Summer in SF State Application and Admission Process

Step-by-Step Checklist

Step 1: Complete online application form.

Step 2: Prepare supporting documents

a. **Transcript:** submit university transcript or high school transcript if you have never attended a university. If transcript is not in English, submit transcript in the original language and a certified English translation. Transcript will be used to assist in advising and course placement for undergraduate applicants. Students applying to take graduate courses must demonstrate a GPA of 3.0 or higher (in a 4.0 scale).

b. **Proof of English proficiency:** can be satisfy through one of the options below

   1) **Test Score:** 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. Scores are valid for two years after the test date. Refer to English Proficiency Requirement for scores and accepted tests. 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. For TOEFL score reports our institution Code is 4721.

   2) **Waiver/Exemption:** 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, send a detailed email to celglobal@sfsu.edu 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. You are exempt if you are from one of the countries in the Exempt Countries list.

   3) **Institution Recommendation:** complete and submit the English Language Proficiency Recommendation form.

c. **Proof of financial eligibility:** 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.

d. **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, I-20, and I-94.

Step 3: Submit supporting documents to our secure Box folder

Step 4: Extended Learning reviews your application. If you qualify for the program, you will be emailed a Letter of Admissions. If you do not qualify for admission, a letter will be sent to you explaining why.
Step 5: Accept admission offer by responding to email.

Step 6: Once you accept the admission offer a form I-20 will be issued and sent to you by email if you applied for a in-person program.

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

Step 8: Submit your Preliminary Course Wish List. Get your university approval if necessary. Our staff will work with you regarding which classes you will be enrolled.

Step 9: Attend mandatory International Student Orientation before classes begin. Details will be included in your admission letter and sent by email.

Post Admission and by Orientation day (in-person program)

After you 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 semester in San Francisco.