CSUEB Info Session on F1 International Students’ Admission & I-20 Process

April 2023
Agenda

- Application Deadlines for Fall 2023
- Application Overview and Cal State Apply Tips
- Admission Requirements
- Admission Process
  - Undergraduate
  - Graduate
- Document Submission Process
  - Unofficial Documents
  - Consent for Release of Information
- I-20 & Admission Letter
- Q & A
# Application Deadlines

**Fall Semester 2023 (Classes start 8/22/2023)**

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate (First-Year Freshmen &amp; Transfer)</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Filing Period</strong></td>
<td>Oct. 1, 2022 - May 1, 2023</td>
<td>Oct. 1, 2022 - May 1, 2023 (Programs with earlier deadlines: Social Work MSW – December 1, Speech Pathology MS – January 15, MS Counseling - March 1) Other programs may close early based on application volume</td>
</tr>
<tr>
<td><strong>Unofficial Document Deadline</strong></td>
<td>May 15, 2023</td>
<td>May 15, 2023</td>
</tr>
<tr>
<td><strong>Official Document Deadline</strong></td>
<td>before enrolling in classes</td>
<td>before enrolling in classes</td>
</tr>
</tbody>
</table>
Overview of Application Process

• Apply online at www.calstate.edu/apply
• Non-refundable $70 application fee
• Submit unofficial transcripts in native language (with English translation, if needed)
• Official test scores, if needed (ETS test center code 4011)
• Financial guarantee/I-20 letter of consent required after admission: www.csueastbay.edu/iao/how-to-apply
Cal State Apply Tips

● Don’t wait! Avoid unnecessary stress of waiting until the deadline to apply. In most cases, the sooner an application is complete, the sooner you will get a decision.

● Enter your full name as it appears on your passport.

● If the student does not have either a first or last name, do not use any special characters in any name fields. If a student does not have a first name, enter FNU (first name unknown). If a student does not have a surname/last name, enter LNU (last name unknown).

● Be sure to use the student’s current email address and that you enter it accurately in Cal State Apply as this email address will be used to follow up on the application.

● Refer to the International Application Guide or Applicant Help Center if need assistance with the online application. You will find their contact information and Live Chat options on the Help Center website. Live Chat is the fastest way to receive assistance.

About the Applicant Help Center

Use this guide as a supplement to the instructions provided in the Applicant Help Center. To access the Applicant Help Center, click on your name in the upper-right hand corner of the Cal State Apply application.
Cal State Apply Tips

- Be sure to select F-1 visa status if you plan to request a student visa—*if you fail to do this, we will not know that you need an I-20*

Completing your Extended Profile

Be sure to answer questions on the Extended Profile correctly. The application is dynamic, meaning that answers you provide on the Extended Profile determine what question blocks (tiles) appear for the remainder of the application and what programs (majors) are available for you to choose. Come back to your questions on the Extended Profile any time if you need to make corrections by clicking your name on the top right-hand corner.

Residency – F1 and J1 Visa

If you have or will require an F1 Visa (student) or J1 Visa (exchange) to study at the CSU, select Yes
Cal State Apply Tips

- Some CSUEB graduate departments are now collecting supplemental documents via the 4th quadrant (Program Materials section) of Cal State Apply:

  Programs collecting Statement of Purpose (SOP) documents only:
  - Elearning
  - Mathematics
  - Pre-professional Health Academic Program (PHAP)

  Programs collecting more extensive documents:
  - Communication: letters of recommendation, unofficial transcripts, question, writing sample, SOP
  - Health Care Administration (extension only): statement of purpose, resume/CV
  - Music: letters of recommendation, links to performances, resume/CV, SOP
  - Statistics and Biostatistics: letters of recommendation, unofficial transcripts, questions, SOP

- **NOTE:** If letters of recommendation are required by the department, your application will not be completed until all required recommendations have been completed and submitted to Cal State Apply.
# Undergraduate Admission Checklist

<table>
<thead>
<tr>
<th></th>
<th>FIRST YEAR FRESHMEN and LOWER DIVISION TRANSFER</th>
<th>UPPER DIVISION TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Proficiency</strong></td>
<td>TOEFL 61 (ETS TOEFL code=4011) / IELTS 6.0</td>
<td>TOEFL 61/IELTS 6.0</td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>3.0 (High School)/2.0 (college/university)</td>
<td>2.0 (Upper Division Only)</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td>● Apply online at <a href="http://www.calstate.edu/apply">www.calstate.edu/apply</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Pay $70 non-refundable application fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Submit unofficial academic records (Transcripts and Proof of High School Graduation) in native language with English translation, if needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Submit official academic records for transfer applications from colleges in the US</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● English proficiency scores, if needed</td>
<td></td>
</tr>
</tbody>
</table>
Undergraduate Admission Process (2-3 weeks)

1. File an application at [Cal State Apply](#)
   - Please allow up to 2 business days for a completed Cal State Apply application to be reflected in CSUEB’s system.
   - Upon receipt of the application, CSUEB will send an email to the student with the NetID (ab1234).

2a. Student receives email from International Admissions Office (IAO) with link and instructions for submitting documents
   - Message is sent from “iao@csueastbay.edu” two days after student received NetID by email.
   - In most cases, students can provide Consent for Release of Information to their agent electronically as part of the document upload process
     - If student is under age 18, a PDF consent form signed by both the student and parent must be submitted by email to intirecruiting@csueastbay.edu

Please complete the following next steps:

1. Activate your Net ID: Every applicant is given a personal CSUEB identification number called a NetID. This will allow access to student self-service systems such as your application status using your MyCSUEB student portal and horizon email. If you experience issues with this step, please email servicedef@mcsueastbay.edu.
2. In order to evaluate your application, you will first need to provide transcripts. All applicants are required to provide official transcripts, however you may provide unofficial transcripts at this time via our document collection form. Unofficial transcripts are used for admission purposes only. Please note: If you have submitted your academic records in the last year, please email iao@csueastbay.edu for further assistance. To use our document collection form, gather your transcripts from all institutions attended and all applicable test scores in a digital format (pdf, jpeg or png). Records should be assembled in chronological order. **Submit your documents HERE** (this link should not be used by other applicants). Our admissions team will evaluate your application based on the unofficial transcripts that you submit. It may be necessary to ask for your official transcripts at any time during the process.
3. All accepted students will be required to submit official transcripts as required for full admission. If you are provisionally accepted to Cal State East Bay, we will send instructions on how to submit your official transcripts.

Please check your Personal To Do List on your [MyCSUEB student portal](#). deadlines for document submission can be found here.
2b Upload Unofficial Documents via link sent by International Admission Office. Please do not send documents by email.

3 Review student’s Personal To Do List and Application Status on MYCSUEB (on the application tab and underneath the heading “Admission”)

- Net ID is required in order to submit the application documents.
- Provide unofficial transcripts and test scores to IAO only.
- Please note: If the student previously submitted academic records in the last year, please email IAO@csueastbay.edu for further assistance; the student does not need to re-submit them.
- Once documents are submitted, the document upload link will be inactivated to avoid duplicate submissions.
- IAO will review the documents and will email the student if anything is outstanding.

- Please allow for processing time up to one week after submission of documents for IAO to update the student’s To Do List.
- Once the application is complete, evaluation by IAO and admission decision is usually complete within another 1-2 weeks.
Document Submission Process

- **Note:** the document upload link is unique to each applicant

- Enter applicant’s name and NetID (if NetID doesn’t match the record it will be rejected)

- Enter term applied for

- Click “Yes” for International Agent/Consultant in order to submit electronic consent form

- **Forms may only be submitted once;** do not attempt to resend using the same link or email documents as well.
Tips for Completing Document Collection Form

- Student’s name must match both the first/given name and last/family name exactly as entered in Cal State Apply
- If you get an error message that the NetID doesn’t match, contact iao@csueastbay.edu for support. DO NOT use another student’s link to attempt to upload documents
Agent Consent Form Submission Process

- From is dynamic. If select “Yes” to agent/consultant field. Additional questions pop up.

- If student is 18 years or older they will be able to click on link to submit electronic consent form.

- Click link to open form

Please note: This form can only be submitted once.
Agent Consent Form Submission

• Electronic Consent For Release of Information Form opens in a new window.
• Language is identical to the PDF version of the form (allows us to discuss the student’s application/admission status with the agency). Once the Student Consent Form is received, CSUEB will count the student under the agent’s banner. **There is no need to email us to claim the student if the student submits an electronic consent form.**
• Make sure students enter the correct email address for your agency so that if there are any issues we can follow up with you on the application.
• Student electronically signs to affirm they have read and understood the information above (that they have the right not to consent and may revoke the consent at any time even after the consent form has been submitted).
• Be sure to click submit at the bottom of the page!
• After submission, a pop-up window will remind students to return to the previous form (consent form window can be closed and student should return to other window):
Document Submission Process Continued

- After all fields at top of the form are complete and agent form submitted, return to original window/form to indicate if student submitted documents previously.

- If “yes” is clicked, they will get an opportunity to submit additional documents *e.g. updated TOEFL/IELTS)*

- If “no” is clicked, additional dropdown information will appear for each applicant type to submit new documents. Forms are dynamic – after clicking on an academic level, options related to that selection will appear immediately below this field.
Unofficial Document Submission for First Time Freshmen

- Only transcripts and proof of English proficiency are required
- We do not require or accept a Statement of Purpose or Letters of Recommendation for undergraduate applicants.
- Unofficial documents are preferred for evaluation (unless student has US transcripts)
- Students sign to confirm they understand official transcripts will also be required if they are admitted.
- SAT/ACT submission is optional (not required for admission purposes), but may be helpful in placing students in classes. SAT/ACT is required for Global Excellence Scholarship candidates; scholarship consideration is NOT automatic and requires a separate application via the [Pioneer Scholarships Portal](https://example.com).

**English Proficiency**

All applicants to Cal State East Bay must provide evidence of English proficiency which is determined by scores on either one of these two tests: TOEFL or IELTS. Please make sure that you send your official scores to Cal State East Bay. Under certain conditions, you may be eligible for a waiver. Please review the [Undergraduate English Proficiency Requirement](https://example.com).

**Fields**

- Please select one of the following: *
  - I am submitting a TOEFL/IELTS score report.
  - I am requesting an English proficiency waiver.

**Please select from the following:**

- [ ] I attended a high school for 3 academic years or more in a country where English is the native language.

**First Time Freshman SAT/ACT scores (optional)**

When naming your file please use the following:

Net ID. Test score name (e.g. ab1234.SAT)

[Choose File] No file chosen

**Transcripts**

I understand that if I am accepted to Cal State East Bay that my admissions will not be complete until Cal State East Bay receives my official academic documents directly from the schools that I attended. I also understand the meaning of official documents as described [here](https://example.com).

Print your full name in the box below to acknowledge that you have read and understand the information above.

**Full Name**

Submit high/secondary school transcripts from all institutions attended for Grades 9-12 and diploma. If you have coursework in progress, submit your current transcript. Please attach each school attended separately and include grading scales. For the academic records not in English, we will require the
Unofficial Document Submission for Upper Division Transfer Students

- English proficiency may be waived for students who have completed sixty semester units and “Golden Four” at California Community Colleges.
- Only official transcripts acceptable from US colleges and universities.
- Students must submit transcripts from each college or university attended. *Cal State East Bay does not accept composite transcripts. If student has courses that appear on one transcript but taken at another institution, you will need to have transcripts sent from that original institution as well.*
Document Submission for Graduate Students

- Students sign to confirm they understand official transcripts will also be required if they are admitted.
- Students then have the option to indicate if they will submit official or unofficial documents.
Official Document Submission for Graduate Students

- If they indicate they will submit official documents (not recommended unless their prior degree is from within the US), instructions appear regarding submission of official documents by mail, electronically, or in person.

I will submit official documents directly to Cal State East Bay. I understand that my application will only be processed once all required official documents are received by the International Admissions Office.

Submit college transcripts and degree certificates from all institutions attended, including all coursework in progress. Please attach each school attended separately and include grading scales. For academic records not in English, we will require the original language version, in addition to an English language translation. Please review document submission guidelines here.

Official documents can be submitted as follows:

By Mail:
Send to the International Admissions Office, Cal State East Bay, 25800 Carlos Bee Blvd., SF102, Hayward, CA 94542.

Electronic Transcripts/Mark Sheets and Degree Certificates:
Please email the documents to IAOoffdокументs@csueastbay.edu. The documents must be sent directly from the institution’s registrar’s office or office of examinations. The International Admissions Office reserves the right to verify the sender of these documents before accepting them as official.

In Person Drop Off:
Hand-delivered in a sealed envelope from the institution to Cal State East Bay’s International Admissions Office located in the Student and Faculty Support building on the Hayward Campus in SF102.

All U.S. transcripts must be sent as OFFICIAL transcripts only. We will not accept unofficial transcripts from US institutions for evaluation purposes.

The university reserves the right to determine if any document submitted is considered official or not. Any document submitted to the university becomes the property of Cal State East Bay and will not be returned.
Unofficial Document Submission for Graduate Students

• If they indicate they will submit unofficial documents, they must indicate where they previously attended school.

• Students will get different instructions depending on where their documents are from (e.g. US, India, China, other)

Where did you attend school
(Select all that apply by holding ctrl+click)

Please select...
India
China
Other

India
Please attach each degree program or school separately.
When naming your file please use the following:
Net ID. School Name (e.g. ab1234.Your School Name)

Attach individual mark sheets (include backlogs) and/or consolidated mark sheet and degree certificate (provisional accepted) IN THIS ORDER. If you are currently in progress of completing your program, submit marks up to the last semester completed (at minimum, 6th semester must be completed for review of application):

Choose file... no file selected

Add additional school/transcript(s)

China
Please attach each degree program or school separately.
When naming your file please use the following:
Net ID. School Name (e.g. ab1234.Your School Name)

Attach original language transcript, graduation and degree certificates (both certificates required) and certified English translation:

Choose File... no file selected

Add additional school/transcript(s)
Unofficial Document Submission for Credential Students

- credential form is identical to graduate form
Graduate Admission Checklist

● TOEFL score of 80 (ibt) or IELTS score 6.5
● A degree awarded by an accredited university equivalent to a four-year U.S. bachelor degree with the equivalent of a 2.5 GPA or higher
● Must also meet other standards for graduate study established by the academic department.

Apply online at www.calstate.edu/apply

Pay $70 non-refundable application fee

Required documents:
● Unofficial undergraduate academic records (transcripts and degree certificates) in native language with English translation, if needed (secondary school completion not required)
● Unofficial test score reports, if required • TOEFL/IELTS

Additional Requirements for Graduate Applicants:

See our Summary of requirements for CSUEB graduate programs or contact the academic department of the desired program to confirm what additional documentation is required by the department and how to submit.
# Graduate Admission Process (5-7 Weeks; varies by program)

<table>
<thead>
<tr>
<th>1. File an application at <a href="https://www.calstate.edu/">CalState Apply</a>.</th>
<th>Upon receipt of the application, CSUEB will send an email to the student with the NetID(ab1234).</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Submit Required Documents:</td>
<td>Student received email from IAO with instructions for submitting documents:</td>
</tr>
<tr>
<td><strong>IAO Office</strong>: Upload unofficial transcripts, degree certificates, TOEFL/IELTS results ONLY via link sent by International Admission Office.</td>
<td>● Net ID is required in order to submit the application documents</td>
</tr>
<tr>
<td><strong>Graduate Dept</strong>: Check with graduate department to see if supplemental materials are required. If so, send Department Application, GMAT/GRE, Personal Statement, Recommendation Letters, etc. to department per their instructions</td>
<td>● Please note: If the student previously submitted academic records in the last year, email <a href="mailto:IAO@csueastbay.edu">IAO@csueastbay.edu</a> for further assistance; the student does not need to re-submit them.</td>
</tr>
<tr>
<td>● See department website or <a href="https://example.com">summary spreadsheet of all graduate programs admission requirements</a> (note: departmental requirements are subject to change)</td>
<td>● Provide unofficial transcripts and English proficiency test scores only.</td>
</tr>
<tr>
<td>3. Review the Personal To Do List and Application Status on the <a href="https://mycsueb.eastbay.edu">MYCSUEB</a>.</td>
<td>● After document submission, please allow for processing times of up to 1 week for IAO to update the student’s To Do List.</td>
</tr>
<tr>
<td></td>
<td>● Once the application is complete, evaluation by IAO and admission decision is estimated at 4-6 weeks but may take longer depending on the department.</td>
</tr>
<tr>
<td></td>
<td>● The student can access MyCSUEB to check their application status under the application tab and underneath the heading Admission.</td>
</tr>
</tbody>
</table>
Admission & I-20 Process

1. Admission Decision
2. Upload Financial Documents via Link sent by CSUEB SEVIS/I-20 Team
3. I-20 SENT

Once an application is complete (all documents received):
- Undergrad apps take 1-2 weeks for a decision
- Grad applications can take 4-6 weeks or longer
- Complete online I-20 consent form
- Upload copy of passport and verification of finances (bank statements, scholarship letters, etc)
- Sponsors need to fill out an I-20 Sponsor Endorsement Letter of Consent (I-20 will be held up if sponsor doesn’t submit)
- Note: maximum # of sponsors = 3
- Please allow 2-3 weeks for I-20 processing after all financial documents are received and approved

I-20s are currently being signed electronically and sent by email with the admission letter.
Sample email to admitted student with online I-20 consent form

- Automatically sent to student’s horizon email when student is admitted
- Link is specific to student receiving it.
- Once the information is submitted, please do not send a different student’s information with the same link.
- To submit additional documents after initial upload, please email csueb.i20@csueastbay.edu
- When the documents are submitted, the student will receive an auto message saying “Thank You”.
- Upon review by CSUEB SEVIS team, if there is an issue with documents or anything is outstanding they will email the student.

Dear student,

Congratulations on your admission to California State University, East Bay.

Our records show that you are planning to attend CSU East Bay as an international student with F-1 non-immigrant status. In order for us to prepare the proper immigration documents, we will need you to respond to the following questionnaire:

I-20 Consent and Declaration of Finances

Please review the F-1 International Student Handbook which is posted online at: http://www.csueastbay.edu/cie/files/docs/pdfs/f-1-handbook.pdf. It has a wealth of information covering immigration and arrival on campus, academics, on-campus services and activities, housing and transportation options, and much more. You will be getting a hard copy of this handbook during orientation.

Please let us know if you have any questions.

CSUEB Team
Regards,
SEVIS Records Representative
I-20/Letter of Consent for F-1 International Students

Do you need to be issued an I-20 from Cal-State East Bay? *
- Yes, I need to be issued an I-20 when (or if) I am admitted to Cal-State East Bay.
- No, I do not need to be issued an I-20 from Cal-State East Bay.

Additional Information
Choose the reason why you're requesting an I-20 form.
- I am currently residing outside the United States and will use the I-20 to enter the U.S. in F-1 status.
- I currently reside in the U.S. and have an I-20 from another school.
- I have an I-20 from CSU East Bay (Please fill in SEVIS number below).
- I am currently in the United States in a nonimmigrant status other than F-1, and plan to change my status to F-1.

Upload copy of passport ID page
[Choose File] No file chosen

Declaration of Finance
The following link provides an estimate of the cost of one academic year (2 semesters) of full-time study at CSU East Bay:

CSUEB Fees & Payments

Information
The CSUEB must have the right to review the student's financial resources to determine eligibility. Therefore, CSUEB must complete any and all initial disclosures as a condition for enrollment to satisfy the federal regulations that prohibit the university from charging tuition to any student who is not a U.S. citizen or permanent resident. All information must be submitted in English and will be used for internal purposes only.

Name on Passport
Please enter the requested information as it appears on your passport:
Family Name  First Name  Middle Name

Applicant's Phone Number  Applicant's Email Address

International Address
All nonimmigrant students must provide a foreign address even if they are currently in the United States.
Street Address  City & Postal Code  Province/Territory  Country

Do you have dependents (spouse/children) you wish to accompany you to the U.S. while attending CSU East Bay? *
- Yes
- No

Source of Funds
You must provide required documentation.
Financial documents that demonstrate proof of funding must be in English and must:
- Be an official bank statement or savings account with a balance of US$9,000 or more
- Demonstrate at least the minimum estimated expenses for one academic year
- Include an issuance date that is within the recent 12 months of when you submit your application
- Include the account holder's name
- Include a specific amount in US dollars

Name on Passport
Please enter the requested information as it appears on your passport:
Family Name  First Name  Middle Name

Applicant's Phone Number  Applicant's Email Address

International Address
All nonimmigratnt students must provide a foreign address even if they are currently in the United States.
Street Address  City & Postal Code  Province/Territory  Country

Do you have dependents (spouse/children) you wish to accompany you to the U.S. while attending CSU East Bay? *
- Yes
- No

Source of Funds
You must provide required documentation.
Financial documents that demonstrate proof of funding must be in English and must:
- Be an official bank statement or savings account with a balance of US$9,000 or more
- Demonstrate at least the minimum estimated expenses for one academic year
- Include an issuance date that is within the recent 12 months of when you submit your application
- Include the account holder's name
- Include a specific amount in US dollars

Acknowledgement
- I certify that I have read the terms above and agree to obtain and maintain health insurance coverage pursuant to CSU minimum requirements. I understand that I will not be allowed to register until I have provided proof of insurance that meets the stated requirements.

Acknowledgement
- I certify that I have read, understand, and agree to the terms CSU East Bay has set in place in regards to health insurance.

Enter Your Full Name

Acknowledgement
- I certify that all of the above applicant information is true, complete, and accurate.

Submit
Sample of Sponsor Information form

If student has indicated they wish to include a family member or someone else as a sponsor on their form, the person listed will receive an email with link to form at right.

Sponsor enters:

- student’s name and relationship to sponsor
- the amount the sponsor will contribute
- email address of the sponsor
- electronic signature and acknowledgement
Sample I-20 email

- When I-20 is complete, it is sent by email to the student’s personal and horizon email addresses.
- The SEVIS number is also included in the email.
- Email contains link to additional checklists and information to help student prepare for the visa interview and arrival on campus.

Dear [Name],

Congratulations on your admission to California State University, East Bay!

Attached you will find your official admission letter and your CSU East Bay I-20.

Your SEVIS number is: N0034000

As an admitted student, we recommend you review our [Admitted International Student Checklist] for your next steps!

Please take the time to review our handouts which contain an abundance of information related to:

- [Preparing for your F-1 Visa Interview]
- [Arrival Information]
- [International Student Handbook for F-1 and J-1 students]
- [Orientation]

The information above covers immigration and arrival on campus, academics, on-campus services and activities, housing and transportation options, and much more. Please contact us if you have any questions.

CSUEB I-20

We know that the I-20 is very important to you, so we would like to get this information to you right away. Attached, you will find your new I-20 for Fall 2023, which has been electronically signed. Please note you are required to print (colored copy is best but not required) and sign this I-20 using ink. You must carry the hard copy I-20 with you as you are not eligible to show this I-20 on an electronic device.
Helpful Links

➢ MYCSUEB
➢ Admission requirements
➢ Document submission guideline
➢ I-20 process
➢ Admitted students checklist
➢ Video gallery – check out our How to Series!
➢ Important Dates – lists enrollment period and payment deadlines by semester
➢ New Admitted Student FAQ
➢ International Student Scholarships
➢ How to Pay Fees by Wire Transfer
Thank you!

Follow-on questions?
Contact us for support anytime

Follow us on Social Media!
www.facebook.com/csuebcie
www.Instagram.com/csueb_international
WeChat: qq503421502
WhatsApp Business Account: +1 (510) 200-8342