College of Extended Learning

Certificate Application and Admission Process

Step-by-Step Checklist

**Step 1:** Complete online or paper application form.

**Step 2:** Prepare supporting documents

**Transcript:** submit a transcript from each college/university attended. 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. Official, sealed transcripts must be submitted for final admission to the program.

**Proof of English proficiency:** (only for applicants whose English is not their primary language) 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. Following is a list of the acceptable English proficiency test scores:

<table>
<thead>
<tr>
<th>Test type</th>
<th>Minimum Score</th>
<th>Test type</th>
<th>Minimum Score</th>
<th>Test type</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL IBT</td>
<td>61 (Undergraduate) 80 (Graduate)</td>
<td>Norwegian Vitnemal</td>
<td>4 in English</td>
<td>DAAD</td>
<td>B2</td>
</tr>
<tr>
<td>IELTS Academic</td>
<td>6.0 (Undergraduate) 6.5 (Graduate)</td>
<td>Swedish Secondary Education</td>
<td>VG or MVG in English A, B, C</td>
<td>ITEP</td>
<td>Level 4</td>
</tr>
<tr>
<td>PTE Academic</td>
<td>45</td>
<td>CET-4</td>
<td>493</td>
<td>TOEIC</td>
<td>700</td>
</tr>
<tr>
<td>CEFR</td>
<td>B2</td>
<td>CET-6</td>
<td>450</td>
<td>Eiken</td>
<td>Pre-1</td>
</tr>
</tbody>
</table>

English proficiency scores may be waived if a student has completed secondary school, a certificate or degree program fully taught in English. If this applies to you, please send celglobal@sfsu.edu a detailed e-mail requesting a waiver and explaining your situation. Your request will be reviewed by the admissions team and you will be notified if you qualify for a waiver.

Institutional TOEFL scores are accepted if the test was administered by SF State’s Center for Global Engagement staff or when agreed upon in an official institutional agreement.

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

**Proof of financial eligibility:** international applicants are required to submit a bank letter or financial guarantee. The amount that you must prove for depends on the program you are applying to - please see the International Student Fees chart.

**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 supporting documents. Two options:

**Option 1** - Submit online and e-mail all supporting documents to celglobal@sfsu.edu

**Option 2** - Mail your completed paper application form and all other supporting documentation to:
Center for Global Engagement
San Francisco State University
1600 Holloway Ave, HUM 101
San Francisco, CA 94132

**Step 4:** Extended Learning reviews the certificate application. If you qualify for the Certificate Program, you will be emailed a Letter of Admissions. 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 5:** Accept admission offer and pay $100 non-refundable confirmation fee. Instructions will be sent with the admissions offer by email.

**Step 6:** International applicants only. Once you accept the admission offer and pay the confirmation fee, an I-20 form is issued and sent to you. If you would like your I-20 sent by FedEx or US Priority Mail, you will be responsible for this additional cost.

**Step 7:** International applicants only. Apply at your U.S. Consulate for the F-1 Visa (if you don’t already have a valid F-1 student visa).

**Step 8:** Attend Mandatory International Student Orientation before classes begin. Details will be included in your admission letter.

**Post Admission and Before Registration:**

After you are accepted into the program and have obtained your F-1 student visa, you must submit proof of:

1. **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 admissions packet. 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).

2. **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 during orientation. If you do not provide proof of immunization upon arrival at SF State, you will need to be immunized during your first semester in San Francisco.