Checklist for Admitted International Freshman Students

Complete these steps to prepare for your enrollment:

1. Activate your NetID
   [www.csueastbay.edu/netid](http://www.csueastbay.edu/netid) and [www.csueastbay.edu/Duo](http://www.csueastbay.edu/Duo)
   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. In order to better protect the identity and data of students, CSUEB has implemented multi-factor authentication as an additional security measure, also known on campus as Duo authentication. To enroll your NetID account with Duo, go to the link above and click on the “Enroll in Duo” button.

2. Check your Horizon email account
   [http://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
   [http://my.csueastbay.edu](http://my.csueastbay.edu)
   Select “Accept Admission” from the list of links on the left side of the page in your MyCSUEB portal. When you accept your offer of admission, you will be charged a required $110 pre-enrollment fee that helps pay for the mandatory undergraduate student orientation. This fee is nonrefundable.

4. Purchase medical insurance
   [www.4studenthealth.com](http://www.4studenthealth.com)
   You may purchase insurance that meets university requirements at the website above. If you have alternate insurance, email: csuebhealthinsurance@csueastbay.edu to provide proof of insurance that meets the minimum requirements as posted at: [www.csueastbay.edu/cie/f-1-students/new-students/insurance.html](http://www.csueastbay.edu/cie/f-1-students/new-students/insurance.html)

5. Obtain required immunizations
   [www.csueastbay.edu/shcs](http://www.csueastbay.edu/shcs)
   Consult with your doctor to get documentation of your immunization records and obtain required immunizations if needed. You will need to submit proof of immunizations to the Student Health and Counseling Services before beginning classes.

6. Consider your housing options
   [www.csueastbay.edu/cie/f-1-students/new-students/housing.html](http://www.csueastbay.edu/cie/f-1-students/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. Submit all MyCSUEB “To Do List” items
   [http://my.csueastbay.edu](http://my.csueastbay.edu)
   View your personal “To Do List” regularly through MyCSUEB for items that need to be completed and submitted. An item status listed as “initiated” indicates that this item is needed and that an action is required on your part. Click the hyperlink to learn what is required. You will have a hold on your registration until these documents are submitted.

8. Plan to attend orientation
   [www.csueastbay.edu/cie/f-1-students/new-students/orientation-information.html](http://www.csueastbay.edu/cie/f-1-students/new-students/orientation-information.html)
   Have your immigration documents ready to submit (passport, visa, I-20 and I-94) when requested. Check your horizon e-mail for updates.

9. Register for classes
   [http://my.csueastbay.edu](http://my.csueastbay.edu)
   Contact the Academic Advisor for international students Sam Tran(sam.tran@csueastbay.edu). He will work with you to register for appropriate classes. Make sure you have completed steps 3, 4 and 7 prior to contacting him.

10. Pay fees
    [http://my.csueastbay.edu](http://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](http://www.csueastbay.edu/student-financial-services)
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 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.

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

- **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](https://m.csueastbay.edu).