Congratulations on your admission to California State University, Long Beach!

Incoming Students must complete all the Steps to Enrollment described in these instructions.

We look forward to meeting you!

New Students Should review online information at:

www.ccpe.csulb/newstudents

THIS PACKET CONTAINS REQUIRED STEPS TO ENROLLMENT FOR:

1. **Freshmen**

2. **Transfer Students**

3. **Graduate/Post Baccalaureate Students**

4. **ALL International Students** final steps:
   
   A. Fulfill I-20 Requirements
   B. Purchase Health Insurance
   C. Submit Final Official Academic Documents
   D. Register for a CIE Check-In
   E. Participate in online Pre-Arrival Session
   F. Attend International Orientation

5. **Contact Information**

6. **Printable Checklist**

7. **Financial Affidavit**
IF YOU ARE A FRESHMAN...

1. **Confirm Your Intent to Enroll** - You must accept and reserve your seat at CSULB by paying your deposit.
   A. Go to [MyCSULB](#)
   B. Click on “Activate Your Account”
   C. Follow instructions to activate your account.
   D. Click on the “Student Center” tab, once account is active.
   E. Scroll down “Admissions” and click on “Accept/Decline.”
   Accept and pay the non-refundable enrollment deposit of $150, which applies toward your tuition.

2. **Sign Up for SOAR**
   (Student Orientation, Advising, and Registration) SOAR is mandatory for course registration.
   A. Sign in to your [MyCSULB](#) account
   B. Click on the “SOAR” link
   C. Sign-up begins Monday, April 10 at 9:00 am (Pacific Standard Time). All freshmen must register for an International Student date only.
   D. For SOAR questions, contact the SOAR department at 562-985-5515 or [soar@csulb.edu](mailto:soar@csulb.edu).

3. **Apply for Mandatory On-Campus Housing**
   All freshmen are required to live in university housing for their first year. Apply at [www.csulb.edu/housing](http://www.csulb.edu/housing).

4. **Fulfill Testing Requirements**
   You must fulfill the Entry-Level Mathematics (ELM) and the English Placement Test (EPT) requirements *(Does not apply to all students. You will be notified if you need to take a test.)*
   A. **Freshmen from a U.S. high School** the registration deadline for EPT/ELM is **April 20, 2017** at [eptelm.ets.org/CSU](http://eptelm.ets.org/CSU).
      Placement testing deadline is May 6.
      If you are unable to complete the exams by May 6, you must email Xochitl Lopez at [xlopez@csulb.edu](mailto:xlopez@csulb.edu).
   B. **Overseas students** will take the math and English assessments during International Orientation. Information will be emailed in the summer months.

5. **Complete the Checklist** – Print out the Freshmen checklist and make sure each section is completed.

---

**Fall 2017 Freshmen Deadlines**

**May 1, 2017**: Accept and submit your deposit to attend CSULB.

**May 1, 2017**: Submit financial documents to [International Admissions](#) to issue your I-20 by June.

**July 15, 2017**: Submit final* academic transcripts and documents to International Admissions.

*Final = all coursework is complete and you have received a diploma/degree.

**Housing**

- Housing is assigned on a first-come first-serve basis.
IF YOU ARE A TRANSFER STUDENT...

1. **Confirm Your Intent to Enroll** - You must accept and reserve your seat at CSULB by paying your deposit.
   A. Go to [MyCSULB](#)
   B. Click on “Activate Your Account”
   C. Follow instructions to activate your account.
   D. Click on the “Student Center” tab, once account is active.
   E. Scroll down “Admissions” and click on “Accept/Decline.”
      Accept and pay the non-refundable enrollment deposit of $150, which applies toward your tuition.

2. **Sign Up for SOAR** (Student Orientation, Advising, and Registration) SOAR participation is mandatory for incoming students and course registration.
   A. Sign in to your [MyCSULB](#) account
   B. Click on the “SOAR” link
   C. Sign up starts Monday, April 10, 2017 at 9:00 am (Pacific Standard Time). Please make sure you register for the correct SOAR date. Reserve your spot early!
   D. For SOAR questions, please contact the SOAR department at 562-985-5515 or [soar@csulb.edu](mailto:soar@csulb.edu)

3. **Complete the Checklist** – Print out the Transfer checklist at the end of the handout and make sure each section is completed.

---

**Fall 2017 Transfer Deadlines**

May 1, 2017: Accept and submit your deposit to attend CSULB.

May 1, 2017: Submit financial documents to [International Admissions](#).

July 15, 2017: Submit final* academic transcripts and documents to International Admissions.

*Final means that all coursework is complete and you have received a diploma/degree.

**Housing**

Transfer students are not required to live in campus housing.

- Housing is assigned on a first-come first-serve basis.

**Overseas Transfers**

Students transferring from an overseas institution must register for a different SOAR date.

Contact Xochitl Lopez at xlopez@csulb.edu for SOAR details.
IF YOU ARE A POSTBAC...

Students admitted as Graduate, Second Bachelor’s, Credential, EdD, and Certificate degree seekers are considered post baccalaureate (postbac).

A. Academic departments will assist you with:
   o Your academic program and course plan;
   o Program orientation details *(does not apply to all programs)*;
   o Your advisors are listed on the Graduate Studies website: [http://web.csulb.edu/divisions/aa/grad/advising](http://web.csulb.edu/divisions/aa/grad/advising).

B. Register for classes through [MyCSULB](http://my.csulb.edu).  
   o **Note:** Before you register for courses, you must clear all holds in your [MyCSULB](http://my.csulb.edu) account.

Second Bachelor’s

Contact International Admissions to request a degree audit at [cie-admission@csulb.edu](mailto:cie-admission@csulb.edu).

---

**Fall 2017 Graduate Deadlines**

**May 1, 2017:** Submit financial documents to [International Admissions](http://international.csulb.edu) to issue your I-20 by June.

**October 1, 2017:** Submit final official academic transcripts and degree certificates/diplomas.

**Reminder**

International students are required to take a minimum number of units to maintain F1 student status.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Minimum Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate, EdD, and Certificate Programs</td>
<td>8 units minimum</td>
</tr>
<tr>
<td>Credential and Second Bachelor’s Programs</td>
<td>12 units minimum</td>
</tr>
</tbody>
</table>
**ALL STUDENTS**

**Final Steps to Enrollment**

---

**SEVIS Transfer**

Students currently holding an active I-20 from another U.S. institution should request the release of their SEVIS I-20 record.

1. Contact the international office at other institution to request a SEVIS transfer to CSULB.

   **CSULB School Code:** LOS214F00361000

   *Transfer in SEVIS must be done before the CSULB Check-In Session.*

2. CSULB will accept your transfer-in SEVIS record once your coursework is complete.

---

**Holds**

You will not be able to register for classes at SOAR until you clear your holds for the I-20, admission documents and health insurance.

Be sure to clear all holds in your MyCSULB account.

---

**FINAL STEPS TO ENROLLMENT FOR ALL STUDENTS**

A. **Submit Financial documents (I-20 requirement):**
   - Complete, sign and submit the Financial Affidavit form.
   - Bank Statement or Official Sponsor letter issued within the last six months.
   - Copy of your passport photo page.

B. **Purchase Health Insurance:** You are required to purchase the CSULB approved health insurance coverage via JCB before registering for courses. Visit the Health Insurance information page to purchase your medical insurance starting April 1, 2017.

C. **Submit Final Admission Documents and Clear Holds:**
   - Complete all To-Do List items in your MyCSULB account.
   - Submit admission documents to International Admissions.

D. **Request Mailing of your I-20:**
   - Inform International Admissions on how you would like to receive your I-20. Email cie-admission@csulb.edu.
   - Express Shipping is recommended to ensure prompt delivery of your I-20.

E. **Register for a CIE Check-in Session:** U.S. Department of Homeland Security require new students to check in with their universities upon arrival. Sign-up for a Check-in session.

F. **Participate in an online Pre-Arrival Information Session:**
   The session will provide information and Q&A with staff before you begin at CSULB. An invitation will be emailed to you.

G. **Mandatory International Orientation:** You are required to attend International Student Orientation.
**Contact Information**

**IMPORTANT CONTACT INFORMATION**

1. **International Admissions Office**
   [cie-admission@csulb.edu](mailto:cie-admission@csulb.edu) or call 562-985-5476.
   Admissions document holds and I-20 information.

2. **International Students and Scholars office**
   [CCPE-ISS@csulb.edu](mailto:CCPE-ISS@csulb.edu) or call 562-985-4106.
   Assistance with Health insurance holds, Check-In, and Orientation information.

3. **Technology Help Desk**
   [helpdesk@csulb.edu](mailto:helpdesk@csulb.edu) or call 562-985-4959.
   Assistance with technical difficulty with [MyCSULB](http://mycsulb.csulb.edu) account.

4. **Housing and Residential Life Questions**
   [housing@csulb.edu](mailto:housing@csulb.edu) or call 562-985-4187.

5. **SOAR Registration Questions**
   [soar@csulb.edu](mailto:soar@csulb.edu) or call 562-985-5515.

**MAILING ADDRESS**

*Mail all documents to the address below.*

California State University, Long Beach
Center for International Education
International Admissions
1250 Bellflower Blvd-MS0109
Brotman Hall 201
Long Beach, CA 90840
<table>
<thead>
<tr>
<th>Freshmen Checklist</th>
<th>Transfer Checklist</th>
<th>Post Bac Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEPS TO ENROLLMENT</strong></td>
<td><strong>STEPS TO ENROLLMENT</strong></td>
<td><strong>STEPS TO ENROLLMENT</strong></td>
</tr>
<tr>
<td>□ Confirm and Deposit</td>
<td>□ Confirm and Deposit</td>
<td>□ Submit all financial documents</td>
</tr>
<tr>
<td>□ Know your EPT/ELM status</td>
<td>□ Sign up for SOAR</td>
<td>□ Request Express Shipping</td>
</tr>
<tr>
<td>□ Sign up for SOAR</td>
<td>□ Release SEVIS record if transferring from a U.S. Institution</td>
<td>□ Release SEVIS record if transferring from a U.S. Institution</td>
</tr>
<tr>
<td>□ Sign up for Housing</td>
<td>□ Submit all financial documents</td>
<td>□ Contact Department Advisor</td>
</tr>
<tr>
<td>□ Release SEVIS record if transferring from a U.S. Institution</td>
<td>□ Request Express Shipping</td>
<td>□ Check Admissions Hold</td>
</tr>
<tr>
<td>□ Submit all financial documents</td>
<td>□ Check Admission Holds</td>
<td>□ Purchase Health Insurance</td>
</tr>
<tr>
<td>□ Request Express Shipping</td>
<td>□ Purchase Health Insurance</td>
<td>□ Register for Classes</td>
</tr>
<tr>
<td>□ Check Admission Holds</td>
<td>□ Attend/participate Pre-Arrival Session</td>
<td>□ Register for CIE Check-In</td>
</tr>
<tr>
<td>□ Purchase Health Insurance</td>
<td>□ Register for Orientation</td>
<td>□ Attend International Orientation</td>
</tr>
<tr>
<td>□ Participate in a Pre-Arrival Session</td>
<td>□ Register for CIE Check-In</td>
<td>□ Attend International Orientation</td>
</tr>
<tr>
<td>□ Register for CIE Check-In</td>
<td>□ Attend International Orientation</td>
<td></td>
</tr>
<tr>
<td>□ Attend International Orientation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Financial Affidavit for International Students (F1 & J1)

To receive an F-1 or J-1 visa, applicants must provide evidence that they have sufficient funds to cover their first year of study in the U.S. Costs indicated on the table are for standard undergraduate and graduate programs. Some graduate professional programs, such as MBA and credential require higher tuition. Please refer to program website for cost information if you are enrolling in a graduate professional program.

<table>
<thead>
<tr>
<th>Estimate of Expenses (fall and spring unless otherwise specified):</th>
<th>Undergraduate (24 units/2 semesters):</th>
<th>Graduate (16 units/2 semesters):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$15,384</td>
<td>$13,694</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$3,252</td>
<td>$3,252</td>
</tr>
<tr>
<td>Room and Meals</td>
<td>$12,492</td>
<td>$12,492</td>
</tr>
<tr>
<td>Insurance (12 months)</td>
<td>$1,052.81</td>
<td>$1,052.81</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$32,180.81</td>
<td>$30,490.81</td>
</tr>
</tbody>
</table>

Applicant/Sponsor Information

By signing below, the applicant and/or sponsor(s), certifies that sufficient financial resources will be available to cover all expenses for the duration of studies at CSU Long Beach. Expenses include required health insurance coverage for the entire duration of F-1 status at CSULB.

Applicant must include a copy of passport biographical page.

<table>
<thead>
<tr>
<th>Applicant Family Name:</th>
<th>Applicant First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant CSULB ID Number:</td>
<td>Email:</td>
</tr>
<tr>
<td>Signature of Applicant:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Please attach a bank statement or official letter indicating sufficient funds to cover the first year of study for I-20 issuance. Bank statement must clearly show the name and address of the bank institution, name of the account holder, relationship to applicant, and dated within the last 6 months.

Self-Sponsored Applicant: Yes ☐ No ☐ *If no, please complete ‘Other Financial Sponsor Information’ below.

Other Financial Sponsor Information

<table>
<thead>
<tr>
<th>Sponsor’s Name:</th>
<th>Relationship to Applicant (Family Member, Employer, Government)</th>
<th>Amount of Sponsorship (US dollars)</th>
<th>Sponsor’s Signature:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dependent Information

For those students who will be accompanied by a spouse and/or children. Additional financial support required: $4700 for spouse and $3900 for each child. Attach additional sheets if necessary.

Attach a copy of passport for each dependent listed below.

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Family Name (as listed in passport)</th>
<th>First Name</th>
<th>Gender</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>City/Country of Birth</th>
<th>Country of Permanent Resident/Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please email your completed form and documents to: cie-admission@csulb.edu