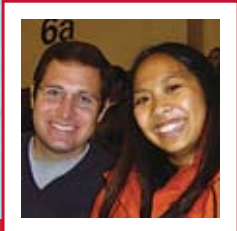


San Diego State University International Student Welcome Packet



Exchange Student Checklist For Enrollment

- 1 Register for Exchange Student Orientation
- 2 Clear your Health Insurance Requirement
- 3 Create an SDSU WebPortal and Register for your Classes Online
- 4 Obtain your J-1 Visa and Review your Legal and Financial Requirements
- 5 Meet Immunization Requirements
- 6 Prepare for your Role as an Exchange Student
- 7 Attend Exchange Student Orientation

Register For Exchange Student Orientation

You are required to attend the mandatory orientation session for exchange students held at the International Student Center. This orientation will provide you essential resources to help you succeed at SDSU and to ease your transition to the university. In order to register, you must return the International Student Confirmation Form.

WHAT CAN YOU EXPECT TO DO AT ORIENTATION?

- Make new friends
- Meet with international student advisors who will verify your immigration status and can answer your immigration questions
- Meet with current international students who can answer your questions about life at SDSU
- Complete health insurance requirements and find out more about your health insurance coverage
- Learn about ISC programs and activities
- Get to know the ISC staff
- Find out about housing options on and off campus
- Free lunch and information about banking, transportation, on-campus jobs, cell phones, California driver's licenses, rental cars and much more.

Friday, January 16, 9 am Orientation for Exchange Students on a J-1 visa.

Clear Your Health Insurance Requirement

SDSU requires all its international students to maintain adequate health insurance throughout the duration of their visa status. Exchange students are REQUIRED to purchase one of the Health Insurance policies offered through the International Student Center. No other policies will be accepted with the exception of policies offered through ISEP, the Swedish Government (CSN), Fullbright, German Academic Exchange Service (DAAD), or the Norwegian Government. An F-Hold on your registration prevents you from registering for your classes until you have shown proof of health insurance coverage. You can temporarily clear your insurance requirement (and register for your classes) by returning the International Student Confirmation Form with your signature in the Health Insurance Promissory Contract section. By signing the Promissory Contract, you promise to purchase the ISC approved health insurance policies, by Friday, January 15, 2009.

Please note that it takes 2-3 days to clear your F-Hold after we have received your Promissory Contract.

You must fulfill the Health Insurance Requirement (and your Promissory Contract) in one of two ways:

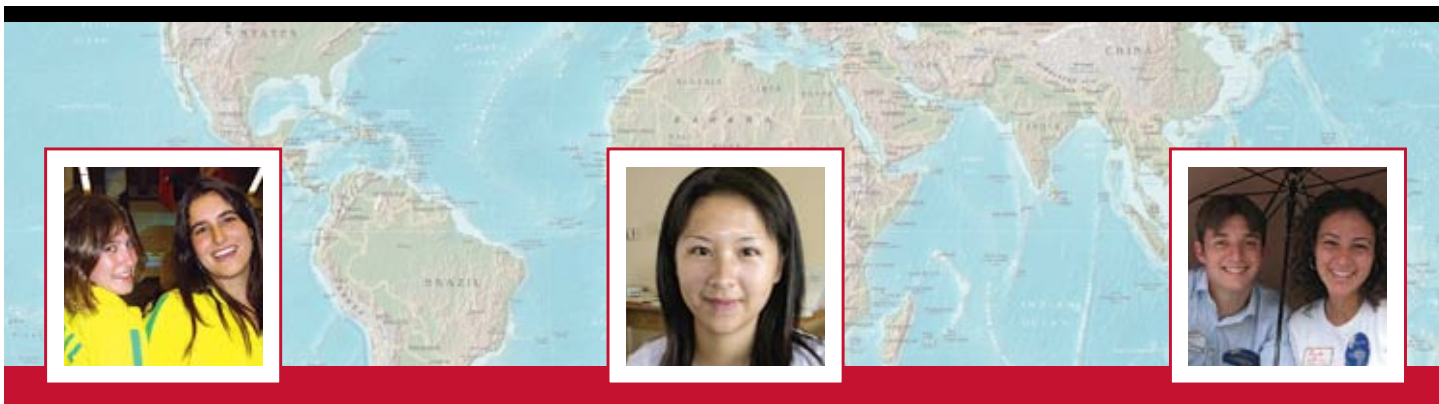
- 1 You can enroll online with your credit card. There are no additional fees to use your credit card. Please visit the ISC Web site at www.isc.sdsu.edu/Current/services_insurance.htm for student insurance options



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SDSU Student Affairs
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***** Remember you MUST bring your passport, VISA, DS-2019 and your I-94 card. *****



- ② When you arrive in San Diego, you can purchase health insurance at the ISC with a U.S. check, money-order or traveler's cheque (exact amount). Please be advised we cannot accept cash.

Create An SDSU WebPortal Account And Register For Your Classes Online

REGISTERING FOR YOUR CLASSES

- ① **Choose your classes** by reviewing the Class Schedule and the General Catalog (if you are an undergraduate) or the Graduate Bulletin (if you are a graduate student.) The Class Schedule lists all classes offered at SDSU each semester and is available online at www.sdsu.edu/schedule. The General Catalog (www.sdsu.edu/catalog) and the Graduate Bulletin (<http://coursecat.sdsu.edu/GB0809>) describe all programs of study and courses available at SDSU.

- ② **Create a WebPortal account** to access important services available to admitted students, including the Application Status Check, Update Email/Address and My Registration Info.

To create your account, you will need the RedID number printed on the admissions letter you received and a working email account. Then go to www.sdsu.edu/portal and click on "Create a New Student WebPortal Account." Your temporary Personal Identification Number (PIN) is set to your date of birth in this format: MMDDYY. For example, if you were born on December 6, 1983, your PIN would be 120683. During the account activation process, you will be prompted to create a new, permanent PIN; do not use your birthdate.

- ③ **Register for your classes online** through your WebPortal account. After you have set up your WebPortal account check it regularly to see if your registration appointment – the day and time when you may access the online system to register – has been posted. Using the Class Schedule and the General Catalog (if you're an undergraduate) or the Graduate Bulletin (if you're a graduate student) you may start selecting your classes in advance of your appointment and add them to your personal Wish List in WebPortal. At the time of your registration appointment, simply click on the classes in your Wish List and they will be added to your program.

Undergraduate exchange students are required to register for a minimum of **12 units**, **graduate exchange students** are required to register for a minimum of **9 units**, the equivalent of full time enrollment at San Diego State University.

IMPORTANT DEFINITIONS

PREREQUISITES: Lower level coursework that must be fulfilled before a student can enroll in a higher level course. The *General Catalog*, *Graduate Bulletin* and *Class Schedule* all identify any prerequisites required for specific courses. Please check the notes in these documents carefully.

Exchange students should bring their own copies of transcripts and descriptions of relevant coursework completed (in English) to demonstrate to professors they have completed classes equivalent to required SDSU prerequisites before they will be allowed to enroll in classes with these restrictions.

IMPACTED MAJORS: These are programs of study for which student demand for classes exceeds what can be accommodated. Biology, all Business-related programs, Psychology, Communications, Television, Film and New Media are very highly impacted. For a list of all impacted programs, please see <http://arweb.sdsu.edu/es/advising/impaction.html>. Exchange students may not select courses exclusively from programs that are impacted.

IMPORTANT NOTES REGARDING REGISTRATION

- Please note that as an exchange student, you do not pay standard SDSU tuition and registration fees. However, you may be required to pay lab fees, sports fees ((\$20-\$50,) etc., if required for specific classes. You will be billed after you have registered for your classes.
- **CSU-IP Students:** If you are attending SDSU through the exchange program coordinated by the California State University International Programs (CSU-IP) Office, you are required to pay campus-based fees. These cover activities and services offered at SDSU. The fees are \$353 per semester for the 2008-2009 academic year; they are subject to change at any time.
- **SCHEDULE ADJUSTMENT PERIOD:** During the first two weeks of the semester, students may change their schedules by adding and dropping classes, as they wish.

Exchange students who wish to take classes that require completion of prerequisites may need to "crash" classes after the semester has started. Here is how crashing works: Go to the first day of class, taking your transcripts and descriptions of the courses you have completed that you believe satisfy the course pre-requisites and make you eligible to take the class. Show them to the course instructor. Professors add students on a space-available basis, in order of class standing (graduating



PLACEMENT LEVEL	UNITS COMPLETED PRIOR TO ATTENDING SDSU	NUMBERING OF COURSES
FRESHMAN 1ST YEAR	0 or fewer than 30 units completed at university level	Courses numbered 100-299 are classified as lower division
SOPHOMORE 2ND YEAR	30-55.5 units completed at university level	<i>For example:</i> Hist 116 or Span 212
JUNIOR 3RD YEAR	56 -89.5 units completed at university level	Courses numbered 300-599 are classified as upper division
SENIOR 4TH YEAR	90 or more units completed at university level	<i>For example:</i> Span 302 or Hist 418
GRADUATE POST GRADUATE	Have Bachelors degree or equivalent completed	Courses numbered 600-799 are only open to graduate students

seniors first, etc.) and according to the order in which you sign up on their crash list. If the professor accepts you into the class she or he will give you an add code. To officially enroll in the class, you will use the add code to enroll in the class through your SDSU Web Portal account.

Obtain Your J-1 Visa And Review Your Legal Aid Financial Requirements

PAY SEVIS FEE AND OBTAIN YOUR VISA

A valid student visa is required for entry to the U.S. Before applying for the visa, you must pay the \$180 SEVIS fee. (Note: Canadian citizens do not require a visa, but must pay the SEVIS fee prior to entering the U.S.) To find information on paying the SEVIS fee, go to www.ice.gov/sevis/i901/index.htm. The easiest way to pay the fee is online. If you are outside the U.S. and do not already have a valid student visa, you must apply for one at the nearest U.S. Consulate. View <http://usembassy.state.gov> for information about your consulate's process for non-immigrant visa applications and to download the visa application forms. When you apply for your visa, you will need to show our valid passport, DS-2019 form, proof of sufficient funds available to meet all expenses, and proof that you have paid the SEVIS fee.

You will receive an I-94 (small white card) on the airplane that the Department of Homeland Security (DHS) official will staple into your passport next to your visa. **Please safeguard your I-94;** you will need this document to prove your legal status in the U.S. When you enter the U.S., you will present your valid visa and DS-2019 to the DHS official. Canadian citizens must present the DS-2019, financial documentation and proof of SEVIS payment.

THE HOME-COUNTRY RESIDENCE REQUIREMENT

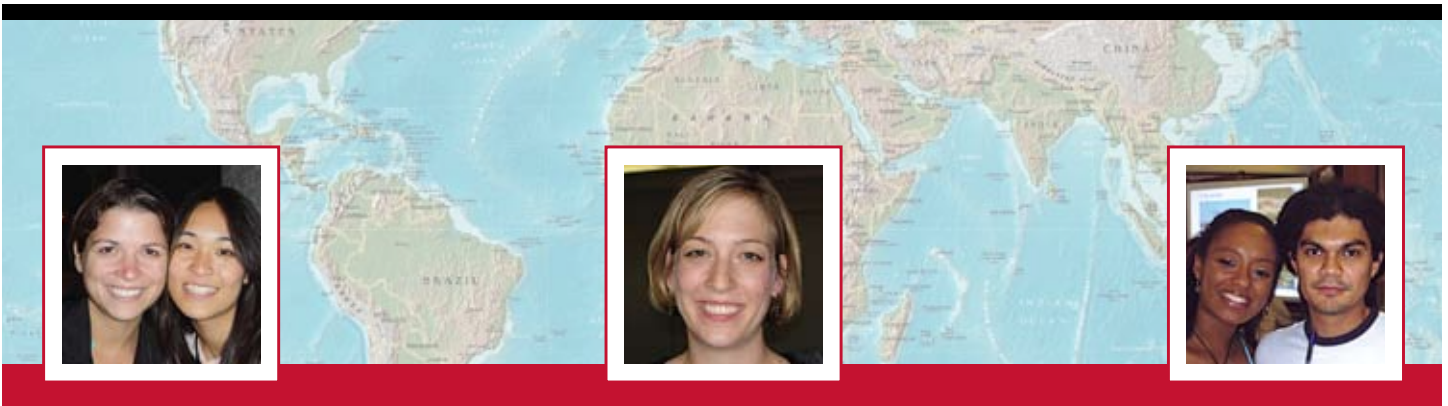
Some J-1 students will be subject to the two-year home-country physical presence requirement. This means that the exchange visitor is required to spend at least two years in the home country before coming back to the U.S. The purpose of this requirement is to have the home country benefit from the exchange visitor's experience in the U.S. Not all exchange visitors are subject to the requirement. If you have questions about the requirement, including whether or not you will or will not become subject to it, please raise them with the Consular Officer when you apply for your visa. To determine if you are subject to the requirement, check the "annotations" section on your visa stamp in your passport. If you have more questions send an e-mail to exchange@mail.sdsu.edu

LEGAL REQUIREMENTS: FULL COURSE OF STUDY

Every exchange student is required to enroll as a full-time student each and every semester; this means a minimum of 12 units per semester (approximately 4 classes) for undergraduate and a minimum of 9 units per semester (approximately 3 classes) for graduates. Courses taken through The College of Extended Studies or Open University do not count toward full-time status.

FINANCIAL REQUIREMENTS

Each exchange student has a different agreement regarding fee payment to SDSU. For information regarding your exchange agreement, call the SDSU International Exchange Program Coordinator at (619) 594-1982 or check with your exchange coordinator in your home country. (Please note, that CSU-IP participants are required to pay additional fees.) Plan to have funds readily available for your initial expenses – fees, housing, health insurance, books and miscellaneous expenses. Since bank drafts can take several weeks to clear, you will need traveler's checks or World Money Orders. Plan to have at least \$2,000 available upon arrival. A breakdown of expenses is available at: www.isc.sdsu.edu/prospective/iwant_exchange1s.html



EMPLOYMENT OPPORTUNITIES

Do not plan on employment as a means of financial support. The Department of Homeland Security does not allow off-campus employment. On-campus employment is allowed, but will not be immediately available to you due to restrictions in issuance of the required Social Security Number. If your DS-2019 was issued by a sponsoring agency other than SDSU (ISEP, Fulbright, etc.), you must have their permission before you are allowed to work on campus. This permission often takes 2-4 weeks to obtain.

Visit the Employment Regulations section of the ISC website, www.isc.sdsu.edu/Current/immigration_employment.htm for further information.

Meet Immunization Requirements

If you do not comply with the following requirements during your first semester at SDSU, you will not be allowed to register for a second semester.

MEASLES/RUBELLA

If you were born on or after January 1, 1957, you are required to show proof of immunity to measles, (Rubeola) and rubella (German measles) within your first semester at SDSU. Submit medical documentation to Student Health Services upon your arrival proving immunity OR receive the measles and rubella vaccinations (available at no charge at Student Health Services).

HEPATITIS B

If you are age 18 or under when you begin studying at SDSU, you are also required to provide proof of immunization against hepatitis B within your first semester. Submit medical documentation to Student Health Services proving immunity OR proving that you have started the three-dose series of hepatitis B vaccine (you may receive the vaccine at Student Health Services or your private medical provider). If you start the series during your first semester, you must complete the series by the end of your third semester. (Student Health Services must see medical documentation of at least one immunization per semester to prevent an immunization hold on the next semester's registration).

WHAT IS ADEQUATE PROOF OF PRIOR VACCINATION?

Medical documentation of prior immunization requires the date, type of vaccination, and a doctor's or nurse's signature, initials or office stamp. School records are not acceptable proof unless a doctor or nurse signs them. Students may also receive vaccines at Student Health Services. For more information about

immunization requirements, visit www.sdsu.edu/shs or call 619-594-HEALTH (4325).

Prepare for your Role as an Exchange Student

As an exchange student to SDSU, you may take advantage of both academic and non-academic opportunities. An especially rewarding part of your exchange is to share with SDSU students information about your home country and university. We urge you to take a moment and think about how you will promote your culture and institution on campus.

One very important way to share with others is to participate in our bi-annual Study Abroad Fair. At this fair, we invite exchange students to be available at tables to talk to students about their countries. In addition, we would also like you to participate in one or two of the following; ❶ our weekly study abroad meetings; ❷ classroom presentations; and/or ❸ residence hall forums. For more information, visit us on the Web at www.sdsu.edu/studyabroad, or by e-mail at: studyabroad@sdsu.edu

As such, we would like for you to select a few things from the following to bring with you from your home:

- Institutional Information
- Posters
- Postcards
- Small candies
- Native/traditional apparel
- Other memorabilia that reflect your home culture
- Photographs
- Souvenirs

We will then ask that you display these during the Study Abroad Fair, as well as at the other presentations, and talk about your home campus and country to interested students. Remember, exchange programs only work when you get involved.

Attend Exchange Student Orientation

Attend Exchange Student Orientation at the ISC to complete the check-in process on Friday, January 16, 2009. This is mandatory and failure to check-in at the ISC could result in termination of your SEVIS record and loss of your J-1 status. During the check-in, you will be able to meet one-on-one with an ISC staff person. This person will review and make copies of your immigration documents, ensure that you're on the right track to get your studies started and assist you with any questions you may have.

Remember to bring your passport, DS-2019 form and your I-94 card.