Checklist for
Admitted International
Transfer 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: csuebhealthinsurance@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 the Writing Skills Test**
   - [csueastbay.edu/testing](http://csueastbay.edu/testing)
   All CSUEB students must pass the University Writing Skills requirement by taking the required English courses or passing the Writing Skills Test (WST). Students who have completed at least 90 quarter units should register for this test as soon as possible.

8. **Register for classes**
   - [my.csueastbay.edu](http://my.csueastbay.edu)
   After you have accepted your offer of admission and submitted all required documents, go to MyCSUEB to check your appointment time to find out when you can register. Enrollment dates can be found at [www20.csueastbay.edu/students/academic-and-studying/important-dates.html](http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html).

9. **Plan to attend orientation**

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).
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 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 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 (Pre-Licensure or RN-BSN). 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. If you apply to a CSUEB nursing program and do not get admitted, you are encouraged to declare an alternate official major at CSUEB and continue to pursue coursework toward a bachelor's degree in another field while you decide if you want to re-apply to Nursing the following academic year. 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.

English Placement Test (EPT) and Entry Level Mathematics (ELM) Test
Undergraduate students are required to take the EPT and ELM to determine course placement. Unless exempt, you must take 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 testing.office@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.csueastbay.edu/concord
International Admission Office call: (510) 885-7571; fax (510) 885-2325; iao@csueastbay.edu; www.csueastbay.edu/prospective (then click International Admission)
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
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