Checklist for Admitted International Transfer Students

Complete these steps to prepare for your enrollment:

1. **Activate your NetID**
   
   www.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
   
   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
   
   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
   
   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/insurance.html

5. **Submit immunization documentation**
   
   www.csueastbay.edu/shcs
   
   Consult with your doctor to complete your immunization form (available for download from the link above). The completed form must be submitted to Student Health and Counseling Services.

6. **Consider your housing options**
   
   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.

7. **Register for classes**
   
   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 may 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.

8. **Plan to attend orientation**
   
   See details at: www.csueastbay.edu/cie/f-1students/new-students. Please bring your immigration documents to the orientation (passport, visa, I-20 and I-94). Check your horizon e-mail for orientation information updates.

9. **Pay fees**
   
   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.

10. **Register for University Writing Skills Requirement (UWSR)**
    
    www.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. Students who have completed at least 60 semester units should register for this test or enroll in a first-tier writing course as soon as possible.
Helpful tips for new students:

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.

Transferring Credits to CSUEB
As a new transfer student, you will receive a transfer credit evaluation within your first two terms of attendance at CSUEB. Until you receive your transfer credit evaluation, you will note a checklist item of “GE Evaluation Status” on your MyCSUEB To Do List. This item does not require any action by you and does not affect admission to the university. It will be changed from “Initiated” to “Notified” once transfer credit evaluation has been completed. For more information on transferring credits to CSUEB, visit www.csueastbay.edu/transfercredit.

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.

Majors with additional requirements
• Music- Students are conditionally admitted to the Music BA major pending the results of an audition with the Department of Music. Learn more about auditions at www.csueastbay.edu/music or call 510-885-3135. Students not successful in their audition or who never audition must select an alternate CSUEB major.
• Nursing- At CSUEB there is no guaranteed admission to any nursing program. Prospective nursing students admitted to CSUEB are designated as “Undeclared – Interest in Nursing.” Students may apply to a CSUEB nursing program upon completion of all nursing program prerequisites. Your major will automatically be changed to Nursing only IF you get admitted to the nursing program at CSUEB through a separate application process. For more information see: www.csueastbay.edu/nursing.

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.

Helpful 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 Concord Campus www.csueastbay.edu/concord
International Admission Office call: (510) 885-7571; fax (510) 885-2325; iao@csueastbay.edu; www.csueastbay.edu/iao
General Education Office call: (510) 885-2941; www.csueastbay.edu/ge
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