Checklist for Admitted International Graduate Students

Complete these **steps** to prepare for your enrollment:

1. **Activate your NetID**
   [csueastbay.edu/netid](http://csueastbay.edu/netid)
   Your NetID is your personal Cal State East Bay identification number, which gives you access to online student self-service systems like MyCSUEB website. It was sent to you with your letter of admission.

2. **Check your Horizon email account**
   [horizon.csueastbay.edu](http://horizon.csueastbay.edu)
   Your CSUEB Horizon email account is where University communications are sent.
   Access your email with your NetID. Check often for important messages. Horizon email can be forwarded to a personal email account.

3. **Accept offer of admission**
   [my.csueastbay.edu](http://my.csueastbay.edu)
   Accept your offer of admission in your MyCSUEB portal by selecting “Accept Admission” from the list of links on the left side of the page.

4. **Purchase medical insurance**
   [www.4studenthealth.com](http://www.4studenthealth.com)
   You may purchase insurance that meets University requirements at the website above. If you have alternate insurance, contact the Risk Management office (email: csuebhealthinsurance@csueastbay.edu or Fax: 510-885-4490) to provide proof of insurance that meets the minimum requirements as posted at: [www.csueastbay.edu/cie/f-1-students/new-students/health.html](http://www.csueastbay.edu/cie/f-1-students/new-students/health.html)

5. **Consider your housing options**
   [www.csueastbay.edu/cie/f-1students/new-students/housing.html](http://www.csueastbay.edu/cie/f-1students/new-students/housing.html)
   Refer to the link above to view your options and review the enclosed information about on-campus housing. Space fills quickly, so if you want to live on-campus, submit a housing application early to avoid disappointment.

6. **Submit immunization documentation**
   [www.csueastbay.edu/shcs](http://www.csueastbay.edu/shcs)
   Consult with your doctor to complete your immunization form. The completed form must be submitted to Student Health and Counseling Services.

7. **Register for classes**
   [my.csueastbay.edu](http://my.csueastbay.edu)
   After you have accepted your offer of admission and submitted all required documents (view your personal “To Do List” on MyCSUEB for items that need to be submitted), go to MyCSUEB to check your appointment time to find out when you can register. Enrollment dates can be found at [www.csueastbay.edu/importantdates](http://www.csueastbay.edu/importantdates).

8. **Plan to attend orientation**
   Details for new international student orientation are posted at [www.csueastbay.edu/cie/f-1students/new-students](http://www.csueastbay.edu/cie/f-1students/new-students).
   Please bring your immigration documents to the orientation (passport, visa, I-20 and I-94).
   Contact your major department about orientation information that may be offered in your department, as not all graduate programs offer orientation. Check your horizon email for orientation information updates.

9. **Pay fees**
   [my.csueastbay.edu](http://my.csueastbay.edu)
   Fees are due after registering for your classes. Check your MyCSUEB account under the “Finances” section to see your payment due date. You have the option to pay in full or sign up for a payment plan.
   For more information and links to deadlines, see: [www.csueastbay.edu/student-financial-services](http://www.csueastbay.edu/student-financial-services)

10. **Register for University Writing Skills Requirement (UWSR)**
    [csueastbay.edu/testing/uwsr](http://csueastbay.edu/testing/uwsr)
    In order to graduate, all CSUEB students must pass the University Writing Skills Requirement by either taking the required English courses or passing the Writing Skills Test (WST). Learn more and sign-up at [www.csueastbay.edu/WST](http://www.csueastbay.edu/WST). You will not be able to register for the test until you have enrolled in classes.
Acceptance letters that indicate provisional admission

Provisional Admission means your offer of admission is subject to verification of your application information. After CSUEB reviews your official academic records and test scores (if applicable), and you meet all published deadlines, your offer of admission will be finalized. However, if your application does not match your official academic records and/or test scores, or if you do not meet published deadlines, your offer of admission may be canceled. Please pay careful attention to all communications (letter and e-mails) sent to you from CSUEB.

Changing your term of entry

CSUEB’s application for admission applies only to the term of entry indicated at the time of submission. Your offer of admission will be canceled if you do not enroll in classes in the designated term. Students who wish to defer must apply for admission again for a future term by submitting a new Cal State Apply application and application fee. Simply log back into your saved application stored in www.calstate.edu/apply, update your desired term of entry, confirm your address and previously attended institutions are still current, and submit the form with your application fee.

Academic advising

Please contact your program’s graduate coordinator for academic program requirements and advising on what classes to take in your first semester. A list of program coordinators is at www.csueastbay.edu/gradstudies.

Important links & contacts:

MyCSUEB - my.csueastbay.edu
CSUEB’s self-service system where you see your admission status, sign up for Orientation, register for classes & pay your fees.

Horizon E-mail - horizon.csueastbay.edu
Check your CSUEB Horizon e-mail often for important messages.

General Information
Hayward Campus (510) 885-3000

International Admission Office call: (510) 885-7571; fax (510) 885-2325; iao@csueastbay.edu; www.csueastbay.edu/iao

Center for International Education call: (510) 885-2880; cie@csueastbay.edu; www.csueastbay.edu/cie

Student Financial Services call: (510) 885-3767; www.csueastbay.edu/student-financial-services

Testing Office call: (510) 885-3661; testing.office@csueastbay.edu; www.csueastbay.edu/testing

Accessibility Services offers a full range of services for students with disabilities: (510) 885-3868; as@csueastbay.edu; www.csueastbay.edu/as

Download our free CSU East Bay Mobile app, which allows for optimized access to the most important features on the MyCSUEB and Library websites among many other features, including registering for classes, viewing class schedules, and taking a virtual campus tour. Get it at the App Store or Google Play, or go to https://m.csueastbay.edu.