

San Francisco State University

Exchange Program Advising Information

<http://oip.sfsu.edu/content/j1exchange-students>



SAN FRANCISCO
STATE UNIVERSITY

Table of Contents:

- [Program Advising for Exchange Student](#)
- [Health Insurance/Immunization](#)
- [Communications from SF State](#)
- [Working in the US/Housing](#)
- [The Orientation Program](#)
- [International Education Exchange Council \(IEEC\)](#)
- [Contact Information](#)



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.



COURSE DESCRIPTIONS:

- Brief course descriptions can be found online on the university bulletin:
<http://bulletin.sfsu.edu>

COURSE SYLLABI:

- Professors at SF State are obligated to provide students with syllabi on the first day of class, but not before. In general, syllabi are not available online and not available before the first day of class. We kindly request that you tell your students not to contact our office, department offices or professors to obtain syllabi.

CLASS SCHEDULE:

- The schedule of which classes are offered each semester can be found here:
<http://www.sfsu.edu/online/clssch.htm>

Unfortunately, full lists of classes are not available until several months before the start of the semester. We realize that students who are trying to plan for a study abroad program a year or even 6 months in advance will find this frustrating. The more flexible students can be with their choices, the better.

TIPS ABOUT CLASSES:

- Sometimes students are confused when they look at the Class Schedule, for example: MWF 10:00 – 11:00 means the class meets Monday and Wednesday and Friday, each week. Students must attend class on all days. Most classes are either MWF or TTH (Tuesday and Thursday). We warn the students before they register – but it is important that students do not schedule classes that overlap or are at the same time.

GRADING POLICIES:

<http://www.sfsu.edu/~bulletin/current/grading.htm>



PROGRAM ADVISING FOR EXCHANGE AT SF STATE

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.





IMPORTANT DATES AND DEADLINES:

- **Exchange Programs Application Deadlines:**
 - Fall semester – April 1st
 - Spring semester – October 1st
- **SF State Academic Calendar:**
 - <http://www.sfsu.edu/deptpage/acal4.htm>
- **Mandatory International Orientation Program**
 - The week *before* classes begin
(Please refer to the academic calendar)
- **When can students arrive in the US on exchange?**
 - Up to 30 days before the start of orientation. The first day of the orientation always corresponds with the program begin date on the students DS-2019 immigration document. Students should arrive no later than the program begin date, and we recommend at least 7 days prior to search for housing and acclimation.
- **When can students return home?**
 - Students may leave their program at SF State as soon as they have completed their finals. However if they choose, students may stay in the US up to 30 days after the end date on their DS-2019 form. We can also extend a student's program if the home university authorizes additional study, or the student pursues Academic training (discussed under Working in the U.S. section)

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.*



CONTACT US

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

TEL: +1-415-338-1293

E-MAIL: exchange@sfsu.edu

MAILING ADDRESS:

Office of International Programs

1600 Holloway Ave., VCS-C

San Francisco, CA 94132

[The Exchange Programs staff members](#)



Primary Contact Persons for Incoming Students (Exchange students coming to SF State)		
Contact Person	Responsibilities	Contact Details
Kirsten Greene	Lead Officer, Exchange and Scholar Services Incoming Students—CSU IP, Bilateral Exchange, Visiting Student (J-1 Visa) Programs Incoming Exchange Research (J-1 Visa) Scholars	Tel: +1.415.338.6757 Email: kgreene@sfsu.edu
Lily Ferris	Exchange Student Advisor SEVIS Coordinator Internationalization Commitment Advisor Incoming Students—CSU IP, Bilateral Exchange	Tel: Email:

Primary Contact Persons for Outgoing Students (Study Abroad students leaving from SF State)		
Contact Person	Responsibilities	Contact Details
Noah Kuchins	Assistant Director International Education Exchange Council Advisor Outgoing Students—Bilateral Exchange, CSU IP	Tel: +1.415.405.3735 Email: noahk@sfsu.edu
Janelle Waldrep	Study Abroad Advisor Outgoing Students—Bilateral Exchange, CSU IP	Tel: +1.415.405.4253 Email: waldrep@sfsu.edu

Division of International Education/Office of International Programs Administration		
Contact Person	Responsibilities	Contact Details
Marilyn Jackson, Ed.D	Director Office of International Programs	Tel: +1.415.405.4256 Email: hheath@sfsu.edu