



Certificate Programs - Application and Admission Timeline

This document explains the admission process for the following certificate programs:

- Business Administration
- Hospitality & Tourism Management
- Paralegal Studies (International applicants)
- International Business
- Liberal & Creative Arts

Items Needed	Domestic Applicants	International Applicants
Application Documents		
Transcript	Yes	Yes
Diploma/degree certificate (if applicable)	Only if education was not at an U.S. institution	Yes
Proof of English Proficiency	Only if English is not primary language	Yes
Passport	No	Yes
I-20 Financial Document & Affidavit	No	Yes
To accept admission offer		
Respond by email	Yes	Yes
By Orientation		
Official academic documents	Yes	Yes
Immunization Records	Yes	Yes
Proof of Health Insurance	No	Yes

Step 1: Prepare supporting documents. You will need them when completing your application.

Transcript: transcript or academic records from each college/university attended (high school transcript if applying to the LCA certificate). An incomplete academic history will significantly delay review of your application. Unofficial (scanned 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). If transcript is not in English, submit transcript in the original language and a certified English translation. Additional information for international students can be found at [Supporting Documents](#). CEL may request official transcripts from you at any point during the application review process

Official, sealed academic documents/transcripts must be submitted upon enrollment for full 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 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 scores, accepted tests, and waiver/exemption information.

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 and affidavit: **international applicants needing an I-20 to study** are required to submit a bank letter or financial guarantee demonstrating financial ability to study and live in the US for an academic year in order to receive Form I-20. Financial documents can be submitted with application or after an admission decision is made. See [Financial Affidavit](#) for details.

Passport/student immigration documents: **(international applicants only)** submit copy of passport biographical page (if available). If you are attending another U.S. school on F-1 student visa, also include copy of your F-1 visa, current I-20, and I-94.

Step 2: Submit application and supporting documents.

Program	Application System	Document Submission
Business Administration International Business Hospitality & Tourism Management Liberal & Creative Arts Paralegal Studies	Cal State Apply online application	Upload documents to Cal State Apply application

Step 3: Extended Learning reviews your application and documents (approx. 3 weeks). If you qualify for the Certificate program, a Letter of Admissions will be sent to you by email. If you do not qualify for admission, a letter will be sent to you explaining the reason for the denial.

Step 4: Accept admission offer by responding to admission email within 2 weeks.

Step 5: International applicants only. Extended Learning reviews your financial documents, and an I-20 form is issued and sent to your email.

Step 6: International applicants only. 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.

Step 7: Complete pre-orientation tasks. Detailed information will be sent about 1-2 months before the program starts which includes: setting your SF State password, course selection, health insurance, and immunization records.

Step 8: Attend mandatory Student Orientation (1-2 days on the week before classes start). Details will be sent to you about a month before the semester starts.