Greetings from San Francisco State University!

From your colleagues at SF State:

The SF State Office of International Programs (OIP) is a multi-faceted university department housed under the Division of International Education. San Francisco State University is proud to be a national leader in international education, pioneering innovations in long-term study abroad, diversity in international education, and international student leadership development. Our staff members regularly present at various national conferences and frequently collaborate with other American institutions in the field.

SF State also has a thriving exchange program with more than 120 partner institutions around the globe. We are unique among American institutions in that we send and receive more than 95% of our students for semester and year-long programs. Whether you are a new exchange partner, or an old friend, we look forward to your continued collaboration and cherish your partnership.

The SF State Exchange Programs Staff Members

This Advising Guide

We continually strive to provide resources for our partners so that you may improve the information offered to your students about exchange programs at SF State. If any provided information is confusing or insufficient, please do not hesitate to contact us at: exchange@sfsu.edu

Our Campus...

San Francisco State University is located in the calm south-western quadrant of San Francisco. We are a comprehensive university composed of six colleges, offering 115 Bachelor Degree programs, 97 Masters Degree programs, as well as Ed.D and Ph.D programs in education.
Prospective Student Advising
We are happy to answer any questions that you or your colleagues may have on behalf of prospective students, but to ensure that your students get information that is appropriate according to the study abroad regulations at your university, we will only begin direct contact with prospective students after we have received their applications from you.

Restricted Departments/Programs/Majors
Unless specifically stated in the exchange agreement, the following departments, programs, & majors are “impacted” and therefore not available to exchange students:

- Cinema, Journalism, Broadcasting and Electronic Arts Communication (BECA)
- Fashion Design and Merchandising, Interior Design, Design and Industry
- Dietetics
- College of Business, American Language Institute
- Drawing, Painting and Sculpture
- School of Nursing
- School of Music and Dance: Individual Instruments (including Voice and Composition)
- School of Education

Graduate Classes
All exchange students are classified as undergraduate students regardless of their status in their home countries. All exchange students must take 12 units of course work. Students with the appropriate academic background may take graduate classes with the permission of the professor. It may not be possible to obtain this permission until after the student arrives. We also do not advise that students take only graduate classes. Even for very advanced/ambitious students, taking one or two graduate classes is challenging enough.

Expectations of Excellence
We expect exchange students to be able to perform at “B” (good) level or better. We reserve the right to cancel the programs of two semester students if they perform poorly (below “C” [Satisfactory] level) during the first semester.

Important: Students should plan to attend every single day of classes. (Unless they are sick or have another excused absence.) Poor attendance will affect a student’s grade.
INTERNATIONAL STUDENT HEALTH INSURANCE

Because of the high cost of medical care in the US, all international students on an exchange at SF State must have adequate medical insurance for the duration of their program.

Exchange and visiting students must purchase and maintain health insurance for the duration of their stay in the U.S. They must purchase the SF State recommended insurance policy, regardless of the any additional insurance that they have from other sources. Instructions for purchasing insurance are as follows:

Instructions for purchasing insurance will be included in the student’s acceptance packet.

MEASLES, MUMPS AND RUBELLA IMMUNIZATION

California State law requires university students to be immunized against measles, mumps, and rubella. Exchange students should bring a doctor’s certificates in English showing that they have received these immunizations. Otherwise, they may need to be immunized during their first semester at SFSU.
COMMUNICATIONS FROM SF STATE

You will hear from our exchange programs advisors at several regular times throughout the year. We've listed the main times of year at which you may expect to receive the following items from us:

Updated SF State Exchange Program Applications:
- January for Fall semester start programs
- July/August for Spring semester start programs

The application deadlines are indicated to the left, and require the following documents:
- SF State Application Form
- Official Transcripts
- TOEFL or equivalent evidence of English proficiency (Minimum score of 500 for paper-based, 61 for internet based)
- Financial documents
- Copy of passport

Acceptance Packets for Incoming Exchange Students:
- April/May for Fall semester start programs
- October/November for Spring semester start programs

Official university Transcripts:
- February for Fall start programs
- July for Spring start programs

NOTE: We consider transcripts simply a way for us to communicate the grades they earned at SF State to you. As per our exchange agreement the academic credits that students earn at SF State is to be applied on their academic record at the home university. Students should not use the SF State transcript for any official purpose (i.e. applying for graduate school). We do not issue copies of the transcript directly to the student.

NAFSA Conference Meeting Scheduling:
- Late April/Early May

Our exchange program staff regularly attends the NAFSA national conference. We love to meet partners during the conference. Feel free to contact us to set up conference meetings as well.

Additionally, if any representative from your university (faculty or staff) will be visiting the US, we would be very pleased to meet them here at SF State.
WORKING/VOLUNTEERING IN THE US

On-Campus Work
Students may work on-campus for pay for up to 20 hours per week during the semester. On-campus jobs are difficult to secure and usually require a special skill from the student (graphic design, computer programming, etc.)

Academic Training
Students may apply for “Academic Training” which is an “off-campus” job or internship in the student’s field of study. These positions can be paid or unpaid. Within certain time limits, it is available before and after the completion of the student’s program of study. Approval of the Office of International Programs is needed, but in general eligibility requirements includes being in good academic standing (completing 12 units of course work with a passing grade in each course and earning a “B” average or above) and satisfactorily completing the campus internationalization (IEEC) requirement.

Extreme Hardship/Financial Need
Students may also be given work permission if they experience extreme hardship or financial need. Some circumstances which may qualify under this category would be for example the loss of job or income by the student’s financial sponsor, natural or fiscal crises in their home country, etc.

HOUSING IN SAN FRANCISCO:

Most international students live off campus and make their housing arrangements post-arrival. However, SF State does have on-campus dorms available to international students. These accommodations are particularly desirable for younger students (20 or younger) who seek a particular university experience.

If a student applying for exchange at SF State is interested in on-campus accommodations, they will need to submit their application directly to our housing office. We request that they also notify our office as soon as possible about their application for on-campus housing. We may then notify the housing office of their special status as an exchange student.

http://www.sfsu.edu/~housing/
INTERNATIONAL EDUCATION EXCHANGE COUNCIL (IEEC):

Exchange students are required to contribute to the internationalization of SF State per the exchange agreement with partner universities and conditions of the J1 visa. Exchange students fulfill this obligation through participation in the International Education Exchange Council (IEEC). The IEEC is a student organization that works with the Office of International Programs to represent and support international students and study abroad at San Francisco State University. With over 2000 members and 6 different choices for contribution, the IEEC is a fundamental part of international student life in San Francisco. Since IEEC will be an integral part of a student’s exchange program, we encourage you to read about IEEC on their webpage and direct your students to them as well.

MANDATORY ORIENTATION PROGRAM

We recommend exchange students arrive one week before the start of the Orientation Program in order to find housing and become acquainted with San Francisco. Please refer to the orientation page on our website for additional information on the schedule, location and date of the orientation.

- Transportation and housing
- Legal and immigration issues
- The US university system
- Health insurance
- Finance and banking concerns
- SFSU policies and services
- Personal and Campus Safety

IMPORTANT: Orientation is mandatory and a part of the J-1 visa requirement. Students must attend every day of orientation. The orientation week is designed to provide students with important information about San Francisco State University and city life. The orientation will also be a great opportunity for international students to meet native SF State students.
**Primary Contact Persons for Incoming Students (Exchange students coming to SF State)**

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<tr>
<th>Contact Person</th>
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<tbody>
<tr>
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**Primary Contact Persons for Outgoing Students (Study Abroad students leaving from SF State)**

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**Division of International Education/Office of International Programs Administration**

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**CONTACT US**

If you have any additional questions, please do not hesitate to contact us:
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