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 MyCSUEB to secure a place in the entering class. Be sure to accept by the deadline indicated. For instructions visit: www.csueastbay.edu/prospective/after-youre-accepted

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/flstudents/insurance.html

5. **Submit your immunization documentation** to Student Health Services by completing the immunization form available online at: www.csueastbay.edu/medical-services/forms/immunizations.html

6. **Consider your housing options**
   www.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. **Submit all MyCSUEB “To Do List” items**
   my.csueastbay.edu
   View your personal “To Do List” items that need to be completed and submitted through MyCSUEB. If it says “Initiated” under Item Status, it means the document has been requested. You will have a hold on your registration until these documents are submitted.

8. **Plan to attend orientation**
   Details for orientation are posted at 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
    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: www.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.

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.

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](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**- At CSUEB there is no guaranteed admission to the Nursing Program. Prospective nursing students are admitted to CSUEB as “Undeclared – Interest in Nursing”. These students should 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 the Nursing Program at CSUEB through a separate application process. For more information visit: [www.csueastbay.edu/nursing](http://www.csueastbay.edu/nursing).

Transferring credits- Students with Advanced Placement (AP) or International Baccalaureate (IB) exam results may receive college credit depending on their scores.

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](http://www.csueastbay.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) 885-2880; [www.csueastbay.edu/student-financial-services](http://www.csueastbay.edu/student-financial-services)

**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/as](http://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](https://m.csueastbay.edu).