fall 2011 semester**

Your admission is good only for this term.

You may NOT defer your enrollment to a later semester.

**YOU ARE NOT DONE! You MUST complete steps 2, 3, 4 and 5**

– OR –

- NO – I will not attend SJSU for the Fall 2011 semester**

**Your application will be withdrawn from further consideration.**

#### Is it ethical to commit to more than one campus?

No, a good deal of effort is made on the part of campuses to reserve a space for you in our first-year classes. We make many decisions, including course offerings, hiring of faculty, residence hall space and dozens of other critical factors that make the transition to college a smooth one for you. Of course, family issues and emergencies happen.

Plans can change and we'll do our best to help you if you need to opt out of SJSU. However, there are qualified students who would like a spot at SJSU. In fairness to them, let us know your plans by May 1.

**If you do not complete** the five step Intent to Enroll Process by the May 1 deadline, we will automatically **withdraw your application**

**STEP 2** of 5

## Sign up for required placement exams

You must complete the **Entry Level Mathematics (ELM)** test and the **English Placement Test (EPT)** no later than May 7. Space is limited—test early. **You will not be allowed to register for classes until we have your test scores on file.**

See page 14 for complete ELM/EPT details and exemptions.

**STEP 3** of 5

## Sign up for mandatory Frosh Orientation

You are required to attend the entire day-and-a-half orientation program. If you do not attend, or leave during any portion of the program, you will be blocked from registering for classes. All students must attend the program; parents/guardians are highly encouraged to attend. This program will provide you with important information, allow you to register for Fall 2011 classes, and is a chance to meet fellow students, faculty, and staff.

There is a \$215.00 non-refundable fee to attend.

**STEP 4** of 5

## Pay for Frosh Orientation

On the Next Steps website, you will be directed to pay online via credit card. You have not completed the process until your payment receipt is posted to your Next Steps account.

**STEP 5** of 5

## Sign Up for On-Campus Housing

All admitted first-time freshmen who graduate from a high school located in a city outside a 30 mile radius of SJSU will be required to apply to live on campus for their first year. You will be required to pay a \$50.00 non-refundable application fee in order to complete the Next Steps process.

Students who are exempt from the housing requirement will have Step 5 waived.

**Print and keep your Next Steps receipt.** After you pay online, you will receive an email receipt within 3-5 business days that confirms you completed the Next Steps intent to enroll process – Steps 1, 2, 3, 4 & 5. Print and keep this for your records – you will refer to it when communicating with SJSU staff. Your receipt will also be posted to your Next Steps account for your reference.

### I have my receipt, what's next?

**FOLLOW THROUGH!** Take all required exams and attend Frosh Orientation.

You must complete your final year of secondary school with the equivalent of a U.S. "B" average or better marks in all of your college preparatory courses. **We review all final documents!** All required documents must be postmarked by the deadline indicated on your MySJSU account. For example, your final academic documents must be postmarked by Friday, July 15.

### Do not wait until the last minute to submit your documents!

Your admission to San José State will be withdrawn for any of the following reasons:

- Your requested official documents arrive after the deadline.
- Your documents indicate that you did not earn the equivalent of a U.S. "B" grade average.
- Your documents do not validate the information you reported on your application to SJSU.

# Freshman Orientation

THIS MANDATORY DAY-AND-A-HALF PROGRAM exposes you to all that SJSU has to offer. Orientation Leaders will teach you about SJSU traditions, introduce you to resources available on the SJSU campus, welcome you to your new community and home, and help you be confident about your ability to graduate!

All students must attend the program; parents/guardians are highly encouraged to attend (see [www.sjsu.edu/getinvolved/orientation](http://www.sjsu.edu/getinvolved/orientation) for details on parent program).

## How do I sign up for Freshman Orientation?

It is part of the Intent to Enroll process, which you must complete at <https://nextsteps.sjsu.edu>. If you are currently outside of the U.S., select the Friday, August 12 session.

Select your preferred Freshman Orientation date and print out your confirmation. After you have registered for orientation, you will see a link where you must pay the nonrefundable orientation fee.

**Register and attend early for best class selection. Due to limited capacity, requests to switch session dates will not be honored.**

FRESHMAN ORIENTATION SESSION	ELM/EPT MUST BE TAKEN BY
<b>SESSION 1</b> Tuesday – Wednesday, June 14 – 15 .....	Saturday, May 7
<b>SESSION 2</b> Tuesday – Wednesday, June 21 – 22 .....	Saturday, May 7
<b>SESSION 3</b> Tuesday – Wednesday, June 28 – 29 .....	Saturday, May 7
<b>SESSION 4</b> Tuesday – Wednesday, July 5 – 6.....	Saturday, May 7
<b>SESSION 5</b> Tuesday – Wednesday, July 12 – 13.....	Saturday, May 7
<b>SESSION 6</b> Tuesday – Wednesday, July 19 – 20.....	Saturday, May 7
<b>SESSION 7</b> Tuesday – Wednesday, July 26 – 27.....	Saturday, May 7

**You must be exempt from or have your ELM/EPT scores on file with SJSU in order to register for classes. You will not register for classes at orientation without them. NO EXCEPTIONS!**

## What if I am outside the U.S. and cannot arrive until August?

You will attend the Friday, August 12 Orientation session, which is reserved for international students who cannot attend an earlier session.

**You must attend Orientation before you will be allowed to register for classes and attend SJSU.**

Friday, August 12..... ELM/EPT tests administered at SJSU

Because this session occurs after most students have registered, class selection will be limited.

You will also attend the required **Program for New International Students** on **Wednesday, August 17.**

## What if I am admitted after the last day to register for Freshman Orientation?

**An Academic Advisor in Academic Advising and Retention Services—located in the Student Services Center—must advise you.** You will add classes beginning the first day of instruction. E-mail [nexsteps@sjsu.edu](mailto:nexsteps@sjsu.edu), and let them know you are an international student that needs to complete the "Intent to Enroll" process.

## What is the fee to attend Freshman Orientation?

The fee to attend is \$215.00 for students and \$80.00 for each parent/guardian. The student and parent Freshman Orientation fees cover programming costs, meals and parking, and are non-refundable. At the <https://nextsteps.sjsu.edu> website, students and parents/guardians will be linked out to a website to pay for Frosh Orientation. Credit cards and e-checks are accepted.

**You need to submit payment for Freshman Orientation by Sunday, May 1, 2011.**

## How do I register for classes?

For your first semester, the **only way you will be able to register** is at the mandatory **Frosh Orientation** program. It's our way of making sure you select the correct courses and meet your undergraduate advisor.

During the program, professional Academic Advisors, assisted by knowledgeable student leaders, will work with groups of students in similar majors to explain General Education requirements, major courses and prerequisites. **You will actually register for your classes at this program.**

**You are required to attend the entire day and a half orientation** and if you do not, or leave during any portion of the program, you will be blocked from registering for classes and risk having your admission revoked.

## Once I've registered for classes, can I change my schedule?

For many students there will be restrictions on dropping required English or Math courses; however, you are allowed to change your schedule after you have registered.

## Disability Accommodations

Freshmen Orientation is wheelchair accessible. Individuals needing sign language interpreters, visual aids or other accommodations should contact us at 408-924-2997 at least two weeks prior to their selected Orientation date.

### Orientation and Transition

408-924-5972  
[orientation@sjsu.edu](mailto:orientation@sjsu.edu)  
[www.sjsu.edu/getinvolved/orientation](http://www.sjsu.edu/getinvolved/orientation)

### Academic Advising and Retention Services

[academic.advising@sjsu.edu](mailto:academic.advising@sjsu.edu)  
408-924-2997

# Program for New International Students

Wednesday, August 17, 2011

IN ADDITION TO ATTENDING A MANDATORY FRESHMAN ORIENTATION PROGRAM, all new international students must attend the required **Program for New International Students** on Wednesday, August 17, 2011, sponsored by International Programs and Services.

You will receive a complete overview of the U.S. immigration regulations that you must follow to remain legally in the U.S. It is also the best opportunity to give you a positive head start as you register for your first semester of classes at SJSU. Failure to complete your required immigration check-in with International Programs and Services at SJSU may put you in violation of your legal F-1 student status.

The program will cover immigration regulations pertaining to all international students, plus topics such as:

- Completing your immigration transfer from another U.S. institution to SJSU.
- Personal safety precautions at a large U.S. college.
- The academic culture of American universities, in particular SJSU.
- Vital information about successful transition to SJSU and maintaining your legal non-immigrant status in the U.S.
- Instructions for late-arriving students about strategies for late course enrollment and registration procedures.

When you complete the Intent to Enroll process, information and RSVP instructions will be posted on your MySJSU account.

**Please bring your passport and I-20 with you to the program to complete your required immigration check-in.**

## International Programs and Services

[www.sjsu.edu/depts/ipss](http://www.sjsu.edu/depts/ipss)  
408-924-5920

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## To-Do List for Freshmen

### Mandatory

- ✓ By May 1, 2011, complete the multi-step "Intent to Enroll" process at <https://nextsteps.sjsu.edu>
- ✓ Sign up for and take the ELM and/or EPT, if required
- ✓ Sign up, pay for, and attend Freshman Orientation
- ✓ If required, sign up and pay the application fee for on-campus housing
- ✓ Submit a transfer I-20 form if you are currently attending a US institution
- ✓ Complete your work in progress and graduate
- ✓ Send transcripts – due Friday, July 15
- ✓ Attend Program for New International Students – Wednesday, August 17

### Important

- Read the *SJSU Catalog*
- Read the *SJSU Schedule of Classes* online at <http://info.sjsu.edu/home/schedules.html>

### International Students: Insurance

SJSU requires all students to have medical insurance. The SJSU-approved plan is available for international students. Register online at [csuhealthlink.com](http://csuhealthlink.com). Contact 408-924-5920 for details.

### Immunization

As a new student, you may need to provide **proof of Measles and Hepatitis B immunization prior to enrollment**. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations.

Bring the forms to the Student Services Center or fax them to 408-924-2050.

### Need to speak to a real person?

You'll find the help you need at the Student Services Center. Admissions, EOP, Financial Aid and Scholarships, Registrar, Bursar's, Academic Advising and many more services are located here.

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## Freshmen – Tips for Academic Success

Take full advantage of these programs and services, they're designed to help you succeed at SJSU.

1. Register for and get the most from your orientation experience.
2. Take a **First Year Experience** course. These seminars are an in-depth exploration of an academic subject. With the guidance and support of the professor, students gain the research skills and writing strategies necessary to be successful at SJSU.
3. Seek **assistance from a tutor** at the Learning Assistance Resource Center (LARC) or at one of the college advising centers (Applied Arts & Science, Business, Engineering or Science).
4. Meet with an **Academic Advisor** in your major department, college advising centers (Business, Engineering, Applied Arts and Sciences or Science) or in Academic Advising and Retention Services before dropping a course or withdrawing from the university. EOP students should meet with their EOP Advisor before dropping a course or withdrawing from SJSU.
5. Be sure to attend appropriate academic development workshops offered throughout the semester by Academic Advising and Retention Services staff members. Counseling Services also offers numerous workshops to enhance student success.  
See [www.sjsu.edu/counseling/Workshops/Spartan\\_Success\\_Certificate/](http://www.sjsu.edu/counseling/Workshops/Spartan_Success_Certificate/) for more information and a schedule.
6. More importantly, **ask for help right away**. Do not wait until your situation gets really difficult.

# Transfer “Intent to Enroll” Deadline

For Fall 2011, **you must complete** the three step **Intent to Enroll** Process by 11:59 pm PDT on **Sunday, May 1, 2011**

## Activate your MySJSU account

If you haven't yet done so, activate your MySJSU account at <https://futurestudent.sjsu.edu>. When you log in to your MySJSU account for the first time, change your password to something you will remember, and set up the “forgot password” feature for your MySJSU account: Student Center > Password Help > Change or set up forgotten password help.

## Check your MySJSU account frequently for messages

Follow through on all requests for transcripts, test scores or other important documents that you must provide the university.

- SJSU communicates almost entirely by messages and ‘to-do’ lists posted to your MySJSU account, as well as timely email messages.
- To-do lists are used by admissions, records and financial aid to help you keep track of items requested by the university.
- SJSU rarely uses postal mail, especially for overseas students. If you don't check your email, you will miss out on important and timely notification of new messages posted to your MySJSU account regarding admission, fees, financial aid, payment due dates, enrollment appointment, test and document information.

**You are responsible for monitoring your progress at MySJSU, and you must take action by posted deadlines.**

**Failure to do so may result in your application or admission being withdrawn.**

**Lost or forgot your MySJSU password?** Contact [cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu) to reset your password. Include your full name and User ID or your full name, mailing address and date of birth for verification.

**Make sure your personal information is up to date – your email address is critical!** Confirm your email address and update in your MySJSU if necessary. Be sure to set your filters to accept messages from the .sjsu.edu domain.

**If you will have any problems completing the necessary steps outlined here by the stated deadlines, contact [nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu) immediately!**

### **STEP 1** of 3

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

#### **1. Go to <https://nextsteps.sjsu.edu>**

You will need the following information to complete the online process:

- ✓ **Student Identification Number (SJSU ID)** on your Letter of Admission  
– and –
- ✓ **PIN**, which is your birthdate. For example, January 21 is 0121.

#### **2. Tell us your plans**

- YES – I intend to enroll at SJSU for the Fall 2011 semester**

Your admission is good only for this term.

You may NOT defer your enrollment to a later semester.

**YOU ARE NOT DONE! You MUST complete steps 2 and 3**

– OR –

- NO – I will not attend SJSU for the Fall 2011 semester**

**Your application will be withdrawn from further consideration.**





If you **do not complete** the three step Intent to Enroll Process by the **May 1 deadline**, we will automatically **withdraw your application**

**STEP 2** of 3

## Sign Up for a Mandatory Transfer Orientation Session

**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. There is a \$70.00 non-refundable fee to attend.

You are required to attend the entire program. If you do not attend or leave during any portion of the event, you will be blocked from registering for classes. All students must attend the program. There is no program for parents/guardians.

SJSU faculty and staff will:

- 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 SJSU Studies general education requirements and preparation for the Writing Skills Test (WST)
- Introduce you to your college and major department

**STEP 3** of 3

## Pay for Transfer Orientation

On the Next Steps website, you will be directed to pay online via credit card. You have not completed the process until your payment receipt is posted to your Next Steps account.

**Print and keep your Next Steps receipt.** After you pay online, you will receive an email receipt within 3-5 business days that confirms you completed the Next Steps intent to enroll process-Steps 1, 2 and 3. Print and keep this for your records – you will refer to it when communicating with SJSU staff. Your receipt will also be posted to your Next Steps account for your reference. Contact [nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu) if you have questions or concerns

### I have my receipt, what's next?

Now, follow through: **attend Transfer Orientation.** You must **maintain your CSU eligibility** and submit all requested documents by the posted deadlines.

#### WE REVIEW ALL FINAL TRANSCRIPTS!

**All required documents must be postmarked by the deadline on your MySJSU account.** For example, your final transcript must be postmarked by Friday, July 15. Do not wait until the last minute to submit your transcripts! Failure to submit your transcript will result in your application being withdrawn, even if you have received financial aid, signed up for housing and attended orientation.

#### FOR ALL TRANSFERS

- Take the WST prior to enrolling at SJSU
- All transfers must complete 12 units of SJSU Studies (Advanced GE) courses at SJSU

#### Remember

All required courses in progress must be completed by the end of Spring 2011 for you to maintain your admission eligibility.

Important! Work in progress includes:

- Four basic skills courses, with "C" or better grades in written communication, oral communication, mathematics and critical thinking
- Units needed to complete 60 transferable semester units (90 quarter units)

## 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. SJSU faculty and staff will:

- Discuss and explain key university services
- Review what's next before you start classes in the Fall
- Provide a General Education advising workshop
- Explain SJSU Studies requirements (formerly Advanced GE) and preparation for the Writing Skills Test (WST)
- Introduce you to your college and major department, where you will meet with major advisors

All admitted transfer students must attend Transfer Orientation. You are required to attend the entire program. If you do not attend or leave during any portion of the event, you will be blocked from registering for classes. Students who arrive late will not be allowed to attend the program. Guests are not permitted to attend Transfer Orientation.

### What If I Can't Attend?

You will be blocked from registering for classes. You must arrange your personal schedule to attend one Transfer Orientation program.

### How do I sign up for Transfer Orientation?

You will sign up for Transfer Orientation in Step 2 of the three step Transfer "Intent to Enroll" process. Register and attend early for best class selection.

Due to limited capacity, requests to switch session dates will not be honored.

#### TRANSFER ORIENTATION SESSION

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SESSION 1 **Friday, April 22**

SESSION 2 **Friday, May 6**

SESSION 3 **Friday, May 20**

SESSION 4 **Friday, June 10**

### What if I am outside the U.S. and cannot arrive until August?

You will attend the Friday, August 12 Orientation session, which is reserved for international students who cannot attend an earlier session. **You must attend Orientation before you will be allowed to register for classes and attend SJSU.**

#### **Friday, August 12**

Because this session occurs after most students have registered, class selection will be limited.

You will also attend the required **Program for New International Students** on **Wednesday, August 17.**

### What is the fee to attend Transfer Orientation?

There is a non-refundable \$70.00 fee to attend. The fee includes materials.

### Disability Accommodations

Orientation is wheelchair accessible. Individuals needing sign language interpreters, visual aids or other accommodations should contact us at 408-924-2997 at least two weeks prior to their selected Orientation date.

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#### Academic Advising and Retention Services

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

# Program for New International Students

Wednesday, August 17, 2011

In addition to attending a mandatory Transfer Orientation program, all new international students must attend the required **Program for New International Students** on Wednesday, August 17, 2011, sponsored by International Programs and Student Services.

You will receive a complete overview of the U.S. immigration regulations that you must follow to remain legally in the U.S. It is also the best opportunity to give you a positive head start as you register for your first semester of classes at SJSU. Failure to complete your required immigration check-in with International Programs at SJSU may put you in violation of your legal F-1 student status.

The program will cover immigration regulations pertaining to all international students, plus topics such as:

- Completing your immigration transfer from another U.S. institution to SJSU.
- Personal safety precautions at a large U.S. college.
- The academic culture of American universities, in particular SJSU.
- Vital information about successful transition to SJSU and maintaining your legal non-immigrant status in the U.S.
- Instructions for late-arriving students about strategies for late course enrollment and registration procedures.

When you complete the Intent to Enroll process, information and RSVP instructions will be posted on your MySJSU account.

**Please bring your passport and I-20 with you to the program to complete your required immigration check-in.**

## International Programs and Services

[www.sjsu.edu/depts/ipss](http://www.sjsu.edu/depts/ipss)  
408-924-5920

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## To-Do List for Transfers

### Mandatory

- ✓ By May 1, 2011, complete the multi-step "Intent to Enroll" process at <https://nextsteps.sjsu.edu>
- ✓ Sign up for and take the WST exam.
- ✓ Sign up, pay for, and attend Transfer Orientation
- ✓ Submit a transfer I-20 form if you are currently attending a US institution
- ✓ Complete your immigration transfer process
- ✓ Complete your work in progress
- ✓ Send transcripts – due Friday, July 15
- ✓ Attend the Program for New International Students – Wednesday, August 17

### Optional, and important

- Apply for on campus housing at [www.housing.sjsu.edu](http://www.housing.sjsu.edu)
- Read the *SJSU Catalog*
- Read the *SJSU Schedule of Classes* online at <http://info.sjsu.edu/home/schedules.html>

### International Students: Insurance

SJSU requires all students to have medical insurance. The SJSU-approved plan is available for international students. Register online at [csuhealthlink.com](http://csuhealthlink.com). Contact 408-924-5920 for details.

### Immunization

As a new student, you may need to provide **proof of Measles and Hepatitis B immunization prior to enrollment**. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to the Student Services Center or fax them to 408-924-2050.

### Need to speak to a real person?

You'll find the help you need at the Student Services Center. Admissions, EOP, Financial Aid and Scholarships, Registrar, Bursar's, Academic Advising and many more services are located here.

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## Transfer – Tips for Academic Success

SJSU is committed to helping you make a smooth transition to the university and graduating in a timely manner. Though some of these programs and services are optional, they're designed to help you succeed at SJSU.

1. **Attend Transfer Orientation.** This is a mandatory orientation to SJSU.
2. Be sure to **attend** appropriate **academic development workshops** offered throughout the semester by Academic Advising and Retention Services staff members. Counseling Services also offers numerous workshops to enhance student success. See [www.sjsu.edu/counseling/Workshops/Spartan\\_Success\\_Certificate/](http://www.sjsu.edu/counseling/Workshops/Spartan_Success_Certificate/) for more information and a schedule.
3. Be sure to **meet with an Academic Advisor** in Academic Advising and Retention Services or with your major advisor BEFORE dropping a course or withdrawing from the university.
4. Seek assistance from a **tutor** at the Learning Assistance Resource Center (LARC).
5. More importantly, **ask for help right away**. Do not wait until your situation gets really difficult.

# Transfers – Register for classes at MySJSU

## What immigration process is needed to transfer my I-20 to SJSU?

To complete your immigration transfer to SJSU you need to have your former school do the following, as soon as possible:

- Show them your admission letter and the SJSU I-20 Transfer Form ([www.sjsu.edu/depts/ipss/forms/transferform.pdf](http://www.sjsu.edu/depts/ipss/forms/transferform.pdf)) Complete the top section and ask them to complete the rest and fax it to 408-924-2035.
- Complete your Immigration Check-in at the IPS Office at SJSU. You can do this at the Program for New International Students on Wednesday, August 17, or at the IPS Office during the summer. See [www.sjsu.edu/depts/ipss](http://www.sjsu.edu/depts/ipss) for the check-in schedule.

## What will I need to register for classes?

- You must register for and attend a mandatory Transfer Orientation session in order to register for Fall 2011 classes.
- The Fall 2011 *Schedule of Classes*, online at <http://info.sjsu.edu> beginning Monday, May 9.
- The *SJSU Catalog* for descriptions of classes, major and minor requirements, available from the Spartan Bookstore. This publication can be ordered by phone at 408-924-1805 or online at [www.Spartanshops.com](http://www.Spartanshops.com)
- A personal file of your SJSU admission information, including admission letters, grade reports, copies of transcripts from other colleges, placement test scores, and everything related to your enrollment.

## How do I register?

You need your MySJSU User ID and the password you retrieved when you activated your MySJSU account on the <https://futurestudent.sjsu.edu> web site.

Lost or forgot your password? For security reasons we can't give it out over the phone. Contact the CMS Help Desk via [cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu) with your full name and MySJSU User ID or your full name, mailing address and date of birth for assistance.

## Do I need an appointment for registration?

Yes, your enrollment appointment time and any holds are posted at <http://my.sjsu.edu>. Read this information carefully. "Holds" are blocks on your record that prevent you from registering for classes. If you have no "holds," you may begin to register at your appointment time. Check online in View Enrollment Appointments for your start date/time.

The *SJSU Schedule of Classes* has the specific Class Number codes and section numbers you'll need to register. Read the sections on registration carefully before you register the first time.

## Registration Appointments

Registration appointments will be issued beginning Monday, May 9. You will not receive an appointment until we have received and processed all requested documents and you have attended a Transfer Orientation session.

## Once I've registered for classes, can I change my schedule?

- If a course you want is full, search for open sections using the MySJSU registration system. Or, place yourself on the class waitlist. You are not guaranteed admission into waitlisted courses, but you will automatically be placed in the class once a space becomes available and if you are eligible to enroll in the course.
- 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 Advance Registration.

## Advance Registration: Tuesday June 7 – Sunday, August 14

Be sure to pay your fees by your due date or risk losing your classes.

## What if I forget to register for classes?

You may still register, but not until Wednesday, August 24, the first day of Fall instruction and the Late Registration period. Late registrants are assessed a \$25.00 late fee. Late registration is on a space available basis: getting the class you want may be very difficult.

## What if I am accepted after the last day to register online?

For advice and instructions, stop by Advising and Retention Services in the Student Services Center, or contact [academic.advising@sjsu.edu](mailto:academic.advising@sjsu.edu) or 408-924-2129.

## 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 classes.

## We Verify Your Course Work

### Remember...

You must complete all required courses in progress this semester to maintain your eligibility.

### Important work in progress includes:

- Four basic skills courses, with “C” or better grades in written communication, oral communication, mathematics and critical thinking
- Units needed to complete 60 transferable semester units (90 quarter units)

Transcripts for course work through Spring 2011 must be postmarked by Friday, July 15, 2011 for Fall 2011 admitted students.

Send all documents to: San José State University  
Undergraduate Admissions  
One Washington Square  
San José, CA 95192-0016

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

You will have your admission to SJSU revoked and your registration cancelled, even if you have signed up for housing and attended orientation.

### What if I'm taking required courses this summer?

No, you may not use summer courses to meet the four basic skills requirement or to attain the 60 semester unit minimum for upper division standing. Submit your final transcripts as soon as possible. Your registration is blocked until we verify that you will complete the courses by the end of the Spring term.

### California Community College transfers

- Make sure Admissions has a copy of your GE certification, sent to Undergraduate Admissions.
- 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.

### For all transfers:

- For the best course selection this fall, take the Writing Skills Test (WST) prior to enrolling at SJSU.
- All transfers must complete 12 units of SJSU Studies (Advanced GE) courses. The WST must be taken and passed in order to enroll in SJSU Studies courses.
- To ensure that you select the most appropriate courses, you must attend Transfer Orientation before registering for classes and attending SJSU in the fall.

# Freshmen and Transfer Registration Holds and How to Resolve Them

**HOLDS are electronic restrictions on your access to classes.**

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### Tests

You **forgot to take the placement test**, or it **hasn't been scored and recorded** yet.

*Sorry, you must have test scores on file at SJSU before you may register. Contact the Testing office.*

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### Orientation

You **did not attend** a mandatory **Orientation**.

*Contact Academic Advising and Retention Services.*

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### Transcript

You owe us a **final transcript** or **verification of classes**.

*You may lose all of your classes if you fail to turn in these records by the stated deadline. Contact the Admissions office.*

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### Prerequisites

You **didn't take the necessary course** to proceed to the next level of instruction.

*You may be blocked from this course until you show us (or the instructor) that you met the prerequisites.*

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### Immunization

As a new student, you will need to **provide proof of Measles and Hepatitis B immunization prior to enrollment**.

*If you don't have documentation, go the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to the Student Services Center or fax them to 408-924-2050.*

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### International Student Health Insurance

All international students are **required to purchase health insurance coverage** prior to registering for classes.

*The SJSU international student health insurance can be purchased online at CSUhealthlink.com. If you have any questions, contact International Programs and Services.*

# Freshmen Placement Tests

All students, unless otherwise exempt, are required by the California State University to complete the Entry Level Mathematics (ELM) and the English Placement Test (EPT) and have scores available prior to registering for any class.

For the most flexibility in scheduling your courses, it is to your advantage to take the test(s) on the **earliest available date!**

If you still need to take one or more of these exams, register now! Call 408-924-5980 or see <https://testing.sjsu.edu> for testing information.

## Importance of the exams

If you must take the ELM and/or the EPT, the score you earn will determine your placement into a math or English class. Failure to score sufficiently high on either of these exams will cause you to be placed into mandatory remedial courses during your first year at SJSU. Since this can impact the length of time it will take you to earn your degree, we strongly recommend that you prepare for these exams.

## How to prepare for the exams

Visit the Testing website at <https://testing.sjsu.edu> for:

- Links to other test sites in the CSU
- Test instructions
- Sample questions and problems contained in **Focus on Math** and **Focus on English**.
- English Placement Test  
[www.csumathsuccess.org/exempt\\_esw](http://www.csumathsuccess.org/exempt_esw)
- Entry Level Mathematics  
[www.csumathsuccess.org/exam\\_prep](http://www.csumathsuccess.org/exam_prep)

## English Placement Test (EPT) Exemptions

### National Standardized Tests

- SAT: 500 or higher on the critical reading section
- ACT: 22 or higher on the English test
- AP: 3 or higher on the Language & Composition or Literature & Composition Tests

### Community College credit

- Complete a course with a grade of C or better for a course that satisfies Area A-2 of General Education

### Early Assessment Program (EAP)

- A status of "Ready for college-level English courses" on the Early Assessment Program taken at the end of 11th grade.

## Entry Level Mathematics (ELM) Exemptions

### National Standardized Tests

- SAT: 550 or higher on SAT I Mathematics Reasoning or SAT II Mathematics Level IC or IIC.
- ACT: 23 or higher on the mathematics test (taken October 1989 or later)
- AP: 3 or higher on the Statistics, Calculus AB or BC test

### Community College Credit

- Complete a course with a grade of C or better for a course that satisfies Area B-4 of General Education

### Early Assessment Program (EAP)

- A status of "Ready for college-level math courses" on the Early Assessment Program (EAP) taken at the end of 11th grade.
- A status of "Conditionally Ready for college-level math courses" on the Early Assessment Program (EAP) taken at the end of 11th grade and completion with a C or better of an approved one year mathematics course during 12th grade.

## ELM/EPT Exam Dates

Register for the test at least 2 1/2 weeks in advance. Students with disability-related accommodations must register four weeks prior to the posted test date.

TEST DATE	REGISTRATION DEADLINE
Saturday, March 19, 2011 .....	Friday, March 4, 2011
Saturday, April 16, 2011 .....	Friday, April 1, 2011
Saturday, May 7, 2011 .....	Friday, April 22, 2011

## ELM/EPT Score Results Option

- Select and remember a PIN (Personal Information Number) you choose on the day of the exam.
- Using your PIN, access your online score report at [www.ets.org/csu](http://www.ets.org/csu).

## If you live outside of the Bay Area, another state or country

If you live in California and choose to take the ELM/EPT closer to home, contact the testing office at the CSU campus closest to you. Make sure that you take the exam early so that you can request that the results be reported to SJSU prior to your orientation session.

Contact Educational Test Services at 925-808-2142 and select option 2 to schedule a test in an alternate test site close to you.

### If you live outside of California or in another country,

you may take the exams at SJSU just prior to the first day of instruction. However, you will not be able to register for courses without these exams. If you plan on arriving earlier, you may sign up for an earlier date, attend orientation and register for classes.

If you wish to take the EPT and/or the ELM before arriving in California, please call 1-925-808-2142 or e-mail [csuout-of-state@ets.org](mailto:csuout-of-state@ets.org). There is an additional fee of \$50 for testing outside of the state of California.

## What if I don't take the exams?

You will not be able to enroll in SJSU classes.

## To clarify ELM exemption status or verify test scores

### Susan McClory

408-924-5070

[Susan.McClory@sjsu.edu](mailto:Susan.McClory@sjsu.edu)

[www.math.sjsu.edu/~mcclory/](http://www.math.sjsu.edu/~mcclory/)

### Testing Office

Industrial Studies 228

408-924-5980

## Department Placement Exams

Some departments give placement exams in order to make certain that students are prepared for specific courses. Contact the department for specific instructions, dates and policies for placement exams in Calculus, Physics, Foreign Languages, and Music.

Most of these exams are given the week prior to the beginning of the semester and some are offered several times before the term begins.

**Need the Calculus Placement Exam?** Most new undergraduates in the colleges of Science and Engineering need to take the Calculus Placement Exam prior to registration. For details, exemptions and other criteria, see [www.sjsu.edu/math/calculus](http://www.sjsu.edu/math/calculus).

# Writing Skills Test (WST) for Transfers

All students, regardless of where they began their college studies, are required by the California State University to satisfy an upper division written communication requirement. At SJSU the writing requirement has two parts: passing the WST and passing a 100W course.

- Satisfying the Writing Skills Test (WST) requirement is required for enrollment in all SJSU Studies upper division general education classes, including Writing Workshop (100W) classes.
- The WST requirement cannot be waived.
- Be sure you have finished English 001A and English 001B, or equivalent courses.
- High WST scores may also be used to waive the required Written Communication II course (100W). Some majors do not permit waiving of 100W no matter what score the student receives on the WST. Individual score reports explain each student's status.

For students who have failed the WST, SJSU offers courses, ENGL 100A and LLD 100A (formerly ENGL 96S and LLD 96S) that satisfy the WST requirement if passed with a C or better.

You do not need to take the WST if you completed the Graduate Writing Assessment Requirement (GWAR) at SJSU or at another CSU campus as a matriculated student at the time of completion.

If you have questions about your status, contact the Testing Office at [testeval@sjsu.edu](mailto:testeval@sjsu.edu).

If you will not be in the U.S. for one of the fall WST exams, take the first available exam in the spring semester.

## WST Scores

Scores will be reported on student's MySJSU accounts. See <https://testing.sjsu.edu> for detailed WST score information. for detailed WST score information.

## How to prepare for this exam

- WST information, test dates, passing scores, sample test questions, and registration materials may be obtained from <https://testing.sjsu.edu/twst.html>
- The Learning Assistance Resource Center (LARC) offers WST preparation: see [www.sjsu.edu/larc/](http://www.sjsu.edu/larc/)
- The Writing Center offers tutorial help and workshops on various subjects on writing: see [www.sjsu.edu/writingcenter/](http://www.sjsu.edu/writingcenter/)
- Purchase and review *The California State University Writing Proficiency Exams*, published by Barron's and available at the Spartan Bookstore.

## To register

1. Register at least 3-1/2 weeks in advance at <https://testing.sjsu.edu>

TEST DATE	REGISTRATION DEADLINE
Saturday, April 2, 2011 .....	Thursday, March 10, 2011
Saturday, June 11, 2011 .....	Thursday, May 19, 2011
Saturday, July 16, 2011.....	Thursday, June 23, 2011
Saturday, September 24, 2011 .....	Thursday, September 1, 2011
Saturday, November 12, 2011.....	Thursday, October 20, 2011

**Students who require disability-related accommodations must register four weeks prior to the posted test date.**

2. The non-refundable test fee is \$25.00, payable at the Bursar's Office, Student Services Center or online via credit card.

# Tuition Fees

After you register, log on to your MySJSU account to view the amount you owe and your payment due date. Tuition fees are due in full after registering for your classes.

**Failure to pay by the deadline will result in your classes being dropped.**

**BILLS ARE NOT SENT IN THE MAIL.** The Bursar's Office emails reminders of due dates, so check your account frequently. Reminders also appear as "messages" on MySJSU.

## Estimated Tuition Fees - Subject to Change

The CSU makes every effort to keep student costs to a minimum. Tuition 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 initial tuition fee payments are made, to increase or modify any listed tuition fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed tuition fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

### Semester tuition fees

Undergraduate ..... 6.1 units or more.....\$3,109.00

Non-residents of California add \$372.00 per unit. Undergraduate international students are required to take a minimum of 12 units each semester.

### Course fees/Lab fees

Several courses and labs have additional fees ranging from \$5.00 to \$130.00.

### Special or optional fees

One-semester parking permit ..... \$192.00

## Financial Assistance is Limited

SJSU's Financial Aid & Scholarship Office provides scholarship availability to international students **only after** you have established a grade point average at SJSU for at least one semester of attendance. Please be aware that international students will only be eligible for those scholarships that are merit-based. Need-based scholarships are part of Financial Aid, which is **not available to international students.**

Seek out fellowships and scholarships offered by organizations or agencies, other than SJSU, such as churches or fraternal organizations with which you already have affiliations. Remember, when searching for outside financial assistance such as scholarships you should not pay any money.

## Methods of Payment

- Pay in Person at SJSU Bursar's Office: Cash, check, cashier's check, bank draft or money order.**

CREDIT CARDS AND DEBIT CARDS ARE NOT ACCEPTED IN PERSON AT THE BURSAR'S OFFICE WINDOWS

- Online with a Credit Card** (MasterCard, American Express, Discover/Novus)

Log on to MySJSU, scroll down to the Finance section > Pay Now > Make a Payment and select the link to pay with a credit card.

**THERE IS A SERVICE CHARGE FOR PAYING WITH A CREDIT CARD.**

**ATM Debit Payment Information:** The Bursar's Office **does not accept** ATM debit cards at the cashier windows nor pinless debit cards online due to a significant increase in transaction fees assessed by banks. Students can pay online with an echeck at no charge to have the payment deducted from their bank account. Students paying in person at the Cashier's Office can pay with cash, check, cashier's check, money order, or bank draft.

- Online with an E-check**

Log on to MySJSU and scroll down to the Finance section > Pay Now > Make a Payment > and select "Checking" from the drop-down menu.

**There is no service charge for e-check payments.**

**Only regular bank savings or checking accounts are allowed.**

**Important! Online payments initiated through your bank's bill-pay website are highly discouraged** because it can take several days from the time your account is debited until we receive the check from your bank.

**We do not accept e-checks from business checking accounts, brokerage accounts, credit card advance checks, or some credit unions. CHECK WITH YOUR BANK IF YOU ARE UNSURE IF YOUR CHECK WILL BE ACCEPTED ELECTRONICALLY.**

- By Mail with a Check, Cashier's Check, Bank Draft or Money Order**

**Checks mailed or placed in the Bursar's Office drop box** must have the student's name and SJSU ID number on the face of the check. All personal checks received will be converted into electronic debits. For reconciliation purposes, checks will appear on your bank statement under electronic debits.

The Bursar's Office does not honor postmarks for payment deadlines.

A \$25 fee is charged for the first returned check and \$35 thereafter. An additional Administrative Fee may also be charged. SJSU has no control over whether the bank sends checks through a second time for clearing.

If a check or e-check is dishonored by the bank for any reason, including keying errors for e-checks, the registration is subject to cancellation.

**Mail checks to:** Bursar's Office  
San José State University  
One Washington Square  
San José, CA 95192-0138

## Installment Payments

See [www.sjsu.edu/bursar](http://www.sjsu.edu/bursar) for sample Installment Payment plans. There is a service charge to pay through these plans.

## Refunds

Students are highly encouraged to enroll in Direct Deposit, formerly known as e-refunds. 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.

## You are responsible for keeping your MySJSU account current

The university 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. If the debt is referred to a private collection agency, the student is responsible for any collection costs.**



# Housing at SJSU

## On-Campus Housing Options

### RENTS INCLUDE FURNITURE, UTILITIES, INTERNET, CABLE AND PHONE SERVICE

Meal Plans are required for all Bricks, Joe West and Campus Village Suites residents, but optional for the Apartments. Meal plans are available through Spartan Dining. The Dining Commons is open seven days a week. Meal plans are also good at various campus eateries including Subway, Jamba Juice, Panda Express and more.

**The Campus Village Apartments** community is a high-rise apartment building that offers students a variety of independent living options: three, four and five bedroom apartments.

#### MEAL PLANS ARE OPTIONAL AND AVAILABLE FOR ADDITIONAL COST.

Double occupancy rent.....	\$7,312.00 – \$7,897.00 annual
Single occupancy rent.....	\$8,945.00 – \$9,660.00 annual

**The Campus Village Suites** are open to freshman and upper division students.

Each suite consists of four bedrooms, two bathrooms, a common living area, and a kitchenette.

#### MEAL PLANS ARE MANDATORY.

Double occupancy room with 5 day meal plan.....	\$10,094.00 – \$10,621.00 annual
Double occupancy room with 7 day meal plan.....	\$10,694.00 – \$11,221.00 annual

**The Bricks** community is made up of three traditional brick buildings. Washburn, Hoover, and Royce Halls, (affectionately known as the “bricks” for their uniform red brick architecture) are three stories high, and divided into six wings. Each brick building houses 204 students in double occupancy rooms. **MEAL PLANS ARE MANDATORY.**

Double occupancy room with 5 day meal plan.....	\$8,661.00 – \$9,074.00 annual
Double occupancy room with 7 day meal plan.....	\$9,261.00 – \$9,674.00 annual

**Joe West Hall** is a twelve-story high-rise residence hall home to 600 students.

#### MEAL PLANS ARE MANDATORY.

Double occupancy room with 5 day meal plan.....	\$8,661.00 – \$9,074.00 annual
Double occupancy room with 7 day meal plan.....	\$9,261.00 – \$9,674.00 annual

**Annual (10-month) costs:** All rates are approximate and subject to change. Meal costs are basic; final rate will vary depending on meal plan chosen. A \$50.00 non-refundable application fee and a \$40.00 annual activity fee will also be charged to all rents.

## Disability Accommodations

If you have specific needs regarding accommodations, please contact University Housing Services at 408-795-5600 or [info@housing.sjsu.edu](mailto:info@housing.sjsu.edu).

The Disability Resource Center (DRC) can assist while working with Housing to ensure that students with disabilities have appropriate accommodations. Contact 408-924-6000 (voice), 408-924-5990 (TTY) or [info@drc.sjsu.edu](mailto:info@drc.sjsu.edu).

## Financial Aid and On-Campus Housing

Financial Aid students with a fee deferral should understand that the fee deferral is for enrollment fees only and **does not include housing charges**. See “Financial Aid for Admitted Students” section.

## Apply for Housing

Applications for campus housing are accepted at anytime during the year! Go to <https://apply.housing.sjsu.edu/> to begin the application process.

**FOR MORE INFORMATION, INCLUDING APPLICATION MATERIALS, VISIT [WWW.HOUSING.SJSU.EDU](http://WWW.HOUSING.SJSU.EDU)**

## SJSU International House

The International House is a co-ed residence for 70 U.S. and international students attending San José State University. SJSU I-House is located within a five-minute walk of the campus and is a large comfortable home featuring friendly interaction among students of many cultures.

Residents represent approximately 30 countries. Residence at International House meets the requirements for frosh campus living during their first year. In general, residents range in age from 17-35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate and English Language programs.

International House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. All furniture, utilities, TV, internet access and computer equipment, and use of fully equipped kitchen are included.

Double occupancy room with 5-day meal plan .....	\$9,998 annual
Double occupancy room with 7-day meal plan.....	\$10,598 annual

### SJSU International House

360 South 11th Street, San José, CA 95112-2217

408-924-6570

[www.sjsu.edu/ihouse](http://www.sjsu.edu/ihouse)

[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)

## Off-campus Housing

### Sorority & Fraternity Housing

Recruitment occurs in the fall semester, call 408-924-5950 for more information. Costs vary according to meal plans, membership fees, and other services provided.

Fraternity.....	\$3,920.00 – 5,500.00 per academic year
Sorority .....	\$4,350.00 – 5,290.00 per academic year

### Apartments & Houses

Arrange for rentals at least two months before the beginning of the semester. Prices do not include amenities, such as water, garbage, PG&E, phone, cable or Internet.

1 bedroom apartments .....	\$1,000.00 – 1,500.00 per month
2 bedroom apartments.....	\$1,500.00 – 2,500.00 per month
Apartment or house (to share) .....	\$1,000.00 – 1,500.00 per month

# San José State University

## MAIN CAMPUS



Offices are listed in black. COLLEGES and departments are blue.

### Administration

Career Center  
Counseling Services  
Disability Resource Center  
Graduate Studies and Research  
Ombudsman  
Student Conduct  
Undergraduate Studies

### Art Building

Art Galleries  
*Design*  
*Fine Arts*

### Associated Students House

Associated Students

### Dwight Bentel Hall

*Journalism and Mass Communications*  
*The Spartan Daily*

### Business Tower

COLLEGE OF BUSINESS  
*Business Graduate Programs*  
*Accounting & Finance*  
*Information Systems*  
*Marketing & Decision Sciences*  
*Organization & Management*

### Boccardo Business Center

Business Student Advisement Center (BSAC)

### Campus Village

**Central Classroom Building**  
*Nutrition, Food Science & Packaging*  
*Occupational Therapy*

### Clark Hall

Associated Students Advising  
Fraternity & Sorority Life  
International Programs and Services  
Orientation and Transition  
Peer Mentors  
Student Academic Success Services  
Student Involvement  
Student Organizations and Leadership  
*Anthropology*  
*Comparative Religious Studies*  
*Humanities*  
*Liberal Studies*  
*Library and Information Science*  
*Linguistics and Language Development*  
*Political Science*  
*World Languages and Literatures*

### Duncan Hall

*Biological Sciences*  
*Chemistry*  
*Geology*  
*Meteorology and Climate Science*  
*Nuclear Science*

### Engineering

COLLEGE OF ENGINEERING  
*Chemical & Materials Engineering*  
*Civil & Environmental Engineering*  
*Computer Engineering*  
*Electrical Engineering*  
*General Engineering*  
*Industrial & Systems Engineering*  
*Mechanical & Aerospace Engineering*  
*Software Engineering*

### Event Center

6,500 seat arena  
Box office  
Sports Club

### Faculty Office Building

*English & Comparative Literature*  
*Philosophy*

### Hugh Gillis Hall

*Communication Studies*  
*Creative Arts*  
*Television, Radio, Film and Theatre*

### Health Building

*School of Nursing*  
Student Health Center

### Industrial Studies

*Aviation & Technology*  
Testing

### Dudley Moorhead Hall

*Asian American Studies*  
*Economics*  
*History*  
*Psychology*  
*Social Sciences*  
*Sociology*  
*Women's Studies*

### King Library

**MacQuarrie Hall**  
COLLEGE OF APPLIED SCIENCE & ARTS  
*Computer Science*  
*Health Science*  
*Justice Studies*  
*Mathematics*

### Music

*Music and Dance*  
Concert Hall

### Science

COLLEGE OF SCIENCE  
*Physics & Astronomy*

### Spartan Complex

*Kinesiology*  
*Mexican American Studies*  
*Hospitality, Recreation, and Tourism*  
*Management*

### Student Services Center

Academic Advising and Retention Services  
Admissions – Undergraduate and Graduate  
Aspire/McNair Program  
Bursar's Office  
Educational Opportunity Program (EOP)  
Enrollment Services  
Financial Aid & Scholarships  
Learning Assistance Resource Center (LARC)  
Pre-College Programs  
Registrar Services  
Student Outreach and Recruitment (SOAR)  
Welcome Center

### Student Union

Spartan Bookstore

### Sweeney Hall

COLLEGE OF EDUCATION  
*Child and Adolescent Development*  
*Communicative Disorders and Sciences*  
*Counselor Education*  
*Educational Leadership*  
*Elementary Education*  
*Secondary Education*  
*Special Education*

### Tower Hall

President's Office  
Morris Dailey Auditorium

### Washington Square Hall

COLLEGE OF HUMANITIES  
AND THE ARTS  
COLLEGE OF SOCIAL SCIENCES  
*African-American Studies*  
*Dance*  
*Environmental Studies*  
*Geography*  
*Social Work*  
*Urban & Regional Planning*

### University Police

Parking and Traffic Services

### Other Campus Facilities

**Associated Students  
Child Development Center**  
460 South 8th Street, San José

**International House**  
360 South 11th Street, San José

**SJSU International  
and Extended Studies**  
201 North Fourth Street, Suite 301,  
San José

**Spartan Stadium and  
South Campus Facilities**  
Seventh Street and Alma Avenue

# Directory for International Students

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## Next Steps “Intent to Enroll”

Questions about the enrollment process at SJSU.

[nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu)

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## Admission Status – International

- Application status
- To-do list
- Documents outstanding

<http://my.sjsu.edu>

[international.queries@sjsu.edu](mailto:international.queries@sjsu.edu)

408-283-7500

408-924-2050 (Fax)

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## Catalog and Class Schedules

<http://info.sjsu.edu>

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## Disability Resource Center

408-924-6000 voice

408-924-5990 TTY

408-924-5999 Fax

[www.drc.sjsu.edu](http://www.drc.sjsu.edu)

[info@drc.sjsu.edu](mailto:info@drc.sjsu.edu)

For housing accommodations, contact Housing Services at 408-795-5600.

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## Fees

[www.sjsu.edu/bursar](http://www.sjsu.edu/bursar)

[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

408-924-1601

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## Housing Services

Campus Village, Building B, 2nd Floor

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

On-campus: 408-795-5600

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## Intent to Enroll

<https://nextsteps.sjsu.edu>

[nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu)

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## International House

360 S. 11th Street

San Jose, CA 95112-2217

[www.sjsu.edu/ihouse](http://www.sjsu.edu/ihouse)

[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)

408-924-6570

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## International Programs and Services

Services and programs for international students and students wishing to study abroad

[www.sjsu.edu/depts/ipss](http://www.sjsu.edu/depts/ipss)

408-924-5920

408-924-5976 (Fax)

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## Maps/Directions to SJSU

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

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## MySJSU Help

MySJSU login and navigation assistance.

[www.sjsu.edu/mysjsu/about/help\\_desk/](http://www.sjsu.edu/mysjsu/about/help_desk/)

[cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu)

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## Orientation – Freshmen

[www.sjsu.edu/getinvolved/orientation](http://www.sjsu.edu/getinvolved/orientation)

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

408-924-5972

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

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## Orientation – Transfer

[www.sjsu.edu/aars/transfer\\_orientation](http://www.sjsu.edu/aars/transfer_orientation)

[transfer.orientation@sjsu.edu](mailto:transfer.orientation@sjsu.edu)

408-924-2997

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

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## Registration via MySJSU

- View enrollment appointments
- Registration for classes
- List of holds and restrictions on your records
- List of fees owed (in the Finances Section)
- Search for open sections of classes
- Print your class schedule

<http://my.sjsu.edu>

408-283-7500

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## Spartan Bookstore

Books, supplies, *SJSU Catalog*, etc.

[www.spartanbookstore.com](http://www.spartanbookstore.com)

1-800-370-9794

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## Student Services Center

Ninth Street and E. San Fernando Street

408-283-7500

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## Testing

- Register for ELM/EPT
- Information about the WST
- Links to testing services

<https://testing.sjsu.edu>

[testeval@sjsu.edu](mailto:testeval@sjsu.edu)

408-924-5980

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## Tours of SJSU

[www.sjsu.edu/soar](http://www.sjsu.edu/soar)

[outreach@sjsu.edu](mailto:outreach@sjsu.edu)

408-924-2786

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## www.sjsu.edu

General SJSU website

## Congratulations on your admission to San José State University!

San José State University is a major, comprehensive public university located in the center of San José and in the heart of Silicon Valley. Its distinctive character has been forged by its long history, its location, and its vision – a blend of the old and the new, of the traditional and the innovative. Among its most prized traditions is a stimulating mix of age groups, cultures, and economic backgrounds for teaching, learning and research. SJSU takes pride in its teaching and learning environment, with faculty who are active in scholarship, research, technological innovation, community service, and the arts.

To become part of our campus community, please be sure to follow all of the enrollment steps in this guide to insure your enrollment at SJSU this fall. In particular, make sure that you sign up for either a Frosh or Transfer Orientation program, as is appropriate. Once you have completed the Next Steps process, you will be asked to sign up and RSVP for the Program for New International Students.

We look forward to seeing you this Fall!

### **Non Discrimination Policies/ Campus Safety Statistics**

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or veteran's status. This policy applies to all SJSU student, faculty and staff programs and activities.

Questions regarding this policy should be directed to the Manager of the Office for Equal Opportunity, 408-924-1115.

### **Disabled Access**

All San José State University classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Disability Resource Center.

### **Campus Safety Statistics**

A campus safety report is available at [www.sjsupd.com](http://www.sjsupd.com) or by calling 408-924-2172.

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**SAN JOSÉ STATE  
UNIVERSITY**

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ENROLLMENT SERVICES

One Washington Square  
San José, CA 95192-0016  
408-283-7500