

~~SAN JOSÉ~~ STAT UNIVERSITY

STEPS TO ENROLLMENT

INTERNATIONAL TRANSFERS | SPRING 2024

ENROLLMENT MANAGEMENT | UNDERGRADUATE ADMISSIONS

One Washington Square | San José, CA 95192 | 408-283-7500 | 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 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 You risk having your admission withdrawn if you do not meet our deadlines and maintain your eligibility.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) 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 2024, which are outlined in this guide.

Checklist

Mandatory

- Submit your Intent to Enroll no later than 11:59 p.m. (Pacific Standard Time) on **Friday, December 1**
- Sign up for Spartan Experience for Transfers orientation (mandatory)
- Pay your nonrefundable Enrollment Deposit
- Submit all required partial and final documents and transcripts listed on your To Do List in MySJSU by the posted deadlines
- 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
- 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 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
- Read the SJSU Schedule of Classes at 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 2023 term?

You may use coursework from the Fall 2023 term to complete admission requirements. You must submit final, official transcripts showing all work completed through Fall 2023 by Monday, January 15 so that we can verify you have met admission and impaction requirements for the Spring 2024 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 sjsu.edu/aec

2023-2024 Calendar

November 2023	Friday, November 10	Veteran's Day (Holiday Observed) – campus closed
	Thursday, November 23 – Friday, November 24	Thanksgiving Day (Holiday) – campus closed

December 2023	Friday, December 1	Intent to Enroll deadline
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STEP 1

STEP 2

NEXT STEPS
nextsteps.sjsu.edu

Submit Intent to Enroll

San José State will need to know if you plan on attending in Spring 2024 so that we can ensure 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) 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 **Friday, December 1** or we will assume that you do not plan to attend SJSU and your admission will be withdrawn.

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

YES – I intend to enroll at SJSU for the Spring 2024 semester **(Please note: You may not defer your enrollment to a later semester.)**

NO – I will not attend SJSU for the Spring 2024 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 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 sjsu.edu/aec

STEP 2

STEP 3

STEP 3

STEP 4

NEXT STEPS
nextsteps.sjsu.edu

Pay Enrollment Deposit

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 2024 semester.

Pay your enrollment deposit at nextsteps.sjsu.edu

STEP 4

STEP 5

**UNIVERSITY
HOUSING SERVICES**
sjsu.edu/housing
408-795-5600
uhs-frontdesk@sjsu.edu

INTERNATIONAL HOUSE
iHouse@sjsu.edu

Apply for Campus Housing

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 2024 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

To fill out a housing application, visit 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 17-35, 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

For Housing accommodations due to disability-related limitations, students must register with the Accessible Education Center.

Register online at sjsu.edu/aec/students/accoms/housing-index.php

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 and sjsu.edu/ihouse

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

Housing Options	Meal Plan Options	Semester	School Year	

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STEP 6

STEP 6

STEP 7

SCHEDULE OF CLASSES

sjsu.edu/classes

SJSU CATALOG

catalog.sjsu.edu

COLLEGE STUDENT SUCCESS CENTERS

sjsu.edu/advising

408-924-2129

Register for Classes

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

Registration Appointments

You will register for classes during orientation if you have submitted all 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 Spartan Experience for Transfers orientation (mandatory).

Registering for Courses

Sign in to one.sjsu.edu and search for "MyScheduler." MyScheduler will allow you to pre-plan your course schedule and send that schedule to MySJSU to complete enrollment once you are eligible.

Registration Holds

If you have a registration hold, log 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 and read this information carefully. 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.

SCHEDULE OF CLASSES

sjsu.edu/classes

**EXPLORE SCHEDULE
OPTIONS**

Sign in to one.sjsu.edu and search for "MyScheduler"

**COLLEGE STUDENT
SUCCESS CENTERS**

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, which contains descriptions of classes and major and minor requirements, is available at 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, 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 in the Student 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

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STEP 8

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 and 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

Complete Immigration Document Process

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/isss/current-students/f1-status/transfer

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

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STEP 10

NEW STUDENT AND FAMILY PROGRAMS

sjsu.edu/newspartans
408-924-5972

transfer-orientation@sjsu.edu

TRANSFER ORIENTATION

408-924-5972

transfer-orientation@sjsu.edu

Attend Transfer Orientation (Spartan Experience for Transfers)

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 12, 2024

Wednesday, January 17, 2024

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 or 408-924-5972 or visit sjsu.edu/newspartans

For questions about the UDW Directed Self Placement Exercise please visit sjsu.edu/wac/wst

This event is wheelchair accessible. Students requesting Transfer Orientation accommodations due to disability-related limitations must register with the Accessible Education Center at least two weeks prior to their selected mandatory orientation dates. Register online at sjsu.edu/aec

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STEP 11

GLOBAL SPARTAN WELCOME

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

Attend Global Spartan Welcome (GSW)

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 **via zoom on Thursday, January 18, 10 a.m. – 11:30 a.m.** 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.

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STEP 12

Submit Proof of Immunizations

As of May 1, 2023, the Bivalent mRNA COVID-19 vaccine is recommended for most students, per the [CSU Vaccination Policy](#). The vaccine is required for all students who reside in University Housing or those who have traveled or lived outside the U.S. for more than 30 days.

For more information regarding Covid-19 vaccination requirements, please visit 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/wellness

STEP 12

STEP 13

WRITING SKILLS TEST INFORMATION

sjsu.edu/wac/wst

DEPARTMENT EXAM LISTING

catalog.sjsu.edu

Complete Upper-Division Writing Directed Self Placement Exercise

The Upper-Division Writing Directed Self-Placement (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 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

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 sjsu.edu/aec

For questions about the UDW Directed Self Placement Exercise, please visit sjsu.edu/wac/wst

Contacts

For a complete campus directory of faculty, staff and departments, visit sjsu.edu/directory

Accessible Education Center

sjsu.edu/aec
aec-info@sjsu.edu
408-924-6000

Admissions (Undergraduate Admissions Office)

sjsu.edu/admissions
admissions@sjsu.edu
408-283-7500

Athletics

sjsuspartans.com
408-924-1200
Twitter: @SJSUAthletics
Instagram: SJSUSpartans
Facebook: SJSUSpartans
