

SAN JOSÉ STATE UNIVERSITY

# Steps to Enrollment

INTERNATIONAL TRANSFERS

SPRING 2023



**SJSU** | STUDENT AFFAIRS

ENROLLMENT MANAGEMENT | UNDERGRADUATE ADMISSIONS

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



SJSU'S OFFICIAL MASCOT  
IS THE SPARTAN

### 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 your MySJSU student account 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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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 your MySJSU student account ([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 Spring 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 **Thursday, December 1**
- Sign up for Spartan Experience for Transfers orientation (mandatory)
- Pay your nonrefundable Enrollment Deposit
- Apply for Campus Housing (optional)
- Register for classes
- Pay your Tuition and Fees on or before the payment due date
- Complete Spartan Link online pre-orientation prior to attending your mandatory Spartan Experience for Transfers orientation
- If coming from another school in the U.S., submit the SJSU Transfer In Form
- Complete Immigration Document Process
- Submit all required partial and final documents and transcripts listed on your To Do List in MySJSU by the posted deadlines
- Purchase health insurance through SJSU prior to registering for classes
- Attend Spartan Experience for Transfers orientation (mandatory)
- Attend Virtual Global Spartan Welcome (GSW) international student orientation
- Complete the two-step COVID-19 Vaccination Self-Certification by **Thursday, December 15**
- Complete online training programs on sexual violence and alcohol abuse prevention
- Take the Upper-Division Writing Directed Self Placement Exercise

### Important

- Read the SJSU Catalog for important information at [catalog.sjsu.edu](http://catalog.sjsu.edu)
- 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?

Your admission to SJSU will be revoked and your registration canceled. Failure to submit your transcript 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 taking courses required for admission during the Fall 2022 term?

You may use coursework from the Fall 2022 term to complete admission requirements. You must submit final, official transcripts showing all work completed through Fall 2022 by Sunday, January 15 so that we can verify you have met admission and impactation requirements for the Spring 2023 term.

#### Can I defer admission to another term?

No, your admission is good for one term only. If you wish to be considered for a later term, you must submit a new application for the next available term for which you meet the minimum requirements.

#### 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.

#### How do I request academic, housing, and/or orientation accommodations due to my disability?

Students requesting academic and/or housing accommodations due to disability-related limitations are encouraged to register with the Accessible Education Center as soon as possible. Register online at [tinyurl.com/AECReg](http://tinyurl.com/AECReg)

# 2022-2023 Calendar

<b>November 2022</b>	<b>Friday, November 11</b>	Veteran's Day (Holiday) – campus closed
	<b>Thursday, November 24 – Friday, November 25</b>	Thanksgiving Day (Holiday) – campus closed
<b>December 2022</b>	<b>Thursday, December 1</b>	Intent to Enroll deadline (last day to accept SJSU's offer of admission)
	<b>Thursday, December 15</b>	Complete COVID-19 Vaccine Self-Certification in MySJSU
	<b>Saturday, December 17</b>	Submit your photo for your Tower Card at myid.sjsu.edu
<b>January 2023</b>	<b>Sunday, January 1</b>	On-campus housing opens for Spring 2023 semester Check in at 5 p.m
	<b>Friday, January 13</b>	Spartan Experience for Transfers Orientation Session Date
	<b>Sunday, January 15</b>	Submit all final documents and transcripts listed on your To Do List in MySJSU
	<b>Monday, January 16</b>	Dr. Martin Luther King, Jr. Day (Holiday) – campus closed
	<b>Tuesday, January 17</b>	Payment Due Date (if registered between October 25, 2022 through January 12, 2023)
	<b>Wednesday, January 18</b>	Spartan Experience for Transfers Orientation Session Date
	<b>Thursday, January 19</b>	Global Spartan Welcome (GSW) for new international transfer students
	<b>Sunday, January 22</b>	Advance Registration ends
	<b>Monday, January 23 – Tuesday, January 24</b>	Registration closed
	<b>Wednesday, January 25</b>	First day of instruction Late Registration Begins in MySJSU after 7 a.m. (Ends February 20)
	<b>Wednesday, January 25 – Monday, February 20</b>	Late Registration period
	<b>February 2023</b>	<b>Wednesday, February 15</b>
<b>Friday, February 17</b>		Payment Due Date (if registered between January 13, 2023 - February 14, 2023)
<b>Monday, February 20</b>		Last day to add courses via MySJSU Last day to submit Audit/Credit/No Credit grading option Last day to drop a class without a "W" on a student's permanent record
<b>March 2023</b>	<b>Monday, March 20</b>	Payment Due Date
	<b>Monday, March 27 – Friday, March 31</b>	Spring Recess – no classes
	<b>Friday, March 31</b>	Cesar Chavez Day (Holiday) – campus closed
<b>April 2023</b>	<b>Monday, April 17</b>	Payment Due Date
	<b>Friday, April 21</b>	Last Day to withdraw for spring
<b>May 2023</b>	<b>Monday, May 15</b>	Last day of instruction for spring
	<b>Wednesday, May 17 – Friday, May 19 Monday, May 22 – Tuesday, May 23</b>	Final exams
	<b>Saturday, May 27</b>	Initial Spring 2023 grades viewable via MySJSU account
	<b>Monday, May 29</b>	Memorial Day (Holiday) – Campus closed
	<b>June 2023</b>	<b>Wednesday, June 7</b>

# Step 1

## Submit Intent to Enroll

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

San José State will need to know if you plan on attending in Spring 2023 so that we can ensure that we have everything in place for your enrollment. To confirm that you intend 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 Standard Time) on **Thursday, December 1** or your admission will be withdrawn.

The process includes accepting SJSU's offer of admission, signing up for mandatory orientation, and paying the nonrefundable enrollment deposit.

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

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

**NO** – I will not attend SJSU for the Spring 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.

Students requesting academic, housing, and/or orientation accommodations due to disability-related limitations are encouraged to register with the Accessible Education Center once Intent to Enroll is submitted. Register online at [tinyurl.com/AECreg](https://tinyurl.com/AECreg)



**Ling**  
Behavioral Science

# Step 2

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

### NEXT STEPS

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

### SPARTAN LINK

[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 a 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. The cost to attend orientation is \$80 and will be included in your enrollment deposit.

**Before attending Spartan Experience for Transfers orientation, complete Spartan Link Online Pre-Orientation. Spring 2023 admits will be given access in mid-December 2022**

During orientation, we will:

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

Trained Orientation Leaders will:

- Answer some of your initial questions
- Guide you through educational experiences about campus programs and services
- Assist you in making the transition to college

If you do not attend or leave during any portion of the program, you will not be able to attend SJSU in Spring 2023. Students who arrive late will not be allowed to attend the program.

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 Transfers orientation at [nextsteps.sjsu.edu](https://nextsteps.sjsu.edu)

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

# 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, you will be prompted to pay your enrollment deposit online via a link provided in your Next Steps portal. You must submit a nonrefundable enrollment deposit to complete your Intent to Enroll by the deadline. The nonrefundable \$250 enrollment deposit covers the cost of transfer orientation and reserves your spot to attend SJSU. **Please note: The \$250 enrollment deposit is nonrefundable, even if you do not enroll in classes for the Spring 2023 semester.**

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



**Khrystien**  
Business Administration/  
International Business

# Step 4

## Apply for Campus Housing

### UNIVERSITY HOUSING SERVICES

housing.sjsu.edu  
408-795-5600  
uhs-frontdesk@sjsu.edu

### INTERNATIONAL HOUSE

sjsu.edu/ihouse  
408-924-6570  
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 Spring 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 Services at 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 non-refundable 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 offers a one-semester contract. 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)

For Housing accommodations due disability-related limitations, students must register with the Accessible Education Center. Register online at [tinyurl.com/AECHousing](https://tinyurl.com/AECHousing)

## STEP 4: APPLY FOR CAMPUS HOUSING CONTINUED

### UNIVERSITY HOUSING SERVICES

housing.sjsu.edu  
408-795-5600  
uhs-frontdesk@sjsu.edu

### INTERNATIONAL HOUSE

sjsu.edu/ihouse  
408-924-6570  
iHouse@sjsu.edu

### SPARTAN EATS CAMPUS DINING

dineoncampus.com/SJSU

## Housing Costs

Housing rent is based on double occupancy, furnished units with a 10-month contract. One-semester contracts are available at International House. 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 [housing.sjsu.edu](http://housing.sjsu.edu) and [sjsu.edu/ihouse](http://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	\$12,736
<b>Campus Village Apartments – Building B “CVB”</b>	Fifteen-story building: Studios, three, four and five-bedroom units	Sophomores, Juniors, Seniors, Graduate Students	\$12,318
<b>International House “I-House”</b>	Large residence near campus. Home to 70 U.S. and international students	Freshmen, Sophomores, Juniors, Seniors, Graduate Students	\$11,350

## Meal Plans (optional)

Meal plans are optional for students/residents. 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](http://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	\$1,395	\$2,790	\$12,736 (no meal plan) \$15,526 (90 swipes) \$16,336 (145 swipes)
	145 swipes* per Semester	\$1,800	\$3,600	\$12,318 (no meal plan) \$15,109 (90 swipes) \$15,918 (145 swipes)
<b>Campus Village Apartments – Building B “CVB”</b>				
<b>International House “I-House”</b>	2-3 meals/day prepared on-site at I-House + 50 swipes in the Commons on campus.	\$3,128	\$6,256	\$17,606

\* Meals prepared by chef onsite at I-House. Breakfast/Lunch/Dinner Monday–Thursday; Brunch & Dinner Fridays. Limited swipes and Dining Dollars also provided.

# Step 5

## Purchase Health Insurance

### ENROLL ONLINE FOR HEALTH INSURANCE

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

# Step 6

## Register for Classes

### SCHEDULE OF CLASSES

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

### SJSU CATALOG

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

### WRITING SKILLS TEST (WST) INFORMATION

[sjsu.edu/testing/tests/sjsu-exams](https://sjsu.edu/testing/tests/sjsu-exams)

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

### Registration Appointments

To receive a registration appointment, you must submit official transcripts by the date posted on your MySJSU "To Do List". Be sure to send official transcripts by the deadline posted. Send official transcripts to verify your eligibility to enroll as early as possible to minimize delays in the assignment of your registration appointment.

### Spartan Experience for Transfers orientation (mandatory)

To maintain your eligibility to enroll, you must attend your scheduled Transfer Orientation (mandatory orientation) session.

### 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".

The SJSU Schedule of Classes has the specific class number (5-digit code) and section number that you will need to choose from in order to register. ([sjsu.edu/classes](https://sjsu.edu/classes))

### Registration Holds

If you have a registration hold, sign in to MySJSU, go to self-service, look for the "hold" box on the right column, 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 6: REGISTER FOR CLASSES CONTINUED

### SCHEDULE OF CLASSES

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

### SJSU CATALOG

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

### COLLEGE STUDENT SUCCESS CENTERS

[sjsu.edu/advising](https://sjsu.edu/advising)  
408-924-2129

## 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, placement test scores, and everything related to your enrollment.
- 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 MyScheduler or place yourself on the class waitlist in MySJSU. It is not guaranteed that you will be able to enroll into waitlisted courses.**

## Can I still get academic advising in the College Success Center if my transcripts have not been fully evaluated?

**Yes.** The 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 Spring 2023 semester?

Your admission is only good for the Spring 2023 semester. If you do not register for classes for Spring 2023, you will lose your admission and will have to reapply for the next available term.

## Registration Timeline

<b>October 2022</b>	<b>Tuesday, October 25</b>	Advance Registration Begins
<b>January 2023</b>	<b>Sunday, January 22</b>	Advance Registration Ends
	<b>Wednesday, January 25</b>	Late Registration Begins
<b>February 2023</b>	<b>Monday, February 13</b>	Late Registration Ends

# Step 7

## Pay Tuition and Fees

### PAYMENT PLAN INFORMATION AND PAYMENT DUE DATES

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

### THIRD PARTY SPONSORED PAYMENT INFORMATION

[sjsu.edu/bursar/services/  
sponsors/3rd\\_party](https://sjsu.edu/bursar/services/sponsors/3rd_party)

Fees are due after registering for your classes. To see your payment due date, check your MySJSU account 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 your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account 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

**Monday, January 16**

**Thursday, February 16**

**Sunday, March 19 (Installment Payment Plan and Bookstore Charges)**

**Sunday, April 16 (Installment Payment Plan)**

### Costs of Attendance

Amounts are based on full-time attendance (12 units per semester) for a nine-month academic year. More detailed information about fees can be found at [sjsu.edu/faso/process/cost-of-attendance.php](https://sjsu.edu/faso/process/cost-of-attendance.php)

<b>Tuition and Fees*</b>	<b>\$17,356</b>
<b>Living Expenses</b>	<b>\$23,565</b>
<b>Health Insurance</b>	<b>\$2,180</b>
<b>TOTAL</b>	<b>\$43,101</b>

\*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)

## STEP 7: PAY TUITION AND FEES CONTINUED

### SCHOLARSHIP AND FINANCING INFORMATION

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

### INSTALLMENT PAYMENT PLAN OPTIONS

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

### INTERNATIONAL WIRE TRANSFER INFORMATION

[sjsu.edu/bursar/payment\\_refunds/methods/international\\_wire\\_transfer](https://sjsu.edu/bursar/payment_refunds/methods/international_wire_transfer)

### REFUND AND DIRECT DEPOSIT INFORMATION

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

### INFORMATION ON CHARGING BOOKS AND SUPPLIES

[sjsu.edu/bursar/services](https://sjsu.edu/bursar/services)

## 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 [SJSU Financial Aid and Scholarship Office](#)

## Installment Payment Plans

There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees to participate for each.

Please note: Students are not able to sign-up for the payment plans until charges actually appear on their account, either tuition and fees, or housing charges. For payment plan options, visit [sjsu.edu/bursar/payment-refunds/installment-payment-plan.php](https://sjsu.edu/bursar/payment-refunds/installment-payment-plan.php)

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

## 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. Parking permit information is available at [sjsu.edu/parking](https://sjsu.edu/parking)

## 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, log in to MySJSU, scroll to Finances and select Enroll in Direct Deposit. To learn more visit [sjsu.edu/bursar](https://sjsu.edu/bursar)

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

## 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 8

## Complete Immigration Document Process

### INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

sjsu.edu/iss  
408-924-5920  
international-office@sjsu.edu

### VISA INTERVIEW INFORMATION

sjsu.edu/iss/new-students/pre-arrival/visa-interview

### F-1 Visas

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

To complete this process, you must do the following: Show your admission letter and the SJSU "SEVIS Transfer In Form" to your current school's international office.

You can find the form under SJSU "Transfer In Form" heading at [sjsu.edu/iss/docs/SJSU%20Transfer%20IN%20Form%20F-1%20students.pdf](https://sjsu.edu/iss/docs/SJSU%20Transfer%20IN%20Form%20F-1%20students.pdf)

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

# Step 9

## Attend Spartan Experience for Transfers (Transfer Orientation)

### NEW STUDENT AND FAMILY PROGRAMS

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

### TRANSFER ORIENTATION

408-924-5972

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

**Spartan Experience for Transfers is a 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:

**Friday, January 13, 2023**

**Wednesday, January 18, 2023**

### Disability Accommodations

This event is wheelchair accessible. 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 (mandatory 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)

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

This event is wheelchair accessible. Students requesting Transfer Orientation accommodations due disability-related limitations, must register with the Accessible Education Center at least two weeks prior to their selected mandatory orientation dates. Register online at [tinyurl.com/AECreg](https://tinyurl.com/AECreg)



**Mariella**  
Business Administration/  
Marketing

# Step 10

## Attend Global Spartan Welcome (GSW)

### 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. Because you are classified as a new F-1 international student at SJSU, you are required to attend GSW, a mandatory session to educate you on your F-1 status and how to adjust to life at SJSU and in a new culture. 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.

GSW for transfer students will take place **10 a.m. - 11:30 a.m. on Thursday, January 19**, via zoom. More details can be found on the Global Spartan Welcome page on the ISSS website and will be sent to you through your MySJSU account. 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.

# Step 11

## Submit Proof of Immunization

### IMMUNIZATIONS INFORMATION

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

**By December 15, 2022, you will need to complete the two-step COVID-19 Vaccine Self-Certification process:**

Step 1: Complete the COVID-19 Self-Certification form on MySJSU. Click "Finish" to submit.

Step 2: Submit proof of COVID-19 vaccination on the Student Health Center Patient Portal. The status will read "awaiting review" in the Medical Clearances section once submitted.

For more information regarding vaccination requirements, please visit [sjsu.edu/medical/services/covid-vaccine.php](https://sjsu.edu/medical/services/covid-vaccine.php)

### Additional Required Immunizations

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

**As a new student, you will need to provide proof of immunizations prior to the first day of classes.**

For more information on current requirements and how to submit proof, visit [sjsu.edu/medical/services/immunizations.php](https://sjsu.edu/medical/services/immunizations.php)

# Step 12

## Complete Upper-Division Writing Directed 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)

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 (this will only take 10-15 minutes)
- 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 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)

# Important Resources

**SJSU CATALOG**  
[catalog.sjsu.edu](http://catalog.sjsu.edu)

**STUDENT CODE OF CONDUCT**  
[sjsu.edu/studentconduct/policies](http://sjsu.edu/studentconduct/policies)

**ACCESSIBLE EDUCATION CENTER INFORMATION**  
[sjsu.edu/aec](http://sjsu.edu/aec)

**SJSU TITLE IX OFFICE**  
408-924-7290  
[titleix@sjsu.edu](mailto:titleix@sjsu.edu)

## 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.

## Non-Discrimination Policy

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**

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

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

[sjsu.edu/admissions](https://sjsu.edu/admissions)  
[admissions@sjsu.edu](mailto:admissions@sjsu.edu)  
408-283-7500

### **Athletics**

[sjsuspartans.com](https://sjsuspartans.com)  
408-924-1200  
Twitter: @SJSUAthletics  
Instagram: SJSUSpartans  
Facebook: SJSUSpartans

### **Bookstore**

[spartanbookstore.com](https://spartanbookstore.com)  
408-924-1800

### **Career Center**

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

### **Class Schedules**

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

### **College Student Success Center**

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

### **Housing**

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

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

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

### **International Student & Scholar Services**

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

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

[library.sjsu.edu](https://library.sjsu.edu)  
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)  
[sjsu.edu/newspartans/transfer-orientation](https://sjsu.edu/newspartans/transfer-orientation)  
[transfer-orientation@sjsu.edu](mailto:transfer-orientation@sjsu.edu)  
408-924-5972

### **Parking**

Purchase parking permits online only  
[sjsu.edu/parking](https://sjsu.edu/parking)  
[parking@sjsu.edu](mailto:parking@sjsu.edu)  
408-924-6557

Photos by Dan Liberti  
On Cover: **Wendy** - Psychology

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

[sjsu.edu/registrarregistrar@sjsu.edu](https://sjsu.edu/registrarregistrar@sjsu.edu)  
408-283-7500, option 3

### **Spartan Eats Dining Services**

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

### **Student Wellness Center**

[sjsu.edu/wellness](https://sjsu.edu/wellness)  
408-924-6122

### **Testing Office**

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

### **Tours of SJSU**

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

### **Transportation Solutions**

[as.sjsu.edu/asts](https://as.sjsu.edu/asts)  
[transportation@sjsu.edu](mailto:transportation@sjsu.edu)  
408-924-7433

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

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

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

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

### **Writing Center**

[sjsu.edu/writingcenter](https://sjsu.edu/writingcenter)  
[writingcenter@sjsu.edu](mailto:writingcenter@sjsu.edu)  
408-924-2308

## CONNECT WITH SJSU



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



[@SJSU\\_ES](https://twitter.com/SJSU_ES)



[@SJSU\\_ES](https://instagram.com/SJSU_ES)

This brochure is available in alternative formats (braille, digital, etc.) upon request.

**SJSU** | STUDENT AFFAIRS

## ENROLLMENT MANAGEMENT Undergraduate Admissions

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