

# Exchange

**International Student Welcome Packet**

## Exchange Student

**Checklist to ENROLLMENT** Spring 2005

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# Register for New International Student Orientation

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You are required to attend the mandatory orientation session for exchange students held at the International Student Center on Wed. January 19 from 9 am to 4 pm. 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 enclosed International Student Confirmation Form.

## **What can you expect to do at orientation?**

- Meet with international student advisers 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
- Find out about housing options on and off campus
- Make new friends
- Learn about ISC programs and activities
- Get to know the ISC staff
- Free lunch and information about banking, transportation, on-campus jobs, cell phones, California driver's licenses, rental cars and much more.

Remember you **MUST** bring: your passport, DS-2019, I-94, and health insurance information or check/money order for health insurance.



## Clear your Health Insurance Requirement

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International Students at SDSU are required by law to have health insurance. 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 enclosed International Student Confirmation Form with your signature in the Health Insurance Promissory Contract section. By signing the Promissory Contract, you promise to provide proof that you have an approved health insurance policy in effect by Friday, January 21, 2005. If you do not, your registration will be cancelled.

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) by Friday January 21, 2005 in one of two ways:

1. When you arrive in San Diego, you can purchase health insurance offered through the ISC.
2. Online you can purchase a health insurance policy offered through the ISC at [www.sa.sdsu.edu/isc/HealthInsurance.htm](http://www.sa.sdsu.edu/isc/HealthInsurance.htm).



# Create an SDSU WebPortal and Register for your Classes Online

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All new international students can register beginning **Monday, January 3**. This is the earliest date you can register for your classes. The earlier you register for classes, the more course availability you will find. Courses at San Diego State University fill up quickly. Your goal should be to register for classes on **Monday, January 3**. You can always make changes later.

## Registering for your Classes

### 1. Choose your Classes by Reviewing the *Class Schedule* and the *General Catalog*

The *Class Schedule* lists all classes offered at SDSU for the spring 2005 semester and is available online at [www.sdsu.edu/schedule](http://www.sdsu.edu/schedule). The *General Catalog* provides a description of classes. It is available at [www.sdsu.edu/catalog](http://www.sdsu.edu/catalog). You should choose classes based on your home institution's recommendation for transferable credit.

### 2. Create an SDSU WebPortal

You must create an e-Services portal account to access important services available to admitted students, including Application Status Check, Update E-mail/Address, and My Registration Info. To create an account, visit [www.sdsu.edu/e-services](http://www.sdsu.edu/e-services) and click on "Students." Then, click on the "Need an Account?" button. Your User Name is your Red ID# (printed on your admission letter). Your Personal Identification Number (PIN) is initially set to equal your date of birth (MMDDYY). For example, if you were born on December 6, 1983, your PIN is 120683. During the account activation process, you will create

a new permanent PIN that is not your birthdate. You must have a working e-mail address to create a portal account. A temporary PIN will be sent to your e-mail address, and you must use this temporary PIN to activate your account.

### 3. Register Online

When you know the classes you want, you can register online using the "My Registration" menu option in your Web Portal account. Use your Red ID and password to log into your account and add your classes.

#### Important Notes Regarding Registration

\*\*\* Please note that as an exchange student, you are not subject to pay regular fees at SDSU. However, you may be required to pay additional fees such as lab fees (\$20-\$50), sports fees, etc. You will be sent a bill for these after you have registered for your classes.

\*\*\* FOR CSU-IP participants: If you are participating in one of the California State University Exchange Programs (CSU-IP) through the Chancellor's office, you are required to pay campus-based fees. These cover campus activities and services at SDSU. The amount was \$221 per semester for the 2003-2004 year. This amount is subject to change at any time.

\*\*\* If you have not yet submitted your SDSU Exchange Student Course Form, you must do so. It can be downloaded from [www.sa.sdsu.edu/isc/print\\_EXap.htm](http://www.sa.sdsu.edu/isc/print_EXap.htm). This form is for information purposes and course planning only. You must still register for your classes through Weblines or by phone.

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## **Create an SDSU Portal and Register for your Classes Online (*continued*)**

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\*\*\* PLEASE REMEMBER that depending on your major, as a short-term visiting student, it could be difficult for you to take higher-level classes (300-700 level) in your field at SDSU. If you are interested in studying Business Administration, Communication or any other of our impacted programs shown at [www.sdsu.edu/impactedmajors](http://www.sdsu.edu/impactedmajors), please read the web page carefully regarding the specific requirements to enter those majors as well as remember that having the appropriate prerequisites is absolutely necessary in order to obtain permission from faculty to take certain classes. Please also try to select classes from no more than three different disciplines/majors. Unfortunately, the registration system allows only up to three disciplines at a time. Therefore, to avoid confusion, plan classes carefully and in time for priority registration. Please realize that there is not always room in the classes and you may face disappointment upon your arrival here. We encourage students to select at least four additional classes in case you have difficulties adding the classes you have selected.



# Obtain Your J-1 Visa and Review Your Legal and Financial Requirements

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## Pay SEVIS Fee and Obtain Your Visa

A valid student visa is required for entry to the U.S. (Note: Canadian citizens do not require a visa, but must pay the SEVIS fee prior to entering the US.) Before applying for the visa, you must pay the \$100 SEVIS Fee. To find information on paying the SEVIS fee, go to

<http://www.ice.gov/graphics/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 your 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 these documents 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.

## 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 in Extended Studies or Open University do not count toward full-time status.

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## **Obtain Your J-1 Visa and Review Your Legal and Financial Requirements (*continued*)**

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### **Financial Requirements**

Each exchange student has a different agreement regarding fee payment to SDSU. For information regarding your exchange agreement, call the 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. Please check Step 3 for more information.) 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 shown on <http://www.sa.sdsu.edu/isc/EXstep1.htm>.

### **Employment Opportunities**

Do not plan on employment as a means of financial support. The Department of Homeland Security does not allow off-campus employment during a student's first academic year. 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. The permission may take 2-4 weeks to obtain.



## Meet Immunization Requirements

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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. If you were born on or after Jan. 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 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/immunization](http://www.sdsu.edu/immunization) or call 619-594-HEALTH (4325).



## Prepare for your Role as an Exchange Student

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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; (1) our weekly study abroad meetings; (2) classroom presentations; and (3) residence hall forums. For more information, visit us on the Web at [www.sdsu.edu/studyabroad](http://www.sdsu.edu/studyabroad), or by e-mail at: [studyabroad@sdsu.edu](mailto: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
- Postcards
- Native/traditional apparel
- Photographs
- Souvenirs
- Posters
- Small candies
- Other memorabilia that reflect your home culture.

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.



## Check in at the ISC

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Report to the ISC to complete the check-in process upon your arrival in the U.S. 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 immigration documents, insurance documents, and/or a check, credit card or money order for the spring 2005 health insurance policy.

## **For questions, contact the:**

**International Student Center  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-5101**

**Web: [www.sdsu.edu/isc](http://www.sdsu.edu/isc)  
Email: [isc.reception@sdsu.edu](mailto:isc.reception@sdsu.edu)  
Phone: (619) 594-1982  
Fax: (619) 594-1973**



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