College of Extended Learning International Certificate Application Process
Step-by-Step Checklist

**Step 1:** Visit [https://cel.sfsu.edu/international](https://cel.sfsu.edu/international) for updates.

**Step 2:** Print and complete the College of Extended Learning International Certificate Application downloadable from the International Students page on the College of Extended Learning web site.

**Step 3:** Send your completed application form, non-refundable $100 application fee, along with your resume and all other supporting documentation to:

San Francisco State University
College of Extended Learning
835 Market Street, 6th Floor
San Francisco, CA 94103
ATTN: International Student Coordinator

**Step 4:** No later than one month before the application deadline – order official, sealed transcripts from all universities attended – and have them mailed directly to the address above. If your transcripts are not in English they must be translated. Transcripts sent online are not considered valid for application purposes.

**Step 5:** Email your TOEFL, IELTS or American Language Institute score to celacad@sfsu.edu as soon as it is available and no later than the application deadline. You may also send the score directly to College of Extended Learning's Code Number: 4721. TOEFL iBT minimum= 61, IELTS minimum=6. College of Extended Learning does not accept institutional TOEFL scores with the one exception of the American Language Institute at SF State University.

**Step 6:** Include your proof of financial eligibility. You will need to submit a bank letter - on bank letterhead- signed by a bank official. (In English and less than 12 months old). The amount that you must prove eligible for varies by the program you are applying to - please see the International Student Fees chart.
Step 7: Extended Learning reviews the certificate application. If you qualify for the Certificate Program, you will be emailed a Letter of Acceptance. If you do not qualify for admission a letter will be sent to you explaining what requirements still need to be met for admission.

Step 8: Once we have received your complete application and you have been accepted by the program, your file is sent to the Office of International Programs (OIP). OIP reviews the file. If the paperwork is in order, an I-20 form is issued and sent to you. Please allow 3 weeks for this processing. If you would like your I-20 sent by FedEx or US Priority Mail, please indicate this on your application. You will be responsible for this additional cost. You must then apply at your U.S. Consulate for the F-1 Visa (if you don’t already have a valid F-1 student visa).

Step 9: You will be assigned to a certificate program coordinator who will assist you with all academic advising. A Designated School Official (DSO) will be assigned to you to manage your I-20/F-1 visa status and all advising related to it.

Step 10: Report to your Designated School Official upon arrival and attend Mandatory International Student Orientation before classes begin.

Post Admission and Before Registration:

After you are accepted into the program and have obtained your F-1 student visa - submit proof of CSU Insurance and MMR immunization in order to obtain eligibility to register for classes. You will not be able to register until both have been provided.