

SAN JOSÉ STATE UNIVERSITY

# Steps to Enrollment

INTERNATIONAL TRANSFERS | FALL 2023



**SJSU** | STUDENT AFFAIRS

ENROLLMENT MANAGEMENT | UNDERGRADUATE ADMISSIONS

One Washington Square | San José, CA 95192 | 408-283-7500 | [sjsu.edu](http://sjsu.edu)

## IMPORTANT INFORMATION ABOUT COMPLETING THE STEPS TO ENROLLMENT

Although the steps are presented in numerical order, keep in mind that you may not necessarily complete all of these steps in the order that they are presented. Refer to MySJSU for specific deadlines and tasks that need to be completed to ensure your enrollment.

## STAY COMMITTED TO THE PROCESS

There are consequences if you miss deadlines. Deadlines are very important and are in place to help you through the enrollment process. You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility. To prevent this from happening, sign in to MySJSU ([one.sjsu.edu](http://one.sjsu.edu)) every few days and thoroughly read any messages, To Do List items, or posted deadlines and take the requested action as soon as possible.

# Congratulations on Your Admission!

We are excited to welcome you to San José State University, the founding campus of the California State University (CSU) system. Please know you still have steps to take to stay admitted and officially enroll for Fall 2023, which are outlined in this guide.

## Checklist

### Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Daylight Time) on **Monday, May 1**
  - Sign up for your mandatory Spartan Experience for Transfers (Transfer Orientation)
  - Pay your nonrefundable enrollment deposit (\$250)
- Submit all documents assigned on MySJSU by **Monday, May 1**
- Complete the two-step COVID-19 Vaccination Self-Certification process by **Monday, May 15**
- Complete the Upper-Division Writing (UDW-DSP) Directed Self-Placement Exercise
- Submit photo for your Tower Card ID at [myid.sjsu.edu](http://myid.sjsu.edu) by **Thursday, June 1**
- Complete Spartan Link Online Pre-Orientation prior to attending mandatory Spartan Experience for Transfers (Transfer Orientation)
- Attend your mandatory Spartan Experience for Transfers (Transfer Orientation)
- Make your Housing payment by **Saturday, July 15** if you are planning to live on campus
- Submit final transcripts, test scores and documents by **Saturday, July 15**
- Pay your tuition and fees by **Monday, August 14**
- Attend Global Spartan Welcome (GSW)
- Purchase health insurance through SJSU prior to registering for classes
- Complete Immigration Document Process. If coming from another school in the U.S., submit the SJSU Transfer In Form
- Complete online training programs on sexual violence and alcohol abuse prevention

### Important

- Read the SJSU Catalog for important information
- Read the SJSU Schedule of Classes at [sjsu.edu/classes](http://sjsu.edu/classes)
- Follow SJSU Enrollment Services on Instagram and Twitter: @SJSU\_ES

## Frequently Asked Questions

### What if I do not complete required courses or miss a deadline?

You will have your admission to SJSU revoked and your registration canceled. In particular, failure to submit your transcripts will result in your application being withdrawn, even if you have signed up for housing, attended the Spartan Experience for Transfers orientation, or registered for classes.

### What if I am planning to take courses required for admission during the Summer 2023 term?

You may not use coursework from the Summer 2023 term to complete admission requirements.

### What if I want to take the Fall semester off; can I defer admission to another term?

No, your admission offer is good for the Fall 2023 term only. You must attend at least one course during the Fall 2023 semester to maintain your admission. If you do not enroll in courses during the term of your admission and wish to be admitted for a later term, you must submit a new application for the next available term for which you meet the minimum requirements.

### What if I'm a California Community College transfer?

Keep your own copy of the general education plan from your community college. Keep track of the courses you've completed to meet the GE requirements. Work with our academic advisors to complete remaining courses at SJSU.

### Can I change my major?

Because SJSU is an impacted campus, change of major cannot take place prior to the start of the term and is never guaranteed even after admission to SJSU. If you are Undeclared, you will receive more information about declaring your major during orientation.

# 2023-2024 Calendar

<b>March 2023</b>	<b>Thursday, March 23</b>	Submit official partial transcripts and documents
<b>May 2023</b>	<b>Monday, May 1</b>	Intent to Enroll deadline Orientation fee/Enrollment deposit due (payment via Intent to Enroll) Housing application deadline (University Housing Services) International document deadline (MySJSU To Do List)
	<b>Monday, May 15</b>	Two-step COVID-19 self-certification due date
	<b>Monday, May 29</b>	Memorial Day – Campus Closed
<b>June 2023</b>	<b>Thursday, June 1</b>	Deadline to submit a photo for your Tower Card (Student ID) at <a href="http://myid.sjsu.edu">myid.sjsu.edu</a>
	<b>Tuesday, June 6</b>	Spartan Experience for Transfers (Transfer Orientation) Session 1
	<b>Thursday, June 8</b>	Spartan Experience for Transfers (Transfer Orientation) Session 2
	<b>Monday, June 12</b>	Spartan Experience for Transfers (Transfer Orientation) Session 3
	<b>Wednesday, June 14</b>	Spartan Experience for Transfers (Transfer Orientation) Session 4
	<b>Friday, June 16</b>	Spartan Experience for Transfers (Transfer Orientation) Session 5
<b>July 2023</b>	<b>Saturday, July 15</b>	Final official transcript/document due date Housing payment due date
<b>August 2023</b>	<b>Sunday, August 6</b>	International House contract move-in date
	<b>Monday, August 14</b>	Payment due date
	<b>Tuesday, August 15 – Wednesday August 16</b>	University Housing Services move-in date
	<b>Thursday, August 17</b>	New Student Convocation (5:30 p.m. - 7:30 p.m.)
	<b>Friday, August 18</b>	Advance Registration ends Last day to drop for 100% refund
	<b>Saturday, August 19 – Sunday, August 20</b>	Registration closed
	<b>Monday, August 21</b>	First day of instruction Late registration begins
<b>September 2023</b>	<b>Monday, September 4</b>	Labor Day (Campus closed for holiday)
	<b>Thursday, September 14</b>	Payment due date
	<b>Friday, September 15</b>	Last day to add classes via MySJSU Last day to drop classes without a “W” grade Last day to submit audit Credit/No-Credit option request (DocuSign)
	<b>Tuesday, September 19</b>	Late drop petition required

# Step 1

## Submit Intent to Enroll

**NEXT STEPS**  
[nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)

**UNDERGRADUATE  
ADMISSIONS**

Live chat at [sjsu.edu/admissions](https://sjsu.edu/admissions)

We hope that you will join us for Fall 2023! To be able to plan for our new students, we need to know if you intend to enroll. To submit your intent to enroll, go to the Next Steps Intent to Enroll website ([nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)) and tell us your plans. You must complete the multi-step Next Steps Intent to Enroll process by 11:59 p.m. (Pacific Daylight Time) on Monday, May 1. Note that if you do not meet this deadline we will assume that you do not want to attend SJSU and your admission will be withdrawn.

**YES** – I intend to enroll at SJSU for the Fall 2023 semester.

**(Please note: You may not defer your enrollment to a later semester.)**

**NO** – I will not attend SJSU for the Fall 2023 semester.

(Your application will be withdrawn from further consideration.)

**You will need the following to submit your intent to enroll:**

- Your nine-digit SJSU ID (provided on your Letter of Admission)
- Your SJSUOne password

If you anticipate any problems completing the required steps below by the stated deadlines, contact [nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu) immediately.

# Step 2

## Sign Up for Spartan Experience for Transfers (SET – Transfer Orientation)

### NEXT STEPS

[nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)

### ONLINE PRE-ORIENTATION

[spartanlink.sjsu.edu](https://spartanlink.sjsu.edu)

### NEW STUDENT AND FAMILY PROGRAMS

408-924-5972

[sjsu.edu/newspartans](https://sjsu.edu/newspartans)

**Spartan Experience for Transfers is the mandatory one-day, in-person orientation program** that will introduce you to the campus and its resources, connect you to your college and major department, and provide you with critical academic planning information. All admitted students are required to attend this mandatory orientation for the entire duration of the program. The cost to attend orientation is \$80 and will be included in your \$250 enrollment deposit.

**Before attending Spartan Experience for Transfers (Transfer Orientation), complete Spartan Link ([spartanlink.sjsu.edu](https://spartanlink.sjsu.edu)) Online Pre-Orientation.**

#### During orientation, we will:

- Discuss and explain key university services
- Facilitate connections with other staff, faculty and your fellow incoming students
- Host a General Education advising workshop to help in planning your academic schedule

If you do not attend or leave during any portion of the program, you will be blocked from registering for classes and will not be able to attend SJSU in Fall 2023. Students who arrive late will not be allowed to attend the program.

Parents and family members are invited to attend the virtual Parent and Family Orientation this summer. Registration for parents and families is located in the SJSU Parent and Family Portal ([sjsu.campusesp.com](https://sjsu.campusesp.com)).

For more information, contact New Student and Family Programs at [transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu) or visit [sjsu.edu/newspartans](https://sjsu.edu/newspartans) and use our Live Chat feature.

Sign up for the mandatory Spartan Experience for Transfer (Transfer Orientation) at [nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)

# Step 3

## Pay Enrollment Deposit

**NEXT STEPS**  
[nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)

In order to complete the Next Steps Intent to Enroll process and reserve your spot to attend SJSU, you must submit your nonrefundable enrollment deposit by the deadline. You will be prompted to pay your nonrefundable enrollment deposit online via a link provided in your Next Steps portal. The \$250 enrollment deposit includes your \$80 orientation payment and a deposit of \$170 towards your tuition and fees for Fall 2023.

**Please note:** The \$250 enrollment deposit is nonrefundable, even if you do not enroll in classes for the Fall 2023 semester.

Pay your enrollment deposit at [nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)



**Charlie**  
Mechanical Engineering

# Step 4

## Apply for Campus Housing

### UNIVERSITY HOUSING SERVICES

[sjsu.edu/housing](https://sjsu.edu/housing)  
408-795-5600  
[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

### INTERNATIONAL HOUSE

[sjsu.edu/ihouse](https://sjsu.edu/ihouse)  
408-924-6570  
[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)

If you would like to stay on campus while attending SJSU, you must complete a housing application for either University Housing Services or the International House, depending on where you prefer to stay for the Fall 2023 semester. **(Please note there is a separate application for the International House.)**

### University Housing Services

We strive to provide supportive and affordable residential learning communities that promote academic success and individual development. Our living-learning communities help ease the transition to university life, serve as an extension of the classroom, and increase awareness of community responsibility. Located on the main San José State campus, the residence halls are just minutes from classes, the library, recreation and dining facilities, and downtown. If you have questions, contact University Housing 408-795-5600 or [uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

**To fill out a housing application, visit [sjsu.edu/housing](https://sjsu.edu/housing) and fulfill the following requirements:**

- A completed online University Housing application
- A \$50 nonrefundable application fee
- Pay Initial Payment

### International House

A large, comfortable home located near campus, the International House (I-House) is a residence for 70 U.S. and international students attending San José State. At I-House, residents find friends, study partners, and mentors in addition to opportunities for leadership, group activities and travel. I-House students represent approximately 25 countries, range in age from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, semester and year exchange, and English language programs.

I-House stays open year-round with per diem rates during summer and winter breaks. Students interested in living in the I-House must send a separate application directly to the I-House. There is no application fee. Applications are available at [sjsu.edu/ihouse](https://sjsu.edu/ihouse)

## STEP 4: APPLY FOR CAMPUS HOUSING CONTINUED

### UNIVERSITY HOUSING SERVICES

[sjsu.edu/housing](https://sjsu.edu/housing)

408-795-5600

[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

### INTERNATIONAL HOUSE

[sjsu.edu/ihouse](https://sjsu.edu/ihouse)

408-924-6570

[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)

### SPARTAN EATS CAMPUS DINING

[dineoncampus.com/SJSU](https://dineoncampus.com/SJSU)

## Housing Costs

Housing rent is based on double occupancy, furnished units with a 10-month contract. Rent includes basic utilities, WiFi Internet access and furniture. Please note rent amounts are subject to change. To view the most up-to-date costs for our housing facilities, visit [sjsu.edu/housing](https://sjsu.edu/housing) and [sjsu.edu/ihouse](https://sjsu.edu/ihouse)

Housing Options	Description	Residents	Rent for School Year
<b>Campus Village Apartments – Building A “CVA”</b>	Eight-story building: Efficiencies, one and two bedroom units and bed spaces	Juniors, Seniors, Graduate Students, Faculty and Staff	\$13,289
<b>Campus Village Apartments – Building B “CVB”</b>	Fifteen-story building: Studios, three, four and five-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$12,853
<b>Campus Village Suites – Building C “CVC”</b>	Seven-story building: Four-bedroom units	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$12,950
<b>Campus Village 2 – “CV2”</b>	Ten-story building: Traditional hall	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$13,724
<b>Joe West &amp; Washburn Halls – “The Classics”</b>	Twelve-story building (Joe West) and Three-story building (Washburn Hall): Traditional halls	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$10,235
<b>International House – “I-House”</b>	Large residence near campus. Home to 70 U.S. and international students	Frosh, Sophomores, Juniors, Seniors, Graduate Students	\$11,350

## Meal Plans (Optional)

**CV2, CVC, Joe West Hall, and Washburn Hall all require mandatory full meal plans.** There are a variety of meal plans offered, including plans offering a limited number of meals per semester. Students are sure to find one that fits their needs. Please note that meal plan amounts are subject to change. More information on current meal plan options can be found at [dineoncampus.com/SJSU](https://dineoncampus.com/SJSU)

Housing Options	Meal Plan Options	Semester	School Year	Meal Plan and Rent for School Year
<b>Campus Village Apartments – Building A “CVA”</b>	90 swipes per Semester	\$1,465	\$2,930	\$13,289 (no meal plan) \$16,219 (90 swipes) \$17,069 (145 swipes)
	145 swipes per Semester	\$1,890	\$3,780	\$12,853 (no meal plan) \$15,783 (90 swipes) \$16,633 (145 swipes)
<b>Campus Village Apartments – Building B “CVB”</b>				
<b>Campus Village Suites – Building C “CVC”</b>				\$18,462 (5-day Gold) \$19,440 (7-day Platinum)
<b>Campus Village 2 – “CV2”</b>	5-day Gold (Monday – Friday)	\$2,756	\$5,512	\$19,236 (5-day Gold)
	7-day Platinum (Monday – Sunday)	\$3,245	\$6,490	\$20,214 (7-day Platinum)
<b>Joe West &amp; Washburn Halls – “The Classics”</b>				\$15,747 (5-day Gold) \$16,725 (7-day Platinum)
<b>International House – “I-House”</b>	Meals prepared onsite at I-House + swipes/Dining Dollars in the Commons.	\$3,128	\$6,256	\$17,606 (full meal plan required; one semester contract available)

\*A swipe is how you pay when you eat at the dining hall known as The Commons. Your meal plan includes a certain number of all-you-care-to-enjoy meals stored on your student ID Card. One swipe will be used each time you enter The Commons.

# Step 5

## Submit Proof of Vaccination and Immunizations

### HEALTH ADVISORY INFORMATION

[sjsu.edu/healthadvisories](https://sjsu.edu/healthadvisories)

### IMMUNIZATION INFORMATION

[sjsu.edu/medical/services/  
immunizations](https://sjsu.edu/medical/services/immunizations)

### COVID-19 VACCINE SELF-CERTIFICATION FORM

[sjsu.edu/medical/covid19/covid-  
vaccine](https://sjsu.edu/medical/covid19/covid-vaccine)

### COVID-19 Vaccination Requirement

The deadline for incoming Fall 2023 students to complete the two-step COVID-19 self-certification requirement is **May 15, 2023**.

Per California State University (CSU) policy, students, faculty and staff must be fully vaccinated against COVID-19 if they are accessing campus facilities at any university location across the 23 campuses. Individuals are considered fully vaccinated after receiving all doses of a CDC-recommended COVID-19 vaccine, including booster shots. The CSU's COVID-19 vaccination policy will allow medical and religious exemptions. For updated information on COVID-19 vaccine requirement policy, please visit the Health Advisories website at [sjsu.edu/healthadvisories](https://sjsu.edu/healthadvisories)

### Submit Proof of Vaccination

You must complete both of the following steps to meet the May 15, 2023 deadline for compliance.

#### Step 1: Complete the COVID-19 Vaccine Self-Certification form in MySJSU.

You will be asked to certify your current vaccination status or indicate if you qualify for a religious or medical exemption. Students requesting a religious exemption can upload their supporting documentation as an attachment on the COVID-19 Vaccine Self-Certification form. Please visit [sjsu.edu/medical/covid19/covid-vaccine.php](https://sjsu.edu/medical/covid19/covid-vaccine.php) to download a copy of the religious exemption form.

#### Step 2: Submit proof of COVID-19 vaccination in the Student Health Center Patient Portal.

You will need to submit proof of your COVID-19 vaccination record and/or request for a medical exemption by signing in to the Student Health Center Patient Portal at [sjsuportal.pointnclick.com](https://sjsuportal.pointnclick.com)

Proof can include a scanned/photocopy of your vaccine card or a record containing all of the following: full name, date of birth, manufacturer/brand of vaccine, vaccine lot number, administration date and site. Please ensure all information is visible and legible in English to prevent delays in verification.

The status will read "awaiting review" in the Medical Clearances section once submitted.

### Additional Required Immunizations

In addition, as a new student, you will also need to provide proof of the following immunizations prior to the first day of classes:

- Measles, Mumps and Rubella Vaccine
- Varicella (Chicken Pox Vaccine)
- Tetanus/Pertussis/Diphtheria Booster (Tdap)
- Meningococcal conjugate
- Hepatitis B Vaccine

# Step 6

## Complete Upper-Division Writing Self-Placement Exercise

### WRITING SKILLS TEST INFORMATION

[sjsu.edu/wac/wst](https://sjsu.edu/wac/wst)

### DEPARTMENT EXAM LISTING

[catalog.sjsu.edu](https://catalog.sjsu.edu)

### CALCULUS PLACEMENT EXAM INFORMATION

[sjsu.edu/math/calculus](https://sjsu.edu/math/calculus)

Traditionally, all SJSU students must take and pass an in-person Writing Skills Test before they are eligible to enroll in many upper-division courses.

Currently, the WST exam is suspended and students must complete the temporary replacement for the WST, the Upper-Division Writing Directed Self-Placement (UDW-DSP). The online UDW-DSP is an exercise (not a test) that helps students place themselves in the appropriate writing course at SJSU. Before registering for an upper-division writing course (100W), students must earn a "C-" or better grade in a GE area A3 course or equivalent second-semester composition course, and complete the UDW-DSP.

#### What you need to do:

- Make sure you have met the above criteria in order to complete the UDW-DSP
- Go to [sjsu.edu/wac/wst](https://sjsu.edu/wac/wst) and read the information there
- Click on the link "Begin the Upper-Division Writing Directed Self Placement Exercise" and complete the exercise
- Make sure you complete the UDW-DSP before you enroll in your courses at SJSU

### Department Exams (If Required)

Check to see if you need to take a department-specific placement exam by contacting the department that oversees your degree program (major).

Learn more by reviewing the Course Placement by Examination section of the catalog at [catalog.sjsu.edu](https://catalog.sjsu.edu)

Students requesting Department Exams accommodations due to disability-related limitations, must register with the Accessible Education Center at least two weeks prior to the exam dates. Register online at [tinyurl.com/AECreg](https://tinyurl.com/AECreg)

For questions about the UDW Directed Self Placement Exercise, please visit [sjsu.edu/wac/wst](https://sjsu.edu/wac/wst)

Many new undergraduates in the College of Science, Engineering and Business may need to take the Calculus Placement Exam prior to registration. For details, exemptions, and other criteria, visit [sjsu.edu/math/calculus](https://sjsu.edu/math/calculus)

# Step 7

## Attend for Spartan Experience for Transfers (Transfer Orientation)

### NEW STUDENT AND FAMILY PROGRAMS

[sjsu.edu/newspartans](https://sjsu.edu/newspartans)

408-924-5972

[transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu)

### TRANSFER ORIENTATION

408-924-5972

[transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu)

### PARENT AND FAMILY ORIENTATION REGISTRATION

[sjsu.campusesp.com](https://sjsu.campusesp.com)

**Spartan Experience for Transfers (Transfer Orientation) is the mandatory one-day orientation program** that will introduce you to the campus and its resources, connect you to your college and major department, and provide you with critical academic planning information. All admitted students are required to attend this mandatory orientation for the entire duration of the program.

### Transfer Orientation Sessions:

**Session 1: Tuesday, June 6, 2023**

**Session 2: Thursday, June 8, 2023**

**Session 3: Monday, June 12, 2023**

**Session 4: Wednesday, June 14, 2023**

**Session 5: Friday, June 16, 2023**

Parents and family members are invited to attend the virtual Parent and Family Orientation this summer. Registration for parents and families is located in the SJSU Parent and Family Portal ([sjsu.campusesp.com](https://sjsu.campusesp.com)).

### Disability Accommodations

Individuals needing sign language interpreters, visual aids, or other accommodations should contact us at 408-924-5972 at least two weeks prior to their selected mandatory orientation dates.

For more information about Spartan Experience for Transfers (Transfer Orientation), contact New Student and Family Programs at [transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu) or 408-924-5972 or visit [sjsu.edu/newspartans](https://sjsu.edu/newspartans)



**Samar**  
Business Administration/Marketing

# Step 8

## Register For Classes

### SCHEDULE OF CLASSES

[sjsu.edu/classes](https://sjsu.edu/classes)

### SJSU CATALOG

[catalog.sjsu.edu](https://catalog.sjsu.edu)

You will register for classes in your MySJSU student account once you have an enrollment appointment.

### Registration Appointments

**Your registration appointment will be posted to MySJSU.** We encourage you to use MyScheduler (in MySJSU Student Center) to plan your course schedule. This tool allows you to pre-program in breaks or time conflicts before calculating several possible course schedules to choose from. Once you have chosen the optimal schedule, those courses can be sent to your MySJSU account to complete your course registration.

### Attend Spartan Experience for Transfers (Mandatory Transfer Orientation)

After attending Spartan Experience for Transfer and submitting your official transcripts, you should receive a registration appointment within 10 business days.

### Registering for Courses

Sign in to [one.sjsu.edu](https://one.sjsu.edu) > click "MySJSU" > navigate to "Student Center" > click "Enroll" under "Academics" section > choose the semester you want to enroll > click "Continue."

You can now select the class to add. The SJSU Schedule of Classes has the specific class number codes and section numbers you'll need in order to register.

### Registration Holds

If you have a registration hold, sign in to [one.sjsu.edu](https://one.sjsu.edu) and click on the MySJSU tile. Go to self-service, look for the "Hold" box on the right column, and click "Details" to find out how to resolve your hold. If you do not have a hold, you may begin to register at your appointment time. You do not need to come in person or call us to register.

### Late Registration

After the initial registration period (Advance Registration) ends, you may still register, but not until the first day of instruction. Late registration is dependent on the space available. Getting the classes you want may be very difficult.

## STEP 8: REGISTER FOR CLASSES CONTINUED

### SCHEDULE OF CLASSES

[sjsu.edu/classes](https://sjsu.edu/classes)

### SJSU CATALOG

[catalog.sjsu.edu](https://catalog.sjsu.edu)

### What will I need to register for classes?

- A file of your SJSU admission information, including admission letters, grade reports, copies of transcripts from other schools, copies of AP and placement test scores, and everything related to your enrollment.
- Attend all segments of the mandatory orientation.
- The SJSU Catalog for descriptions of classes, major and minor requirements, available at [catalog.sjsu.edu](https://catalog.sjsu.edu)

### Once I've registered, can I change my schedule?

If work or family obligations require you to change your schedule, you may make changes to your class schedule before the last day to drop classes.

Important note: Before dropping/swapping any class(es) from your schedule to enroll in a different class, be sure you can successfully add the other course(s). Classes at SJSU fill up quickly. If a course you want is full, search for open sections via MySJSU or MyScheduler (both can be found at [one.sjsu.edu](https://one.sjsu.edu)). Or, place yourself on the class waitlist. It is not guaranteed that you will be able to enroll into waitlisted courses.

### Can I still get academic advising if my transcripts have not been fully evaluated?

Yes. Advisors will advise you on general university expectations and graduation requirements, including general education course requirements. However, once you get your transcript fully evaluated by Admissions, you must meet with an Academic Advisor again to re-examine your general education checklist and progress toward degree completion because changes to your academic plan may have to be made. This is essential if you plan to graduate in a timely manner.

### What if I don't register for the Fall 2023 semester?

Your admission is only good for the Fall 2023 semester. You must attend at least one course during the Fall 2023 semester to maintain your admission. If you do not enroll in courses during the term of your admission and wish to be admitted for a later term, you must submit a new application for the next available term for which you meet the minimum requirements.

# Step 9

## Pay Tuition and Fees

### SCHOLARSHIP AND FINANCING INFORMATION

[sjsu.edu/faso/Scholarships/International\\_Students](https://sjsu.edu/faso/Scholarships/International_Students)

### PAYMENT PLAN OPTION INFORMATION

[sjsu.edu/bursar/payment-refunds/installment-payment-plan](https://sjsu.edu/bursar/payment-refunds/installment-payment-plan)

### INTERNATIONAL WIRE TRANSFER INFORMATION

[sjsu.edu/bursar/payment-refunds/methods-payment/international](https://sjsu.edu/bursar/payment-refunds/methods-payment/international)

### REFUND AND DIRECT DEPOSIT INFORMATION

[sjsu.edu/bursar/payment-refunds/refunds](https://sjsu.edu/bursar/payment-refunds/refunds)

Fees are due after registering for your classes. To see your payment due date, check MySJSU under the "Finances" section. You have the option to pay in full or sign up for a payment plan. For details, visit [sjsu.edu/bursar](https://sjsu.edu/bursar)

After you register, sign in to MySJSU to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check MySJSU to keep current with your account. Failure to pay by the deadline may result in all of your classes being dropped. For more information about payment methods, fees and payment due dates visit [sjsu.edu/bursar](https://sjsu.edu/bursar)

### Payment Due Dates

**August 14, 2023**

**September 14, 2023**

### Costs of Attendance

Amounts are based on full-time attendance (12 units per semester) for a nine-month academic year.

More detailed information about tuition and fees can be found at [sjsu.edu/bursar](https://sjsu.edu/bursar). Costs of Attendance tables can be found on [sjsu.edu/faso/process/cost-of-attendance](https://sjsu.edu/faso/process/cost-of-attendance)

Tuition and Fees*	\$17,403
Living Expenses	\$24,527
Health Insurance	\$2,250

**Total (required for Declaration of Finance)      \$44,180**

\*Tuition Fees include \$396.00 per unit for non-residents of California

### Fees are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

### Third-Party Sponsors

If a Third-Party Sponsor, such as a foreign government agency, a business and/or educational institution, agrees to sponsor you by paying your tuition and fees, please get an authorization letter from the sponsor stating how much of your tuition they will cover and for which semesters. Submit the authorization to SJSU's Bursar's Office, Attention: Third-Party Technician and retain a copy of the letter for your records.

The Bursar's Office will invoice the sponsor as appropriate for tuition and fees after the add/drop period as long as the sponsored student is registered and has submitted a current letter of authorization. Learn more at [sjsu.edu/bursar/services/sponsors/3rd\\_party](https://sjsu.edu/bursar/services/sponsors/3rd_party)

### Financial Aid

Please note that international students are not eligible for federal or state financial aid.

### Scholarships

Scholarships are available to international students through SJSU's Financial Aid & Scholarship Office. International students are only eligible for scholarships that are merit-based. Need-based scholarships are part of financial aid, which is unavailable to international students.

To get more information on scholarships, visit the [SJSU Financial Aid & Scholarship Office](https://sjsu.edu/bursar/services/scholarships).

## STEP 9: PAY TUITION AND FEES CONTINUED

### PAYMENT PLAN OPTION INFORMATION

[sjsu.edu/bursar/payment-refunds/  
installment-payment-plan](https://sjsu.edu/bursar/payment-refunds/installment-payment-plan)

### SPARTAN BOOKSTORE CHARGES

[sjsu.edu/bursar/our-services/  
spartan-bookstore-voucher](https://sjsu.edu/bursar/our-services/spartan-bookstore-voucher)

### INTERNATIONAL WIRE TRANSFER INFORMATION

[sjsu.edu/bursar/payment-refunds/  
methods-payment/international](https://sjsu.edu/bursar/payment-refunds/methods-payment/international)

### REFUND AND DIRECT DEPOSIT INFORMATION

[sjsu.edu/bursar/payment-refunds/  
refunds](https://sjsu.edu/bursar/payment-refunds/refunds)

## Installment Payment Plans

The university offers payment plans to assist students and their families in making their payments over a period of time.

### Two payment plans are offered for the Fall and Spring semesters:

- Tuition and fees payment plan
- Housing payment plan

Students may sign up for both plans if needed and each payment plan has a \$35 fee. The initial payment includes campus mandatory fees, optional SIRF fee, First Day Solutions charges and miscellaneous class fees. These fees must be paid by your payment due date and are not included in the installments.

Eligible charges that can be divided into the installment payments include tuition fees, non-California resident fees, and graduate professional business program fees. A student must have a minimum of \$1,000 in eligible charges to qualify for the payment plan. Visit [sjsu.edu/bursar/payment-refunds/installment-payment-plan](https://sjsu.edu/bursar/payment-refunds/installment-payment-plan) for more information.

## International Wire Transfers

International students can now make payments via international wire transfer. San José State University has partnered with Flywire to streamline the tuition payment process for our international students. Flywire offers excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, compared to traditional banks. You will be able to track the progress of your payment throughout the transfer process via a student dashboard, and you will also be notified via email when your payment is received by San José State.

There is no fee charged by SJSU or Flywire for international wire transfers. The bank you use to send the wire transfer usually charges a fee, so check with that bank for the fee schedule.

Learn more at [sjsu.edu/bursar/payment-refunds/methods-payment/international](https://sjsu.edu/bursar/payment-refunds/methods-payment/international)

## Field Trip Fees

A few courses have additional field trip fees ranging from \$11 to \$52.

## Special or Optional Fees

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.

## Refunds

Students are highly encouraged to enroll in Direct Deposit. With Direct Deposit, you receive your refund several days quicker than a paper check and more securely. To enroll, sign in to MySJSU, scroll to "Finances" and select "Enroll in Direct Deposit".

## Bookstore Charges

Registered students can charge books and supplies purchased at the Spartan Bookstore to their MySJSU student account up to \$900 per semester. For more details visit [sjsu.edu/bursar/our-services/spartan-bookstore-voucher](https://sjsu.edu/bursar/our-services/spartan-bookstore-voucher)

## Keeping Your MySJSU Account Current

SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation.

Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university, or its agent, has the right to pursue collections in order to repay a delinquent debt owed to the university.

# Step 10

## Submit Final Official Transcripts

**NEXT STEPS**  
[nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)

We will review your partial and final official transcript(s) to verify that you completed all required courses for admission. This includes passing required courses with a “C-” or better. Partial official transcripts show all completed coursework from all institutions that you have attended as well as coursework in progress and must be submitted by **Thursday, March 23, 2023**.

Final official transcripts must include all completed coursework from all institutions that you have attended and must be submitted by **Saturday, July 15**. If you have AP, IB or CLEP exam results, please have official score reports sent to SJSU by the testing agency.



**Manade**  
Business Administration

# Step 11

## Complete Immigration Document Process

### INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

[sjsu.edu/iss](https://sjsu.edu/iss)  
408-924-5920  
[international-office@sjsu.edu](mailto:international-office@sjsu.edu)

### VISA INTERVIEW INFORMATION

[sjsu.edu/iss/new-students/pre-arrival/visa-interview](https://sjsu.edu/iss/new-students/pre-arrival/visa-interview)

### F-1 Visas

#### Coming from a U.S. Institution

To complete this process, you must show your admission letter and the SJSU “SEVIS Transfer In Form” to your current school’s international office. You can find the form under “SEVIS Transfer In Form” on [sjsu.edu/iss/resources/student-forms](https://sjsu.edu/iss/resources/student-forms)

This form is not mandatory but optional; it is used to let your current institution know that you wish to transfer to SJSU. Once your current institution sends your electronic I-20 document through SEVIS, then you will receive a Transfer-Pending Form I-20 from SJSU.

#### Coming from Outside the U.S.

You will receive a U.S. Immigration Form I-20 directly from San José State in the mail with your letter of admission. To start the process to obtain an F-1 student visa, first complete the I-901 form online through SEVIS at [ice.gov/sevis/i901](https://ice.gov/sevis/i901) then pay the SEVIS fee and print out the receipt. To obtain your F-1 visa, make an appointment for a visa interview and go to the nearest U.S. Consulate with the following:

- Your current passport
- SJSU admission letter
- Your I-20 (Certificate of Eligibility) form
- Proof (receipt) of SEVIS payment
- Proof of financial support
- Other supporting documents, as indicated on the website of the U.S. Embassy or Consulate you will be visiting

For more information on preparing for a visa interview, visit [sjsu.edu/isa/new/pre-arrival/visa-interview](https://sjsu.edu/isa/new/pre-arrival/visa-interview)

#### Customs and Immigration at the Airport

Please expect this process to be a lengthy experience and prepare in advance. You must keep the following documents in your carry-on luggage so you are able to present them to a Customs and Border Patrol officer:

- Passport (must be valid for at least six months after the date of entry)
- F-1 visa stamp, valid at the time of entry
- Form I-20, must be valid
- Proof of financial support and resources reflected on Form I-20
- Tuition and/or Housing receipt(s), if you have made payments prior to your arrival
- SEVIS fee receipt

Canadian citizens are not required to apply for a visa to enter the U.S. as an F-1, but must still pay the SEVIS Fee and present their Form I-20 at the U.S. port of entry.

For more information on preparing for Customs and Immigration at the airport, visit [sjsu.edu/iss/new-students/pre-arrival/visa-interview](https://sjsu.edu/iss/new-students/pre-arrival/visa-interview)

Upon arrival at SJSU, you must complete your Immigration Document Checkin at the Office of International Student and Scholar Services (ISSS). For more information, visit [sjsu.edu/iss](https://sjsu.edu/iss)

# Step 12

## Purchase Health Insurance

### ENROLL ONLINE FOR HEALTH INSURANCE

[sjsu.edu/isss/resources/health-insurance](https://sjsu.edu/isss/resources/health-insurance)

### INTERNATIONAL STUDENT AND SCHOLAR SERVICES

408-924-5920

[international-office@sjsu.edu](mailto:international-office@sjsu.edu)

SJSU requires all students to have medical insurance, and all international students are required to purchase the SJSU health insurance coverage prior to registering for classes. You can register for the mandatory SJSU health insurance online. This is required even if you already have insurance coverage in your home country, from family, or other sources.

Learn how to enroll at [sjsu.edu/isss/resources/health-insurance](https://sjsu.edu/isss/resources/health-insurance)

You can buy your insurance for the year, or for a semester at a time. If you have questions about purchasing your insurance, contact International Student and Scholar Services at [international-office@sjsu.edu](mailto:international-office@sjsu.edu) or 408-924-5920.

**Ali**  
Environmental Studies



# Step 13

## Attend Global Spartan Welcome (GSW)

### INTERNATIONAL STUDENT GLOBAL SPARTAN WELCOME

[sjsu.edu/iss/events/global-welcome](https://sjsu.edu/iss/events/global-welcome)

F-1 students are required to attend Global Spartan Welcome (GSW), a program specifically for international students. During the Global Spartan Welcome, you will receive information on how to maintain your F-1 status and other useful information to help you adjust to your new life at SJSU. More details can be found on the Global Spartan Welcome page on the ISSS website and will be sent to you through your MySJSU sjsu.edu email account.

Please check your email regularly for communication from ISSS regarding the required documents and information to complete your immigration check-in and maintain your F-1 status. The immigration document check-in process is a federal requirement.



**Viridiana**  
Business Management  
Information Systems

# Important Resources



SJSU'S OFFICIAL MASCOT  
IS THE SPARTAN

## STUDENT RESPONSIBILITIES AND RIGHTS INFORMATION

[catalog.sjsu.edu](http://catalog.sjsu.edu)

## STUDENT CODE OF CONDUCT INFORMATION

[sjsu.edu/studentconduct/policies](http://sjsu.edu/studentconduct/policies)

## STUDENT WITH DISABILITIES INFORMATION

[sjsu.edu/aec](http://sjsu.edu/aec)

## TITLE IX INFORMATION

[sjsu.edu/titleix](http://sjsu.edu/titleix)

## Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90–5). Students are encouraged to consult the Student Responsibilities and Rights section of the SJSU Catalog ([catalog.sjsu.edu](http://catalog.sjsu.edu)) to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures every student at SJSU is responsible for knowing and upholding.

## Student Code of Conduct

Members of SJSU are expected to uphold the community standards and demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Conduct Code and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, at [sjsu.edu/studentconduct/policies](http://sjsu.edu/studentconduct/policies)

## Students with Disabilities

The Accessible Education Center (AEC) provides academically related accommodations and services for students with disabilities. To qualify, students must complete an AEC application and meet with an AEC Counselor. A wide spectrum of accommodations/services/auxiliary aides are available to students based on individual needs. Accommodations include, but are not limited to: Consideration for priority registration, note takers, sign language interpreters/Captioners, test accommodations, academic counseling, disability management and assistive technology training.

Students can register with the AEC anytime during the semester; however, it is recommended students provide the AEC with disability verification as soon as possible to assist them. Visit AEC's website ([sjsu.edu/aec](http://sjsu.edu/aec)) for more information.

## Statement of Nondiscrimination

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. CSU does not discriminate on the basis of sex or gender, which includes gender identity (including transgender), gender expression, sexual orientation or sex stereotype in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex or gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off-campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and dating and domestic violence, and stalking.

The Office of Equal Opportunity is responsible for oversight of compliance with non-discrimination, harassment, and retaliation based on Age, Disability (physical and mental), Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), and/or Veteran Status or Military Status, and other characteristics that make our community unique.

For more information related to Title IX including who to contact and links to policies, please visit: [sjsu.edu/titleix](http://sjsu.edu/titleix)

# Contacts

For a complete campus directory of faculty, staff and departments, visit [sjsu.edu/directory](https://sjsu.edu/directory)

## FACULTY, STAFF AND DEPARTMENTAL DIRECTORY

[sjsu.edu/directory](https://sjsu.edu/directory)

### **Accessible Education Center**

[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)  
408-924-6000

### **Admissions (Undergraduate Admissions Office)**

Via live chat at [sjsu.edu/admissions](https://sjsu.edu/admissions)  
International Admissions: [international-admission@sjsu.edu](mailto:international-admission@sjsu.edu)  
408-283-7500

### **Athletics**

408-924-1200  
Twitter: @SJSUAthletics  
Instagram: SJSUSpartans  
Facebook: SJSUSpartans

### **Bookstore**

408-924-1800

### **Career Center**

[careerhelp@sjsu.edu](mailto:careerhelp@sjsu.edu)  
408-924-6031

### **Class Schedules**

[sjsu.edu/classes](https://sjsu.edu/classes)

### **College Student Success Center**

[academic.advising@sjsu.edu](mailto:academic.advising@sjsu.edu)  
408-924-2129

### **Financial Aid and Scholarship Office**

[fao@sjsu.edu](mailto:fao@sjsu.edu)  
408-283-7500

### **Housing (International House, I-House)**

[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)  
408-924-6570

### **Housing (University Housing Services)**

[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)  
408-795-5600

### **International Recruitment and Partnerships**

[global-students@sjsu.edu](mailto:global-students@sjsu.edu)  
408-924-2670

### **International Student and Scholar Services**

[international-office@sjsu.edu](mailto:international-office@sjsu.edu)  
408-924-5920

### **Library (Dr. Martin Luther King, Jr. Library)**

Instagram: @sjsulibrary  
Twitter: @sjsulibrary  
408-808-2300

### **Maps/Directions to SJSU**

[sjsu.edu/about\\_sjsu/visiting](https://sjsu.edu/about_sjsu/visiting)  
[sjsu.edu/map/directions](https://sjsu.edu/map/directions)

### **New Student and Family Programs**

(for Spartan Experience for Transfers questions)  
[transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu)  
408-924-5972

### **Parking**

Purchase parking permits only online  
[parking@sjsu.edu](https://parking@sjsu.edu)

### **Registration (Registrar's Office)**

[registrar@sjsu.edu](mailto:registrar@sjsu.edu)  
408-283-7500, option 3

### **Spartan Eats Dining Services**

### **Student Wellness Center**

Health Center: 408-924-6122  
Counseling and Psychological Services:  
408-924-5910

### **Testing Office**

[testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)  
408-924-5980

### **Tours of SJSU**

(virtual campus tour)  
[sjsu.edu/soar](https://sjsu.edu/soar)  
[outreach@sjsu.edu](mailto:outreach@sjsu.edu)  
408-924-2786

### **Transportation Solutions**

[transportation@sjsu.edu](mailto:transportation@sjsu.edu)  
408-924-7433

### **Tuition (Bursar's Office)**

Fees, Payments and Refunds  
[bursar@sjsu.edu](mailto:bursar@sjsu.edu)  
408-924-1601

### **Tutoring and Mentoring Services (Peer Connections)**

[peerconnections@sjsu.edu](mailto:peerconnections@sjsu.edu)  
408-924-2587

## SJSU | STUDENT AFFAIRS

Enrollment Management  
Office of Undergraduate Admissions

### **San José State University**

One Washington Square  
San José, CA 95192-0016  
408-283-7500  
[sjsu.edu/admissions](https://sjsu.edu/admissions)

Photography by: Dan Liberti

All information, dates, test scores, and fees subject to change without notice.  
This brochure is available in alternative formats (braille, digital, etc.) upon request.

On Cover  
Shamy, Design Studies

### **CONNECT WITH SJSU**

 [facebook.com/sanjosestate](https://facebook.com/sanjosestate)

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