

# CSUEB International Applicant Workshop

**September 25, 2024**



# Your Hosts Today



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# Agenda

- Application Deadlines
- Tuition & Fees
- Admission Checklists and Process
  - Undergraduate
  - Graduate
- Cal State Apply Tips
- What to expect after submitting online application
- Document Submission
- Checking your Application Status
- I-20 & Admission Letter
- Scholarships
- Helpful Links & Reminders
- Q & A



# Application Deadlines

	<b>Spring 2025</b> <i>(term begins January 21, 2025)</i>	<b>Fall 2025</b> <i>(term begins August 19, 2025)</i>
<b>Application Filing Period</b>	<b>August 1 - October 1, 2024</b> (Not all graduate programs open for applications for Spring intake. Please refer to the graduate department website.)	<b>October 1, 2024 – May 1, 2025</b> (Note: some graduate programs have earlier deadlines. Please refer to the graduate department website.)
<b>Unofficial Document Deadline</b>	<b>October 15, 2024</b>	<b>May 15, 2025</b>
<b>Official Document Deadline</b>	Before enrollment	Before enrollment

# International Tuition and Fees

per academic year (2 semesters)  
as of Fall 2024

Level	Tuition	Total for I-20
<b>Undergraduate</b> (Based on 12 units/semester)	\$17,663	<b>\$42,650</b>
<b>Graduate</b> (Based on 9 units/semester)	\$16,667	<b>\$41,654</b>
<b>Graduate Business</b> (MBA/MSBA/MSMA) (Based on 9 units/semester)	\$21,797	<b>\$46,784</b>

Living expenses = \$22,924 (Varies from student to student)

Health Insurance = \$2,063\* (+ additional if study in summer)

❖ *Tuition & Fees are subject to change.*

❖ *Payment plans are available.*

# Undergraduate Admission Checklist

	FIRST YEAR FRESHMEN	TRANSFER
<b>English Proficiency</b>	TOEFL 61 (ETS TOEFL code=4011) / IELTS 6.0	TOEFL 61/IELTS 6.0
<b>Mimimum GPA</b>	3.0	2.0
<b>Required Documents</b>	<ul style="list-style-type: none"> <li>● Apply online at <a href="http://www.calstate.edu/apply">www.calstate.edu/apply</a></li> <li>● Pay \$70 non-refundable application fee</li> <li>● Submit unofficial academic records (Transcripts and proof of high school/secondary school graduation from schools outside of the US) in native language with English translation, if needed</li> <li>● Submit official transcripts from all US schools</li> </ul>	

**LOWER DIVISION TRANSFER** Students must submit both secondary school transcripts (with min. 3.0 GPA) and all college/university transcripts (with min. 2.0 GPA).

# Undergraduate Admission Process

1

File an application at [Cal State Apply](https://calstate.edu/apply)

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

2

Upload Unofficial Documents via link sent by International Admission Office. (Link is sent after student receives netID by email.) *Please do not send documents by email.*



- Net ID is required In order to submit documents.
- Provide unofficial transcripts & test scores via upload link
- 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

# 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](http://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 iBT or IELTS Academic)
- If any US transcripts, they must be official

## Additional Requirements for Graduate Applicants:

Contact the academic department of the program to which you are applying. There may be additional documentation required by the department for consideration of admission to the graduate program.



# Graduate Admission Process

1	<b>File application at <a href="#">CalState Apply</a>.</b>	Upon receipt of the application, CSUEB will send an email to the student with the NetID(ab1234).
2	<b>Submit Required Documents:</b>  <u>IAO Office:</u> Upload unofficial TRANSCRIPTS, DEGREE CERTIFICATES, TOEFL/IELTS results ONLY via link sent by International Admission Office.  <u>Graduate Dept:</u> 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 as required.	<ul style="list-style-type: none"><li>● Net ID is required In order to submit the application documents</li><li>● Provide unofficial transcripts and English proficiency test scores only to International Admissions.</li><li>● 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.</li><li>● See department website for additional requirements by program</li></ul>
3	<b>Review the Personal To Do List &amp; Application Status on <a href="#">MYCSUEB</a>.</b>	<ul style="list-style-type: none"><li>● <b>After document submission, please</b> check MYCSUEB for application status under the application tab and underneath the heading Admission.</li></ul>

# Cal State Apply Tips

CAL STATE **APPLY**

- Don't wait! Avoid unnecessary stress of waiting until the deadline to apply. In most cases, the sooner you complete your application, the sooner you will get a decision.
- Be sure to use a current email address and that you enter it accurately in Cal State Apply as this email address will be used to follow up with you on your 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

- If you do not have a Cal State Apply account, you can create one at [www.calstate.edu/apply](http://www.calstate.edu/apply)
- If you have applied to any CSU in the past, you should log back into your existing account; do not create a new separate account
- **Enter your full name (as it appears on your passport) in the profile section:**

- If you do not have a first or given name, enter **FNU** (first name unknown)
- If you do not have a last name or family name, enter **LNU** (last name unknown)

- Have copies of your transcripts and test scores available to enter accurate information
- Double check your work while entering information
- Save your progress as you go
- Do not rush, take your time

— CAL STATE —  
**APPLY**

## Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details.

\* Indicates required field

**Your Name**

Title

\* First or Given Name

Middle Name

\* Last or Family Name

Suffix (Jr., Sr., III, etc.)

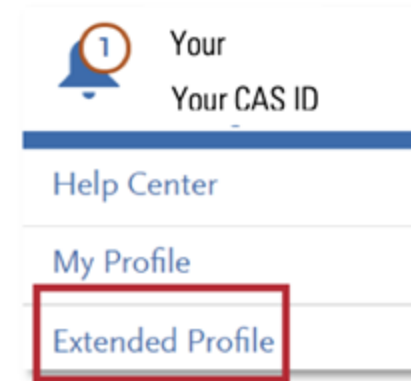
Display Name

# 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

4. Residency

\* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

Yes

No

EXAMPLE

# Cal State Apply Tips

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

**Programs collecting Statement of Purpose (SOP) documents only:**

- **Mathematics**
- **Pre-professional Health Academic Program (PHAP)**

**Programs collecting more extensive documents:**

- **Environmental Geosciences:** SOPs and letters of recommendation
- **Interaction Design and Interactive Art:** SOPs, letters of recommendation, and portfolio
- **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 forwarded to CSUEB until all required recommendations have been completed and submitted to Cal State Apply.***

# Cal State Apply Tips

CAL STATE **APPLY**

## The four parts (quadrants) of your application

Click the My Application tab to complete the rest of your application. You must complete all sections for a quadrant to show as complete. All quadrants must be complete to submit your application.



This shows your progress towards completing all the required information for this quadrant.



**\*Don't skip the Program Materials section.** Even if it appears complete, be sure to click and read the Program Materials quadrant as there is usually important information about the program(s) you are applying to in this section.

# Submitting your application

CAL STATE **APPLY**

You are ready to submit when the four quadrants show complete (green) and when the status on the program (in the Submit Application tab) has also turned green.



Review the Summary Page carefully before submitting

Note any warning symbols and red text that may require you to update or fix something in your application before submitting.

**Attention needed**

**EXAMPLE**

Need any changes? [Go to Test Scores](#)

The following test scores are self reported. Please remember to send your official test scores to Cal State Apply to be fully considered.

- You have reported a test date that is in the future. Please remember to return to Test Scores and self-report your scores once received. Also remember to send your official scores to Cal State Apply.
- You have not included your ID. Please go to test scores and include this information.

ACT	Test Taken	ACT Student ID	English	Math	Reading	Science	Writing	Composit
	05/30/2020							

TOEFL	Test Taken	Type	Test Reg ID	Listening	Reading	Speaking	Writing	S & W	Total
	05/03/2020	Internet-based		25	25	23	25		100

**Explains where to make updates to your information, if needed**

# When Your Online Application is Complete

- In general, the Cal State Apply application is complete when:
  - ✓ Your application fee payment was submitted and marked as received.
  - ✓ You submitted your application and received an email confirming it was successfully submitted. *Make note of the CAS ID number from this email as it may be needed if you have questions about receipt of your application.*
- Once the Cal State Apply application has been submitted, the information on the application cannot be added to or edited by logging back into Cal State Apply, except adding new test scores into standardized tests
- If you have updated information or want to correct a mistake on your application after the Cal State Apply application has been submitted, please contact the International Admissions Office for assistance.



# After Your Online Application is Complete

- Once the online application is complete, applicants are responsible for monitoring the status of the application and submitting required documentation to the campus.
- **CSUEB's International Admissions Office will correspond with you directly via email regarding submission of required documents for international admission. Your application cannot be evaluated until these documents are received.**
- **Academic Departments may also require additional documents.** Check the website of the program you are applying to for their requirements. Failure to submit all required materials may jeopardize your eligibility for admission consideration.



# Sample NetID email

- After you submit your online application through Cal State Apply you will receive an email in your personal inbox (the email you used when applying on Cal State Apply) containing your school ID called a **NetID** and instructions for activating your NetID and setting your personal password
- Please refer to this number when contacting us about your application.
- If you do not receive this email, please check your spam folder.
- You will use your NetID to access online services including MyCSUEB, which can be used to monitor your application status, and your Cal State East Bay Horizon email.
- Please keep your NetID and password in a safe place. For assistance or questions about NetID or resetting passwords, please visit the NetID page online or contact [servicedesk@csueastbay.edu](mailto:servicedesk@csueastbay.edu).

September 28, 2023

Student name  
Address line 1  
City, State, Country, Zip code

Thank you for applying to California State University, East Bay!

Every applicant is given a personal CSUEB identification number called a NetID.

**Your NetID is: ab1234**

To activate your NetID visit [www.csueastbay.edu/netid](http://www.csueastbay.edu/netid). This site is where you will set your password and security questions. After activating your NetID, you will have access to many campus systems including:

**MyCSUEB - <http://my.csueastbay.edu>**

Check MyCSUEB to see your admission status, personal To Do List of items to submit/complete, and to update your personal information if needed.

**Horizon email - <http://horizon.csueastbay.edu>**

Check your CSUEB Horizon email account frequently since it is where many campus offices will send you official university correspondence. Horizon email can be forwarded to a personal email account.

If you have questions, contact us at (510) 885-7571 or [iao@csueastbay.edu](mailto:iao@csueastbay.edu).

Sincerely,

International Admission Office  
California State University, East Bay

AABJ7408203JUGRDJUGDJA  
EMPLID202061969JACKJACK2245J

# Sample e-mail from IAO confirming receipt of your application (with link to submit documents)

- Check the email entered on your Cal State Apply application for a message from [iao@csueastbay.edu](mailto:iao@csueastbay.edu) with the subject heading “[your name], thank you for submitting your Fall 2024 application to Cal State East Bay!”
- If you don’t see it in your inbox, check your spam folder.
- If, within a week of submitting your Cal State Apply application, you do not receive an email that looks like the example to the right, please email [iao@csueastbay.edu](mailto:iao@csueastbay.edu) for assistance.
- Look for this link in Step 2 to upload documents:

[Submit Your Documents Here](#)

Dear Student name,

Thank you for submitting your application to Cal State East Bay!

To continue the admissions process, please complete the following next steps:



**1) Activate your Net ID** Every applicant is given a personal CSUEB identification number called a NetID. This allows access to the student self-service system [MyCSUEB student portal](#) and to upload unofficial documents for application processing. If you experience any technical issues, please contact [servicedesk@csueastbay.edu](mailto:servicedesk@csueastbay.edu).

[Activate your NetID](#)



**2) Submit your transcripts and proof of English proficiency to the International Admissions Office** by the [document deadline](#). \*\*Documents from all institutions attended are required.

**Official Transcripts** are required from colleges or universities in the United States. See our website for [How to Submit Official Transcripts](#). *If you are a current (or former) Cal State East Bay student, the Cal State East Bay transcript does not need to be submitted to the International Admissions Office.*

**Unofficial Transcripts** from colleges or universities outside the U.S. are accepted at this stage for evaluation purposes in the following digital formats (pdf, jpg or png).

# Unofficial 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
- If you are working with a study abroad agency, click yes to provide consent for us to share your application status with the agency (see next slide)

Once these are completed, additional dropdown information will appear for each applicant type tailored to the applicant.

**\*The form can only be submitted ONCE.**



Future Student Information

First/Given Name \*

Last/Family Name \*

NetID \*

\*\*Must enter correct NetID in order to submit document, letters must be in lowercase, it is case sensitive.

Term Applied: \*  Summer  
 Spring  
 Fall

International Agent/Consultant: Are you currently working with an educational representative or agency? \*  Yes  No

Have you submitted documents to Cal State East Bay in the past? \*  Yes  No

# 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.

Future Student Information

First/Given Name \*

Last/Family Name \*

NetID \*

\*\*Must enter correct NetID in order to submit document, letters must be in lowercase, it is case sensitive.

Term Applied: \*  Summer  
 Spring  
 Fall

International Agent/Consultant: Are you currently working with an educational representative or agency? \*  Yes  No

Have you submitted documents to Cal State East Bay in the past? \*  Yes  No

International Agent/Consultant: Are you currently working with an educational representative or agency? \*  Yes  No

Are you 18 years or older? \*  Yes  No

STUDENT CONSENT FOR RELEASE OF INFORMATION

Please click [here](#) to fill out the Student Consent for Release of Information form then return to this form when complete.

- 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.
- 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.
- Be sure to enter the correct email address for your agency so that if there are any issues we can follow up with you on them 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):

Please continue filling out the previous form.

**STUDENT CONSENT FOR RELEASE OF INFORMATION**

NetID \*

\*\*Must enter correct NetID in order to submit document, letters must be in lowercase, it is case sensitive.

I understand that if I am admitted and enroll at California State University, East Bay (CSUEB) the federal *Family Educational Rights and Privacy Act of 1972 (FERPA)* protects the privacy of my education records. As a prospective student, I also may have rights under the laws of the United States, the State of California and/or my country of residence protecting the privacy of records I give to CSUEB and/or third parties in connection with my application to enroll as a CSUEB student.

By signing this form, I \*

hereby **waive** any rights described above and **give my consent to CSUEB and the other party named below to disclose my application and any other education records to each other for the purpose of discussing my application to, admission status and educational experience at CSUEB:**

Name of Agency: \*

Agency Address: \*

Agency Phone Number: \*

Agency Email Address: \*

I understand that I have the right **not** to consent to the release of information in my student records and that I may revoke this consent at any time by giving written notice to CSUEB and AGENCY NAME, as named above. This consent remains valid unless and until I revoke it.

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

Prospective Student Signature: \*

# 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.

**CAL STATE EAST BAY**

Future Student Information

First/Given Name \*

Last/Family Name \*

NetID \*   
 Just enter correct NetID in order to submit document, letters must be in lowercase, it is case sensitive.

Your NetID does not match our records. Please enter the correct NetID to continue with your submission.

Term Applied: \*  Summer  Spring  Fall

International Agent/Consultant: Are you currently working with an educational representative or agency? \*  Yes  No

Are you 18 years or older? \*  Yes  No

**STUDENT CONSENT FOR RELEASE OF INFORMATION**

Please click [here](#) to fill out the Student Consent for Release of Information form then return to this form when complete.

Have you submitted documents to Cal State East Bay in the past? \*  Yes  No

Please select your academic level: \*  First Time Freshman  Transfer  Graduate  Certificate/Credential

Please Note: This form can only be submitted once.

**Submit**

# Unofficial Document Submission for First Time Freshmen

- forms are dynamic- once you click on a button additional options related to that selection will appear below them
- SAT/ACT submission is optional
- Indian Students may submit CBSE results (or future test dates)
- form may only be submitted once; do not resend using the same link or email documents as well

## First Time Freshman

### 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](#).

Please select one of the following: \*

- I am submitting a TOEFL/IELTS score report.
- I am requesting an English proficiency waiver.

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

When naming your file please use the following:  
Net ID. Test score name (e.g. ab1234.SAT)

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](#).

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

Full Name \*

You have two options to consider how we examine your documents. You can choose to have all official documents sent to us right away, which is highly recommended for those students with transcripts from the US. If getting your transcripts may take time, you can choose to submit your unofficial transcripts for consideration. If you are admitted to Cal State East Bay, you will not be permitted to enroll until ALL official transcripts are received. \*The University reserves the right to determine what constitutes an official document.



# Unofficial Document Submission for Transfer Students

- students should submit transcripts from each college or university attended
- students sign to confirm they understand official transcripts will also be required if they are admitted

## Transfer Student

### 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](#).

Please select one of the following: \*

- I am submitting a TOEFL/IELTS score report.
- I am requesting an English proficiency waiver.

### 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](#).

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

Full Name \*

You have two options to consider how we examine your documents. You can choose to have all official documents sent to us right away, which is highly recommended for those students with transcripts from the US. If getting your transcripts may take time, you can choose to submit your unofficial transcripts for consideration. If you are admitted to Cal State East Bay, you will not be permitted to enroll until ALL official transcripts are received. \*The University reserves the right to determine what constitutes an official document.

- I will submit unofficial documents via document collection portal for admission purposes only.
- 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.

# Unofficial Document Submission for Graduate and Credential Students

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

## Graduate

### 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 [Graduate English Proficiency Requirement](#).

Please select one of the following: \*

- I am submitting a TOEFL/IELTS score report.
- I am requesting an English proficiency waiver.

### 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](#).

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

Full Name \*

You have two options to consider how we examine your documents. You can choose to have all official documents sent to us right away, which is highly recommended for those students with transcripts from the US. If getting your transcripts may take time, you can choose to submit your unofficial transcripts for consideration. If you are admitted to Cal State East Bay, you will not be permitted to enroll until ALL official transcripts are received. \*The University reserves the right to determine what constitutes an official document.

- I will submit unofficial documents via document collection portal for admission purposes only.
- 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.

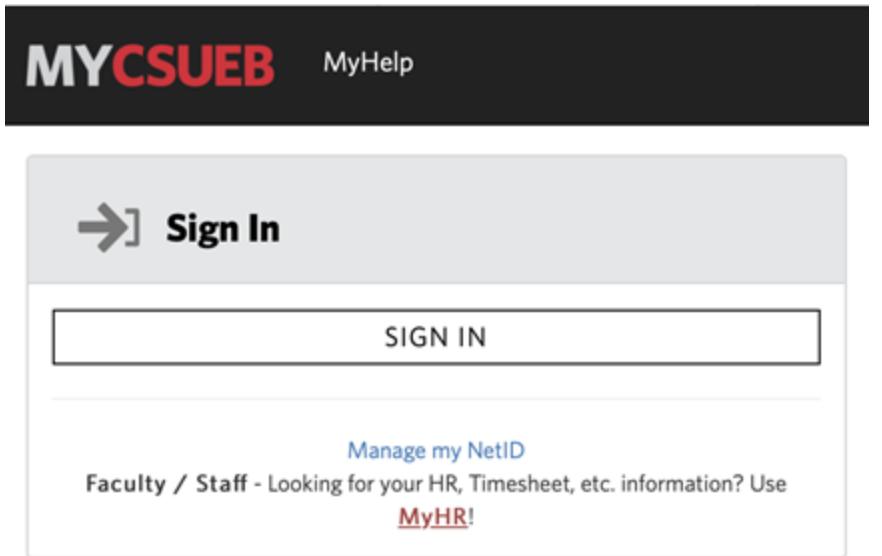
Please Note: This form can only be submitted once.

# Check your Application Status via MyCSUEB

- Please allow for standard processing times of 2-3 weeks after submission of documents for IAO to update the student's To Do List.
- After you have activated your NetID, you can Login to **MyCSUEB** to check your "Application Status" (under the application tab and underneath the heading Admission) and "Personal To Do List." See [How to Monitor Your Application](#) for more details
- Cal State East Bay protects access to sensitive information by using Multi-Factor Authentication, also known as "MFA" or "2FA". We use [Duo Security](#) to provide this additional layer of authentication, which prevents anyone but you from accessing your account, even if they know your password. You will need to set this up before you can access your MyCSUEB.

# MyCSUEB Tips

- MyCSUEB is the same place we will check if you ask us what your status is-- *it's more efficient for you to check yourself than to ask us.*
- NOTE: MyCSUEB is unavailable during the following periods for scheduled maintenance: Every Wednesday night from 7-10 pm Pacific Time
- Firefox is the recommended browser for use with MyCSUEB



- For assistance or questions about NetID or resetting passwords, please visit the [NetID page](#) online or contact [servicedesk@csueastbay.edu](mailto:servicedesk@csueastbay.edu).

# Admission & I-20 Process

## 1 Admission Decision

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

## 2 Upload Financial Documents via Link sent by CSUEB SEVIS/ I-20 Team

- 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

## 3 I-20 SENT

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.
- To submit additional documents after initial upload, please email [csueb.i20@csueastbay.edu](mailto:csueb.i20@csueastbay.edu)
- When the documents is 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

# 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



I-20 Sponsor Endorsement  
Letter of Consent

*This form is to verify that I, as a sponsor, am willing and capable of financially supporting the below student during the time he/she will be studying at California State University, East Bay.*

*I will provide personal financial documentation below to show that I have sufficient funds to support the student applicant for the duration of their studies at California State University, East Bay. If there are any questions or concerns, I agree to be contacted by CSU East Bay at my email entered below.*

## Student Information

Student Applicant's Family Name \*

Student Applicant's First Name

Sponsor's Relationship to Applicant

Sponsor's Financial Contribution \*

\$  /year

Email Address \*

Your Full Name \*

Acknowledgement \*

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

Submit

# Sample I-20 email

- When I-20 is complete, it is sent by email to the student's horizon email.
- The SEVIS number is also included in the email
- email contains link to [admitted student checklists](#), information to help students [prepare for the visa interview](#) and arrive on campus, as well as the complete International Student Handbook

Dear [Student],

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

We would like to inform you that your admission packet has been prepared electronically.

See attached I-20 and Admission Letter.

Your SEVIS number is: XXXXXXXXXXXXX

As you are preparing for your F-1 visa and arrive, please refer to <https://www.csueastbay.edu/cie/f-1-students/forms-and-handouts/index.html> to view the following documents:

- Preparing for your F-1 Visa Interview
- Checklist for Admitted International Freshman Students
- Checklist for Admitted International Transfer Students
- I-20 Transfer to California State University, East Bay
- Checklist for Admitted International Graduate Students
- Arrival Information
- International Student Handbook for F-1 and J-1 students

The documents above have information covering 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.

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 [term of entry], which has electronic signatures. We urge you to schedule your visa appointment at your earliest convenience. To find out more about the visa wait times in your country, please use this link: [US Visa Wait Times Worldwide](#) Currently, US immigration authorities have not released any specific guidance regarding the spring semester. The best source of information about travel to the US from your home country is the nearest US consulate in your home country.

The university has also created a special webpage for COVID-19 which is updated regularly- so be sure to check this link as well <https://www.csueastbay.edu/coronavirus-information/index.html>

Also, please review our Frequently Asked Questions (FAQ) page for further information.

<https://www.csueastbay.edu/cie/f-1-students/new-students/new-admitted-student-faq.html>



# Scholarships Portal

[www.csueastbay.edu/scholarships](http://www.csueastbay.edu/scholarships)

- Portal Opens November and typically closes early March
- Search for scholarship opportunities by major, academic program, interests, and more! Portal also includes external scholarships.
- International students eligible for merit-based awards
- Most Scholarships range from \$300 to \$3000
- Many awards are designated for returning students
- Must complete Cal State Apply Application first
- Apply and submit essays via scholarship portal
- Awards are available on an academic year basis



# Scholarships for Undergraduate International Students

## ● Global Excellence Scholarships

- For first time freshmen only who begin in Fall
- Waives all non-resident tuition (over \$12,500)
- Requires SAT/ACTs
- Renewable up to 4 years total

## ● Global Honors Scholarships

- Non-renewable award for any undergrad
- Waives some non-resident tuition (over \$2,500)
- Requires 3.3 grade point average
- Have 75 semester units or less at the time of application



### GLOBAL EXCELLENCE

a limited number of full non-resident tuition waiver awards (valued at \$12,500+ per year) for incoming Cal State East Bay first-year freshmen students who:

- Are in F-1 status or plan to get an F-1 visa
- Apply to and enroll at Cal State East Bay as a first-time freshman for Fall 2025
- Display exceptional scholastic ability and prior academic achievement (determined by high school record, standardized tests (SAT/ACT or AP), and essay)
- Demonstrate Financial Need
- Renewable for up to 4 years total; conditions apply

### GLOBAL HONORS

a limited number of non-renewable awards of \$2,500+ for one year of study at Cal State East Bay for undergraduate students who:

- Are in F-1 status or plan to get an F-1 visa
- Apply to and/or enroll at Cal State East Bay as an undergraduate student for Fall 2025
- Have a minimum 3.3 grade point average
- Have completed fewer than 75 semester units at the time of application
- Demonstrate Financial Need

### APPLICATION PROCESS AND TIMELINE

- Submit application and essay via Pioneer Scholarships Portal. *Students must have submitted a Cal State Apply application in order to access the scholarship portal and must submit unofficial transcripts and test scores by January 31.*
- Portal opens in Fall 2024 with priority deadline of January 31, 2025.
- Scholarships are competitive. Meeting eligibility does not guarantee award.

**Pioneer**  
Scholarships

[www.csueastbay.edu/scholarships](http://www.csueastbay.edu/scholarships)

# Submission of Official Documents

- **Official documents will be requested if an offer of admission is extended.** The University reserves the right to determine what constitutes an official document. *Note: If the name on your application differs from the name on your academic records, please contact the International Admissions Office.*
- **All academic records issued in a language other than English, must be accompanied by a certified English translation.**
- An "official" document is a document that has been issued by, authenticated by or attested to be a true copy of the original by the awarding university in a closed/sealed envelope.
- All records submitted become the property of the University.
- If you have attended school in China or India, please refer to the Admission Requirements tab for specific document requirements:  
[www.csueastbay.edu/iao/how-to-apply/document-submission-guidelines.html](http://www.csueastbay.edu/iao/how-to-apply/document-submission-guidelines.html)

# Submission of Official Documents

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 [IAOoffdocuments@csueastbay.edu](mailto:IAOoffdocuments@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.

# Submission of Official Test Scores

**Official test scores can be submitted as follows:**

## **English Proficiency Test Scores:**

TOEFL - Request your official scores to be submitted to school code 4011.

IELTS - Request your official scores to be sent to California State University East Bay  
International Admissions

SAT- Request your official scores to be submitted to school code 4011.

GRE- Request your official scores to be submitted to school code 4011.

GMAT- Submit to the code as provided by your academic department

# Helpful Links

- ❖ [MyCSUEB and Duo](#)
- ❖ [Admission requirements](#)
- ❖ [Document Submission Guidelines](#)
- ❖ [I-20 Process and Timeline](#)
- ❖ [Admitted students checklist](#)
- ❖ [Video gallery](#)
- ❖ [Important Dates](#) includes enrollment periods and fee payment deadlines



# Academic Calendar

CSUEB is on a semester calendar:

- **Spring semester classes start:** January 21, 2025
- **Spring break:** March 31-April 4, 2025
- **Last day of Spring classes:** May 9, 2025
- **Spring exams:** May 12-17, 2025
  
- **Summer Session 2025 (optional):** June 2-July 25, 2025
  
- **Fall semester classes start:** August 19, 2025
- **Fall Recess/Thanksgiving break:** November 24-28, 2025
- **Last day of Fall classes:** Decemeber 5, 2025
- **Fall exams:** December 8-13, 2025

*Dates subject to change.*

See online [catalog](#) for link to full Academic Calendar.





# Check your Horizon email regularly

This e-mail account is where important university communication will be sent about

- ✓ your application and I-20 status
- ✓ academic status, classes, fees, etc.
- ✓ university-wide updates and news





# Thank you!

## Follow-on questions?

## Contact us for support anytime

International Admissions Office



[iao@csueastbay.edu](mailto:iao@csueastbay.edu)



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