Checklist for Admitted International Freshman 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 MyCSUEB to secure a place in the entering class. Be sure to accept by the deadline indicated. For instructions visit: [www20.csueastbay.edu/prospective/after-youre-accepted](http://www20.csueastbay.edu/prospective/after-youre-accepted)

4. **Purchase medical insurance**
   - [4studenthealth.com](http://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: cseubhealthinsurance@csueastbay.edu or Fax: 510-885-4490) to provide proof of insurance that meets the minimum requirements as posted at: [www20.csueastbay.edu/cie/flstudents/insurance.html](http://www20.csueastbay.edu/cie/flstudents/insurance.html)

5. **Submit your immunization documentation**
   - to Student Health Services by completing the immunization form available online at: [www20.csueastbay.edu/students/campus-life/shcs/medical-services/forms2/immunizations.html](http://www20.csueastbay.edu/students/campus-life/shcs/medical-services/forms2/immunizations.html)

6. **Consider your housing options**
   - [www20.csueastbay.edu/cie/flstudents/housing.html](http://www20.csueastbay.edu/cie/flstudents/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. **Sign-up for English & Math placement tests**
   - [csueastbay.edu/testing](http://csueastbay.edu/testing)
   - First-time freshmen must complete the English Placement Test (EPT) and Entry Level Math (ELM) Test. For more information, please contact Linda Beebe, Advisor and General Education Program Coordinator, at linda.beebe@csueastbay.edu.

8. **Plan to attend orientation**
   - Details for orientation are posted at [www.csueastbay.edu/cie/news/orientation.html](http://www.csueastbay.edu/cie/news/orientation.html). 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. **Register for classes**
   - As a freshman, you will need to meet with a General Education Advisor before you can register for classes. General Education Advisors will be available at orientation and for drop-in advising on the first day of classes. If you wish to register before classes begin, please contact Linda Beebe, Advisor and General Education Program Coordinator at linda.beebe@csueastbay.edu.

10. **Pay fees**
    - [my.csueastbay.edu](http://my.csueastbay.edu)
    - You can pay your enrollment fees online through MyCSUEB or in person (cash or check only) at the Cashier’s Office. Fee installment plans are available. For more information and links to deadlines, see: [www20.csueastbay.edu/students/financing-your-education/paying-fees](http://www20.csueastbay.edu/students/financing-your-education/paying-fees)
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 Majors- 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](http://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 Programs- At CSUEB there is no guaranteed admission to any nursing program (RN-BSN or Pre-Licensure). Prospective nursing students are designated as “Undeclared – Interest in Nursing” in the university records. Once admitted to CSUEB, students can follow a set curriculum that prepares them to apply to the Pre-Licensure nursing program as early as their second year of college. Your major will automatically be changed to Nursing only IF you get admitted to one of the nursing programs at CSUEB through a separate application process. For more information visit: [www.sci.csueastbay.edu/nursing](http://www.sci.csueastbay.edu/nursing).

English Placement Test (EPT) and Entry Level Mathematics (ELM) Test

Entering Freshman and other undergraduate students are required to take the EPT and ELM to determine course placement. Visit [www.csuestbay.edu/testing](http://www.csuestbay.edu/testing) for exemption criteria and to register for the tests. Unless exempt, you must take these placement tests or register for these placement tests before enrolling in classes. If you do not take the tests prior to enrolling in classes, you will be subject to adding and attending remedial English and mathematics classes until test results are received by the General Education Office. For more information or questions contact Linda Beebe, Advisor and General Education Program Coordinator, at linda.beebe@csueastbay.edu.

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 CSU Mentor application and application fee. Simply log back into your saved application stored in CSU Mentor, 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.csuestbay.edu/concord](http://www.csuestbay.edu/concord)

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

General Education Office call: (510) 885-2941; [www.csueastbay.edu/ge](http://www.csueastbay.edu/ge)

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

Student Financial Services call: (510) 885-3767

Testing Office call: (510) 885-3661; testing.office@csueastbay.edu; [www.csueastbay.edu/testing](http://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/departments/as](http://www.csueastbay.edu/departments/as)