Academic Certificate Step-by-Step Application and Admission Process

This document explains the admission process for international applicants to the certificates in: International Business, and Hospitality & Tourism Management.

**Step 1:** Complete [online](#) or [paper](#) application form.

**Step 2:** Prepare supporting documents

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**Transcript:** transcript or academic records from each college/university attended. An incomplete academic history will significantly delay review of your application. If transcript is not in English, submit transcript in the original language and a certified English translation. Unofficial (copies/unsealed) transcripts are acceptable for evaluation purposes. Make sure copies are clear, legible, and include name of institution. Also include transcript key/legend (usually located on the back of the transcript).

Official, sealed academic documents/transcripts must be submitted upon enrollment for final admission to the program. CEL may request official transcripts from you at any point during the application review process.

**Proof of English proficiency:** submit a copy of your official TOEFL, IELTS or the appropriate test score to celglobal@sfsu.edu as soon as it is available and no later than the application deadline. English proficiency scores may be waived in certain circumstances. Refer to [English Proficiency Requirement](#) for detailed information.

Depending on your English proficiency test, you may be required to have an official score report sent to the College of Extended Learning. Scores are valid for two years. For TOEFL score reports our institution Code is **4721**. Scores are valid for two years after the test date.

**Proof of financial eligibility and affidavit:** international applicants are required to submit a bank letter or financial guarantee demonstrating financial ability to study and live in the US for an academic year. See [Financial Affidavit](#) for details.

**Passport/student immigration documents:** submit copy of passport biographical page (or national ID card if you do not yet have a passport). If you are attending another U.S. School on F-1 student visa, also include copy of your F-1 visa and I-20.
Step 3: Submit application and/or supporting documents. Two options:

Option 1 - Submit supporting documents to celglobal@sfsu.edu

Option 2 - Mail your completed paper application and/or supporting documentation to the address listed at the top of this document.

Step 4: Extended Learning reviews your application. If you qualify for the certificate program, you will receive a Letter of Admissions by email. If you do not qualify for admission, a denial letter will be sent instead.

Step 5: Accept admission offer and pay $100 non-refundable confirmation fee. Instructions will be sent with the admission offer by email.

Step 6: Extended Learning reviews your financial documents, and an I-20 form is issued and sent to you. Express mail (DHL, FedEx or US Priority Mail is available at a cost). **Spring 2021: I-20 is issued only for F1 students in the US transferring from another U.S. institution**

Step 7: Apply for the F-1 Visa (if you don’t already have a valid F-1 student visa). Visit the U.S. Department of State website https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html for information about the SEVIS fee and visa application from your nearest U.S. consulate. **Spring 2021: the Student and Exchange Visitor Program (SEVP) has indicated that “If new initial students have not arrived in the United States, they should remain in their home country” and study from there for online programs. We will update you if SEVP’s guidance changes.**

Step 8: Complete pre-orientation tasks. Detailed information will be sent about 1-2 months before the program starts which includes: setting your SF State password, health insurance, and immunization records.

**Immunization: Measles, Mumps & Rubella**

California State law requires all university students to be immunized against measles, mumps, and rubella. Before arriving in San Francisco, you should obtain a doctor’s certificate in English showing that you have received these immunizations or complete the Immunization Requirement form. This documentation should be given to the Registrar’s Office by orientation. If you do not provide proof of immunization upon arrival at SF State, you will need to be immunized during your first semester.

**Health insurance**

F-1 International students are required to purchase the CSU/SF State sponsored insurance offered by Relation - purchasing instructions will be included in your orientation information. The only two exceptions to this are:

a. Students on a government-sponsored scholarship that provides compatible insurance coverage as a part of the sponsorship.

b. Students receiving insurance coverage through an employer-sponsored plan in the United States (i.e. receipt of insurance is a part of the U.S. employment compensation through your spouse).

**Spring 2021: only students in the country must purchase the health insurance. Students overseas must complete a Health Insurance Waiver.**

Step 9: Attend mandatory International Student Orientation before classes begin. Details will be sent by email about a month before the semester starts.