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 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. Sign-up for the Writing Skills Test
   www.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
   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 www.csueastbay.edu/registrar/important-dates.

9. Plan to attend orientation
   Details for orientation are posted at www.csueastbay.edu/cie/news/orientation.html. Please bring your immigration documents to orientation (passport, visa, I-20 and I-94). Check your horizon email for orientation information updates.

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
Helpful tips for new students:

**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](http://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](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 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](http://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 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.

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**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) 885-3767; [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](http://https://m.csueastbay.edu).