

## OTHER INFORMATION

### STUDENT CLUBS:

The International Student Association (ISA) is a student club that meets throughout the academic year and organizes various kinds of social and cultural activities for all interested students.

ISA Webpage: [www.csulb.edu/org/isa](http://www.csulb.edu/org/isa)

Cal State Long Beach has many other nationality and cultural student clubs, as well as academic and other types of clubs. For a complete list of student organizations, see the Student Life and Development link at [www.csulb.edu/student-info](http://www.csulb.edu/student-info).

### CSULB QUICK FACTS:

- Over 36,000 total students enrolled
- Over 1,300 international students from nearly 100 countries

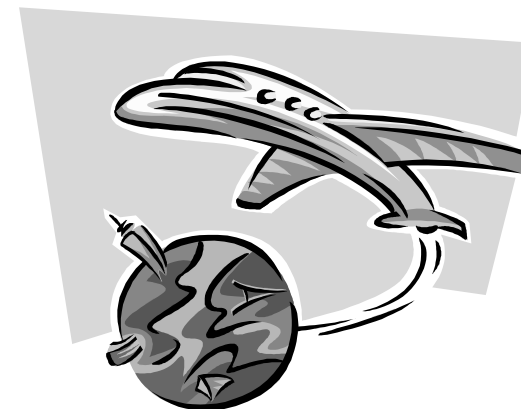
### COUNTRIES WITH 10 OR MORE VISA STUDENTS:

- |                 |                       |                  |
|-----------------|-----------------------|------------------|
| • Japan - 290   | • Taiwan - 157        | • India - 119    |
| • Korea - 116   | • Saudi Arabia - 78   | • China - 50     |
| • Thailand - 35 | • Vietnam - 31        | • Hong Kong - 26 |
| • Germany - 22  | • United Kingdom - 22 | • Indonesia - 19 |
| • Turkey - 18   | • Pakistan - 17       | • Canada - 14    |
| • UAE - 12      | • Sri Lanka - 12      | • Iran - 11      |
| • Sweden - 11   | • Brazil - 11         | • France - 11    |

# INTERNATIONAL STUDENT INFORMATION & WELCOME MANUAL

## Your Passport to

# CSULB



**California State University, Long Beach**  
**Center for International Education**

**Telephone: (562) 985-4106, Fax: (562) 985-1725**

[www.csulb.edu/cie](http://www.csulb.edu/cie)

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Call University Outreach and School Relations at 562-985-5358 for a campus tour.



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## CIE CONTACT INFORMATION

International Admissions:      cie-admission@csulb.edu  
 Housing Services:              cie-housing@csulb.edu  
 Student Services:                cie-student@csulb.edu

**Center for International Education**  
**Brotman Hall 201**  
**California State University, Long Beach**  
**Long Beach CA 90840**  
**USA**  
**562-985-4106**  
**www.csulb.edu/cie**

## TRANSPORTATION in LONG BEACH

The majority of students who attend CSULB use their own personal car for transportation. If you wish to drive a car during your studies come by the CIE office to obtain an information sheet on how to apply for a California driver license. There is also a bulletin board that usually has postings listing cars for sale.

If you decide not to drive while attending CSULB there are other ways to get around as indicated on the following websites:

Long Beach Transit:  
[www.lbtransit.com/](http://www.lbtransit.com/)

Metropolitan Transit Authority:  
[metro.net/](http://metro.net/)

Bikestation:  
[www.bikestation.org/longbeach/index.asp](http://www.bikestation.org/longbeach/index.asp)

Orange County Transportation:  
[www.octa.net/](http://www.octa.net/)

Metrolink:  
[www.metrolinktrains.com/?play\\_at=map](http://www.metrolinktrains.com/?play_at=map)

Campus Connection Shuttle:  
[http://daf.csulb.edu/maps/pdf/campus\\_connection\\_routes.pdf](http://daf.csulb.edu/maps/pdf/campus_connection_routes.pdf)

## CONGRATULATIONS

Dear International Student:

You are about to join over 36,000 other students currently studying at California State University, Long Beach (CSULB). CSULB is a highly regarded university offering both a safe environment and a quality education.

The Center for International Education (CIE) is the University Office responsible for the admission, enrollment, and support of international students. There are several CSULB policies and procedures that apply to international students that might not necessarily apply to other students or may be different from other U.S. schools. It is extremely important for you to understand, follow, and comply with all policies and procedures in order to ensure a smooth transition to the University. This manual highlights many of these policies and procedures.

### **All New International Students Must Attend a CIE Check-In**

In order to register for classes at CSULB this semester, one of the things you must do is to attend a scheduled CIE Check-In session (see page 5 of this manual and the enclosed schedule insert for an explanation of the Check-In process and for specific dates and times when Check-In sessions will take place). **All new students must complete the Check-In process before being able to register for classes.**

Please refer to the Admitted Student Checklist included in your admission packet and listed on pages 10-12 for other requirements that must be met prior to registration.

Please take the time to read the rest of this manual carefully. Think of it as your 'Passport' to CSULB. Complying with its instructions will ensure a successful transition into the University.

We look forward to meeting you on campus soon!

The Administration and Staff,  
Center for International Education



## BEFORE LEAVING YOUR COUNTRY

If you are presently overseas, the first thing to do is to apply for a visa to the United States of America. You need to apply for an F-1 visa if you received a form I-20, or a J-1 visa if you received a form DS-2019 from CSULB. Without the appropriate visa you cannot enter the U.S. as a student. If you are entering the U.S. with the purpose of study, do not enter on visa waiver status or on a tourist visa (B1/B2).

### To Apply For A Visa:

1. Contact the U.S. Embassy or Consulate in your country
2. Follow the procedures to apply for the visa (including payment of the I-901 SEVIS Fee - see [www.ice.gov/sevis](http://www.ice.gov/sevis))
3. Assure the interviewing Officer that you intend to return to your home country after your studies

The U.S. Bureau of Immigration and Customs Enforcement SEVIS website contains useful information to help prepare for your entry into the U.S. To view this information, go to [www.ice.gov/sevis](http://www.ice.gov/sevis).

## WELCOME TO THE USA

Once you have arrived at a U.S. port of entry, be prepared to pass through immigration and customs inspections. You will need to present your passport with the entry visa, a copy of your I-901 SEVIS Fee receipt, your I-20 or DS-2019 form and financial documentation (do not pack these documents in your checked luggage). The Immigration Inspector may ask you several questions. Keep in mind that the inspector has the authority to grant or deny entry into the United States; always be patient, cooperative, and respectful. Once through, you can begin to make your way to Long Beach.

The climate in Long Beach may range from the low 40's (Fahrenheit) on the coldest night, during the winter, to the upper 90's (Fahrenheit) on the hottest days during the summer. Usually the temperature ranges between 60 - 80 degrees (Fahrenheit). During most of the year, it is common to wear light clothing during the day and long pants at night with a light jacket or sweater. For a few weeks during the winter, a warmer coat or jacket is necessary.

## CAMPUS CONTACT INFORMATION

Campus Operator: (562) 985-4111

Online Directory: <http://daf.csulb.edu/offices/its/telecommunications/directory/lookup.html>

OFFICE	PHONE	WEB ADDRESS
Academic Advising Center	562-985-4837	<a href="http://www.csulb.edu/advising">www.csulb.edu/advising</a>
Campus Bookstore	562-985-5093	<a href="http://www.csulb.edu/bookstore">www.csulb.edu/bookstore</a>
Campus Tours	562-985-5358	<a href="http://www.outreach.csulb.edu">www.outreach.csulb.edu</a>
Career Development Center	562-985-4151	<a href="http://www.careers.csulb.edu">www.careers.csulb.edu</a>
Cashier's Office	562-985-1681	<a href="http://daf.csulb.edu/offices/financial/bursar">daf.csulb.edu/offices/financial/bursar</a>
Counseling & Psychological Services	562-985-4001	<a href="http://www.csulb.edu/divisions/students/caps">www.csulb.edu/divisions/students/caps</a>
Housing Office	562-985-4187	<a href="http://housing.csulb.edu">housing.csulb.edu</a>
Learning Assistance Center	562-985-5350	<a href="http://www.csulb.edu/centers/lac">www.csulb.edu/centers/lac</a>
Library	562-985-5518	<a href="http://www.csulb.edu/library">www.csulb.edu/library</a>
MBA Office	562-985-7988	<a href="http://www.csulb.edu/colleges/cba">www.csulb.edu/colleges/cba</a>
Parking	562-985-4146	<a href="http://www.csulb.edu/parking">www.csulb.edu/parking</a>
Student Health Services	562-985-4771	<a href="http://www.csulb.edu/centers/shc">www.csulb.edu/centers/shc</a>
Student Identification Card	562-985-7388	<a href="http://www.csulb.edu/aux/bookstore">www.csulb.edu/aux/bookstore</a>
SOAR	562-985-5515	<a href="http://www.csulb.edu/soar">www.csulb.edu/soar</a>
Disabled Student Services	562-985-5401	<a href="http://www.csulb.edu/dss">www.csulb.edu/dss</a>
Writer's Resource Lab	562-985-4329	<a href="http://www.csulb.edu/~wrl">www.csulb.edu/~wrl</a>
Testing Office	562-985-4006	<a href="http://www.csulb.edu/centers/testing">www.csulb.edu/centers/testing</a>
University Police	562-985-4101	<a href="http://www.csulb.edu/police">www.csulb.edu/police</a>

## GRADUATION BEGINS TODAY

At CSULB we are committed to your successful completion of your program. Please take the following steps to ensure that your time here is worthwhile:

1. Help is given when it is requested. That includes your professors and the offices of the university. Do not be afraid to ask for help.
2. Use professor office hours to ask additional questions. Professors maintain time in their offices to be available to answer questions from students.
3. Class participation and attendance is often required to earn a good grade in a class. Make an effort to take part in class room discussions or activities and be sure to attend all classes.
4. Get involved in student groups and organizations. Make friends and contacts with students from the U.S. and other countries not just those from your home country.
5. If English is your second language take the time to improve your writing and speaking not only for your own benefit, but also that you may successfully meet the requirement detailed below.

### Graduation Writing Assessment Requirement (GWAR)

In addition to the courses required for your degree, you must also satisfy the GWAR to earn any degree at CSULB. The most common way a student meets this requirement is by taking the Writing Proficiency Exam (WPE). Many international students have had trouble satisfying the GWAR. Freshmen should take the WPE right after you have passed English 100. Transfer and Graduate students are required take the WPE in the first semester of study. **If you do not pass the WPE the first time you take it you should seek help from a WPE advisor right away by contacting the Learning Assistance Center at 562-985-5350.**

## CIE CHECK-IN

**All new international students must complete a CIE Check-In.**

You only need to attend one of the scheduled Check-In sessions (see insert for dates and times). After you have completed all Check-In requirements CIE will clear the hold for that requirement (you may have other holds).

A Check-In session is not Orientation, and does not provide academic advising or class registration. The purpose of Check-In is to ensure that you have complied with important U.S. immigration and CSULB requirements, and have obtained the required health insurance.

If you are transferring your F-1 status to CSULB from another school, you must contact the International Student Office at that school and request that they transfer your SEVIS record to CSULB. Until your SEVIS record has been transferred, you will not be able to complete the Check-In process and register for classes.

It is extremely important to bring to Check-In all of the items listed below. Check-In can take up to one hour. Also, you will need to purchase approved health insurance BEFORE coming to Check-In (see page 17).

**WHERE**—Student Health Services, Room 118 (Conference Room).

### **WHAT TO BRING TO CHECK-IN**

1. A photocopy of your admission letter from CSULB
2. Your passport (with a photocopy of the ID page, the page indicating expiration date, and the visa page)
3. Original (and photocopy of) stamped CSULB I-20, if available, or DS-2019 form. Students transferring F-1 status from another U.S. school must also bring a copy of their current I-20
4. I-94 card (with a photocopy of both sides). This is part of the card you filled out on the airplane; normally, the I-94 is stapled into your passport at immigration
5. Receipt or proof of approved health insurance (see page 17)
6. A photocopy of your immunization records (in English - see page 18)

## ENROLLMENT DEPOSIT/ INTENT TO ENROLL

Undergraduate degree-seeking international students must submit a \$150.00 (once you begin your attendance this amount will apply to your tuition) deposit to indicate their intent to enroll at CSULB. Graduate student must indicate intent to enroll only (no deposit is required). **Exchange students do not need to pay the Enrollment Deposit.**

This fee and your intent to enroll can be submitted over the internet at [my.csulb.edu](http://my.csulb.edu) using Mastercard, American Express, Discover or electronic check from a U.S. bank. If you use a credit card you will also have to pay a \$3.44 processing fee.

To accept your admission offer you must submit this Enrollment Deposit by May 1st or within four weeks of the date on your admission letter, whichever is later for international freshmen and June 1st or within four weeks of the date on your admission letter, whichever is later for international transfers. Graduate students must submit their intent to enroll by July 1st.

The deadline for all Spring and applicants is 4 weeks after the date on your admission letter.

**If you do not submit the deposit by the deadline, your admission offer may be cancelled.**

If you demonstrate to International Admissions that you are fully sponsored by your home government by the applicable deadlines listed above, you may be entitled to a waiver of the Enrollment Deposit but you still must indicate your intent to enroll using [my.csulb.edu](http://my.csulb.edu). Questions about the Enrollment Deposit/Intent to Enroll should be directed to [cie-admission@csulb.edu](mailto:cie-admission@csulb.edu) or 562-985-5476.

## HOTELS & MOTELS

### Hotels Close To Los Angeles International Airport (LAX)

Lower Century Hotel  
4330 West Century Boulevard, Los Angeles  
Phone: (310) 673-2400  
Approximately \$45-55 per night

Travelodge  
5547 West Century Boulevard  
Phone: (310) 649-4000  
Approximately \$75-85 per night  
[www.travelodge.com](http://www.travelodge.com)

### Hotels Close to CSULB

Motel 6  
5665 East 7th Street, Long Beach  
Phone: (562) 597-1311  
Very close to the campus  
Approximately \$55-65 per night  
[www.motel6.com](http://www.motel6.com)

Guesthouse International Hotel  
5325 East Pacific Coast Highway, Long Beach  
Phone: (562) 597-1341  
Approximately \$69 per night (student rate)  
[www.guesthouseilb.com](http://www.guesthouseilb.com)

Super 8 Motel  
4201 E Pacific Coast Highway, Long Beach  
Phone: (562) 597-7701  
Approximately \$57-80 per night (student rate)  
[www.super8.com](http://www.super8.com)



**NOTE:** The University does not have any formal agreements with any of the hotels listed and rates could change without notice; always check directly with the hotels. However, when making reservations students should mention that the hotel was listed in this manual and that they are new students at CSULB.

## DIRECTIONS TO LONG BEACH

If you arrive at Los Angeles International Airport (LAX), you can take an airport shuttle (e.g. Super Shuttle, L.A. Express, Prime Time, etc.) from LAX to Long Beach. It will take approximately 30 to 45 minutes to reach Long Beach from the airport. You do not need advance reservations to take these shuttles, and they circulate in designated areas just outside the baggage claim area. Each van will have a sign on it indicating its destination. Make sure your van is going to Long Beach. You can ask where and when to board a shuttle by using the courtesy phones available in the baggage claim area. The cost can be \$30 or more plus a recommended 10-15% tip. Be cautious and always watch your baggage, money, and important papers.

If you arrive at LAX in the evening, you might prefer to reserve a room at a hotel near the airport and travel to Long Beach the next day. Most of the LAX hotels provide shuttle transportation from the airport. You may also call the hotel from the airport.

### Directions from LAX

- 405 Freeway South
  - Exit Bellflower Boulevard
  - Go south about 2 miles (CSULB is on the left)
  - Left onto Beach Drive
  - Stop at the Visitor Information Center and ask where to park to visit the CIE Office
- CIE Office hours: Monday-Friday, 8:00 AM - 5:00 PM

It is likely that you may need to stay in a hotel for several days in Long Beach until you find more permanent housing. There are many hotels around the Los Angeles Airport (LAX) and around CSULB. Advance reservations are recommended, so you should contact the hotel prior to your arrival (see the next page for a list of hotels and motels).

Make certain that you have adequate U.S. currency or a credit card with you for transportation, food and hotel expenses. We strongly encourage students to do as much research as possible about Long Beach on the Internet before arriving.

**We wish you a safe journey to Long Beach, California!**

## SOAR

SOAR (Student Orientation, Advising and Registration) is the **required** University program designed to help new undergraduate students learn about CSULB policies and register for classes (visit the SOAR website at [www.csulb.edu/soar](http://www.csulb.edu/soar)).

**Remember you MUST attend a CIE check-in session before attending a SOAR session otherwise you will not be able to register for classes.**

**Exchange and graduate students are not eligible or required to attend SOAR.**

International transfer students from U.S. institutions should see [www.csulb.edu/soar](http://www.csulb.edu/soar) for a SOAR schedule and information on how to register for SOAR.

**International freshmen and international transfer students from foreign institutions must attend SOAR on the date listed on your International Admitted Student Checklist included in your admission packet. Do not attend an earlier SOAR. If you are unable to come to the U.S. by that date contact Sharon Olson ([slolson@csulb.edu](mailto:slolson@csulb.edu) or 562-985-5585).** Academic advising is required for international freshmen and is provided by the Center for International Education (CIE). All Freshmen must meet with an academic advisor at (CIE) before they can register or change classes and should contact Sharon Olson at [slolson@csulb.edu](mailto:slolson@csulb.edu).

The SOAR program provides an opportunity to meet other students and to learn about CSULB. It is so valuable to student that it is required so do not delay signing up.

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The SOAR program is NOT the same as the International Student Orientation.

**International Undergraduate Students should attend both SOAR and International Student Orientation**

## INTERNATIONAL STUDENT ORIENTATION

The International Student Orientation is a very special event for all new undergraduate, graduate, and exchange students. You will meet other new international students, receive important information about the campus, participate in small groups, have many of your questions answered, and enjoy a complimentary lunch.

### Please See the Enclosed Schedule Insert for Orientation Date, Time, and Location

#### At Orientation You Will:

- *Meet staff from the Center for International Education*
- *Meet other new & returning international students*
- *Receive important information about CSULB policies and procedures*
- *Learn more about the University & its services*
- *Ask questions in small group settings*
- *Attend a special Information Fair*
- *Enjoy a delicious complimentary lunch*
- *Participate in a campus tour & various workshops*
- *Find out about other Orientation Activities for the week*
  - ◊ *Long Beach community tour*
  - ◊ *Recreational events*
  - ◊ *Trip to Hollywood and television show taping*
  - ◊ *Other meetings, workshops, and events*

## HOUSING



The CSULB Office of Housing and Residential Life has the capacity to house approximately 2000 students. With over 35,000 students attending CSULB, on-campus housing opportunities are very limited. If you are interested in learning more about on-campus housing, you should contact the Office of Housing and Residential Life as soon as possible:

Phone: (562) 985-4187  
Fax: (562) 985-2290  
Email: [housing@csulb.edu](mailto:housing@csulb.edu)  
<http://housing.csulb.edu>

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In addition to on-campus housing, there are a number of off-campus housing opportunities available in the area. Four steps students can take to prepare for off-campus housing are:

- Go to [www.csulb.edu/cie](http://www.csulb.edu/cie) for housing information and links
- Plan to arrive at least 2-3 weeks before classes begin
- Educate yourself about housing options, such as apartments, roommates, rooms for rent
- Once on campus, check the housing information board located in the CIE

**NOTE:** While the CIE provides resources and information to students regarding housing options both before and after they arrive on campus, it is very important to understand that ultimately it is the responsibility of each student to make housing arrangements.

Finding suitable housing in Long Beach can be a challenging task. However, there are many apartments and rooms in private homes within walking distance of the campus or within 5 to 20 minutes by bicycle, bus, or car. For additional information about off-campus housing, including options and estimated expenses, please see the website mentioned above or contact the CIE at (562) 985-5713 or [cie-housing@csulb.edu](mailto:cie-housing@csulb.edu).

## IMMIGRATION MATTERS

### Entering the U.S.A.

If you are entering the U.S. to attend CSULB, you must present the following at the Port of Entry:

- CSULB I-20 or DS-2019
- Valid F-1 or J-1 Visa
- Valid Passport
- I-901 SEVIS Fee receipt (if required)

**Do not** enter the U.S. on a “B” visitor’s visa or under visa waiver status; the request for adjustment of status is not always approved by the Bureau of Citizenship and Immigration Services. Students holding F-2 status may not begin their studies until their change of status to F-1 has been granted.

### Transferring from Other U.S. Schools or Language Programs

Students transferring F-1 status from another U.S. institution must notify the International Student Advisor at their current school and request that their SEVIS record be transferred to CSULB. Transfer students will not be able to register for CSULB classes until their SEVIS record has been transferred to CSULB and the CIE is able to verify that you hold proper F-1 status.

### Maintaining Valid Immigration Status

Failure to maintain proper immigration status can lead to problems for students. Valid immigration status means:

- Minimum CSULB enrollment of 12 units for undergraduates and credential students and 9 units for graduates and exchange students each fall and spring semester (summer and winter enrollment is optional)
- Satisfactory academic progress in your program of study
- Passport valid at all times
- Local mailing address is always current with CSULB

### Working in the U.S.A.

F-1 students are eligible to work on campus and require no special permission to do so, as long as they maintain valid immigration status. J-1 students must have written authorization from the exchange student advisor in the CIE in order to work on-campus. Limited opportunities exist for F-1 and J-1 students to work off campus under special circumstances. The CIE holds regular workshops each fall and spring semester on employment options for F-1 students. J-1 exchange students must consult with the exchange advisor in the CIE. Unauthorized off-campus employment is a serious violation of immigration regulations. More information is available at [www.csulb.edu/cie/](http://www.csulb.edu/cie/).

## ACADEMIC ADVISING

### **Freshmen and Transfer Students from Foreign Institutions**

Academic advising is required for international freshmen and is provided by the Center for International Education (CIE). All Freshmen must meet with an academic advisor before they can register for classes, or to add or to drop classes. Contact Sharon Olson ([slolson@csulb.edu](mailto:slolson@csulb.edu) or 562-985-5585). **International freshmen and international transfer students from foreign institutions must attend SOAR on the date listed on your International Admitted Student Checklist included in your admission packet. Do not attend an earlier SOAR. If you are unable to come to the U.S. by that date inform the Office of Academic Projects (contact information above).**

### **Transfer Students from U.S. Institutions**

Transfer students need to attend a SOAR session (see page 7) in order to register for classes their first semester. Once the first semester has started, transfer students receive academic advising from two sources. General Education (GE) information and advising is provided by the Academic Advising Center (AAC). Information and advice related to your major is provided by your academic department that is housed in one of the eight colleges on campus. Even if you are registered to attend SOAR, you may want to contact both the AAC and your academic department to schedule an appointment for academic advising.

### **Graduate Students**

Graduate students receive academic advising from their academic departments and should contact the graduate advisor or coordinator in their department.

### **Exchange Students**

Exchange students receive academic advising from their academic departments at CSULB, and from their home institutions. However, at CSULB, a designated CIE staff member will assist exchange students with class registration and other university matters.

**CIE Does Not Provide Official Academic Advising**

## FRESHMEN (And Transfer Students from Foreign Institutions) Admitted International Student Checklist

This checklist is for those students who have been admitted from secondary/high school and for those students who are transferring to CSULB from foreign institutions. This list (A more detailed version of this list has been included in your admission packet on a separate page) contains things that are required to ensure your successful enrollment at CSULB.

- Complete “intent to enroll” by signing into [my.csulb.edu](http://my.csulb.edu) and paying the \$150 enrollment deposit (see page 6).
- Sign up to attend SOAR on the date listed on the more detailed version of the International Admitted Student Checklist included in your admission packet or on the enclosed insert. Do not attend an earlier SOAR. If you plan to arrive later than that date other arrangements will be made (see page 7).
- Contact Sharon Olson in the Center for International Education for your academic advising (email: [slolson@csulb.edu](mailto:slolson@csulb.edu) or phone: 562-985-5585 to make an appointment).
- Turn in all final transcripts, test scores and diplomas to International Admissions (see page 15).
- Plan to take required placement tests as indicated by your admission letter (see page 16).
- Obtain approved health insurance (see page 17).
- Attend a CIE Check-In session (see page 5).
- Attend SOAR (see page 7).
- Meet with Sharon Olson and register for at least 12 units (email: [slolson@csulb.edu](mailto:slolson@csulb.edu) or phone: 562-985-5585 to make an appointment).
- Take required placement tests as indicated by your admission letter (see page 16).
- Attend the International Student Orientation (see page 8).

## FINANCIAL MATTERS



U.S. federal law requires that all international students admitted to the University verify that they have sufficient funds to cover University fees, tuition, and living expenses while in the U.S. Estimated student expenses were provided to you as part of your admissions application process. However, please note that fees, tuition, and expenses are subject to change without notice and your actual costs may vary.

As a general rule, undergraduate and graduate students will need access to \$7,000 to \$8,000 to begin their first semester. Students who do not have a checking account with a U.S. bank should bring enough funds in travelers’ checks in U.S. dollars or micro-encoded bank drafts payable through a U.S. bank. **All checks should be made payable to yourself. DO NOT make checks payable to CSULB.**

It is possible to pay University fees and tuition in person by cash, check, or online at [my.csulb.edu](http://my.csulb.edu) with a credit card (only certain credit cards are acceptable and a service charge may apply: see instructions on [my.csulb.edu](http://my.csulb.edu)). Tuition and university fees may also be paid by direct wire transfer from a foreign bank that maintains a correspondent relationship with Wells Fargo Bank. Wires must be sent to: Wells Fargo Bank N.A., 550 California Street, 10th Floor, San Francisco, CA 94104 U.S.A. The routing number is #121000248. The bank account number is #4944-839513. The swift code is WFBIUS6S. The beneficiary is CSU, Long Beach. The “Other Beneficiary” information is the name of the student and the student’s campus ID number (found on the admission letter). The “Other Beneficiary” information is **very important** and required to match the wired funds to the correct student’s account. This process may take weeks & additional bank transfer fees may apply.

CSULB is unable to provide financial aid opportunities to international students. Students must be prepared to meet all financial obligations related to their educational and living expenses. International students should not rely on possible on-campus employment to pay for tuition or living expenses. On-campus jobs are not guaranteed, not easy to obtain, and are not likely to be sufficient to cover major expenses. At best, on-campus jobs can provide additional funds for books.

## STUDENT HEALTH SERVICES

During a CIE Check-In session, you will meet with a nurse from Student Health Services (SHS) who will review your immunization record. Please bring a copy (in English) of your immunization records. Students requiring immunizations will be **CHARGED ADDITIONAL FEES**.

### The following immunizations are required:

- **If you are 18 or younger** on your first scheduled day of class, there are two required immunizations: Measles/Mumps/Rubella and Hepatitis B.
- **If you are 19 or older** on your first day of class, there is one required immunization: Measles/Mumps/Rubella.

Tuberculosis (TB) test/chest X-ray may also be required. This will be determined at the time of your visit to SHS. You may provide SHS with documentation of a TB test and/or Chest X-ray from your doctor, if completed within the past 3 months. Students will be **CHARGED ADDITIONAL FEES** if a TB test is required.

During CIE Check-In, SHS will provide immunizations and TB tests to students as required by the University **AT ADDITIONAL COST TO STUDENTS**. For additional information on the CSULB immunization requirements, please see [www.csulb.edu/shs](http://www.csulb.edu/shs).

### Student Health Services Hours and Contact Information:

Monday, Tuesday, Thursday, 8:00 AM—6:00 PM

Wednesday, 10:00—7 PM, and Friday, 8:00 AM —12 PM

Telephone: (562) 985-4771 website: [www.csulb.edu/shs](http://www.csulb.edu/shs)

### Student Health Services and Health Insurance

Student Health Services is staffed by qualified doctors and registered nurses to provide quality medical care. However, when students require specialist consultation, hospitalization, or medical attention outside of Student Health Services' regular operating hours, use of outside medical facilities is required. Medical costs in the U.S. are extremely high. The mandatory medical insurance (see page 13) for international students provides coverage for medical care not available from the campus Student Health Services or provided outside of its normal operating hours.

## TRANSFER STUDENTS from U.S. Institutions Admitted International Student Checklist

This checklist is for students who are transferring to CSULB from U.S. institutions. This list (A more detailed version has been included in your admission packet on a separate sheet) contains things that are required to ensure your successful enrollment at CSULB.

- Complete “intent to enroll” by signing into [my.csulb.edu](http://my.csulb.edu) and paying the \$150 enrollment deposit (see page 6).
- Sign up for any published SOAR date. (see page 7).
- Turn in all final transcripts, test scores and diplomas to International Admissions (see page 15).
- Contact your international student advisor from your previous school to request that they release your SEVIS record to CSULB. (see page 20).
- Obtain approved health insurance (see page 17).
- Attend a CIE Check-In session (see page 5).
- Attend SOAR to obtain academic advising and register for at least 12 units (see page 7 and 20).
- Attend the International Student Orientation (see page 8).
- Plan to take the Writing Proficiency Exam during your first semester. (see page 24).

## GRADUATE STUDENTS Admitted International Student Checklist

This checklist is for graduate international students. A graduate is a student who has been admitted to a CSULB Master's or Doctoral program.

- Purchase approved health insurance (see page 17).
- Attend a CIE Check-In session (see page 5).
- Sign-up to take the Examination of English as a Second Language (EESL) if required (see information below and page 16).
- For all academic advising and course planning, graduate students must contact the graduate advisor from their particular academic department.
- Attend the International Student Orientation (see page 8)
- Turn in all final transcripts, test scores and diplomas to International Admissions (see page 15).
- If you are required to take the EESL, you must take the test before classes begin (see insert for dates and times). Please see page 16 of this manual for additional information. Depending on your score on the EESL, you may be required to take up to two English classes as part of your study program at CSULB. Students arriving at the University after the final EESL test date will be required to take additional English classes. Students arriving late to the exam will not be permitted to test and will be required to take additional English classes. English classes are counted as part of your minimum enrollment, but do not count toward your degree requirements. The above-mentioned classes are not listed in the Schedule of Classes. Students must register for these classes through the American Language Institute (ALI) on campus and you are responsible for all additional course fees. The cost of these ALI classes is significantly less than other University classes.
- Register for at least 9 units using [my.csulb.edu](http://my.csulb.edu).
- You are required to take the Writing Proficiency Exam (WPE) during your first semester. (see page 24).

*For more information on registering for the EESL, contact the ALI office at (562) 985-8424 or email: [aliuces@csulb.edu](mailto:aliuces@csulb.edu).*

## MANDATORY HEALTH INSURANCE

Health insurance is mandatory for all CSULB students on F-1 or J-1 visas as a condition of enrollment. The University has defined the minimum level of coverage to include:

1. Medical coverage of \$100,000 minimum
2. Medical evacuation coverage of \$10,000 minimum
3. Repatriation coverage of \$7,500 minimum

There are other strict guidelines. Students should be prepared to purchase the policy offered by the campus rather than purchasing a non-CSULB policy that may or may not meet the CSU minimum requirements. The annual premium for the University policy is approximately \$750.00 to \$850.00. Annual coverage is from August to August and semester-only coverage is also available.

### HOW TO PURCHASE CAMPUS HEALTH INSURANCE

Online at: [www.csuhealthlink.com](http://www.csuhealthlink.com)

(credit card: Visa, Master Card only)

or

**By mail (enrollment forms are available in the CIE). Note that enrollment by mail will take up to two weeks to process.**

**Note:** If you would like to purchase health insurance online at the above website before you have established a permanent U.S. address, you can use the address of the CIE (see the inside of the back cover of this manual) as your mailing address. Be sure you update your mailing address through [my.csulb.edu](http://my.csulb.edu) and directly with the insurance company as soon as possible.

**IMPORTANT: Students will not be permitted to complete the CIE Check-In process or register for classes if they do not have proof of approved health insurance with them (see page 5).**

**MOST OUTSIDE INSURANCE POLICIES DO NOT MEET THE  
MINIMUM REQUIREMENTS OF THE CSU COVERAGE.**

Many policies purchased outside of the U.S. as well as many U.S.-based policies do not qualify. For more details on the minimum health insurance coverage required by the CSU, please see the Health Insurance link at [www.csulb.edu/cie](http://www.csulb.edu/cie).

## PLACEMENT TESTS

Some new students are required to take certain placement tests (note: placement tests are not required for exchange students). These are placement tests, not to be confused with admission tests such as TOEFL. Not all students need to take placement tests. **Check your admission letter** from the Center for International Education; that admission letter will tell you if any of the following placement tests are required: EPT (English Placement Test) , or ELM (Entry Level Mathematics), or EESL (Examination of English as a second language).

**IMPORTANT: Students who are required to take EPT and/or ELM will NOT be allowed to register for classes and admission will be cancelled if the required tests are not taken prior to the beginning of the student's first semester.**

There are absolutely **NO EXCEPTIONS** to this University policy.

### **EPT and ELM**

If you are required to take the EPT and/or ELM and you live overseas or in another U.S. state, you must contact the testing agency by telephone (510-873-8142) or email (csuout-of-state@ets.org) to make arrangements to take the tests prior to arriving. More information on EPT and/or ELM tests can be found at: [www.csulb.edu/testing](http://www.csulb.edu/testing). **Please note that an EPT score below 151 requires you to take as many as two additional English courses and an ELM score below 50 requires you to take as many as two additional Math courses.**

### **Examination of English as a Second Language (EESL)**

EESL is mandatory for graduate students who were required to submit TOEFL scores as a condition of admission to CSULB. Registration for the EESL can only be done after you arrive at CSULB. Registration and testing information are provided during CIE Check-In sessions. Students arriving after the final test date or who are unable to test will be required to enroll in additional English courses. Students arriving late for the exam will not be permitted to test and will need to enroll in additional English courses. Students are responsible for all additional course fees. Students who have already met the CSULB Graduate Writing Assessment Requirement (GWAR) (see page 24) should contact the Director of International Students Services at CIE for information on an EESL waiver.

## EXCHANGE STUDENTS

The information on this page applies only to CSULB exchange students.

An exchange student is a student who has been admitted to CSULB (for either one or two semesters) as a non-degree student, in order to participate in an official exchange program between California State University and the student's home University. J-1 regulations require that all exchange students enroll in a minimum of 9 units each semester. Exchange students enrolled in fewer than 9 units will be dismissed from the exchange program and will lose their immigration status.

### **Exchange Students Must:**

- Obtain approved health insurance (see page 17)
- Attend a CIE Check-In session (see page 5)
- Meet with an International Student Advisor in CIE to receive assistance with class registration
- Attend the International Student Orientation (see page 8)

### **Information about Exchange Students**

- Will not earn a degree from Cal State Long Beach
- Should maintain continuous communication with their Exchange Program Coordinator at their home university
- Are required to be enrolled in a minimum of 9 units each semester
- Must have written permission to work on campus
- Are not required to take the EPT or ELM placements tests
- Should understand that on-campus housing may be limited or unavailable (see page 21)
- May be eligible for off-campus employment upon completion of their program of studies
- Should check the Schedule of Classes (online at [www.csulb.edu](http://www.csulb.edu)) for a list of classes offered this semester
- Are not required to pay the \$150 enrollment deposit

## REGISTERING for CLASSES

Before you register for classes, please refer to the Admitted International Student Checklist included as a separate sheet in your admission packet and listed on page 10 for freshmen, page 11 for transfer students and page 12 for graduate students. Many of the items on the list **must** be completed before you will be able to register for classes.

### Steps to Register:

1. After you have been advised on which classes you should enroll, gather the class numbers of each class plan to take this semester.
2. Login to your [my.csulb.edu](http://my.csulb.edu) account.
3. Click on the [Holds](#) link to make sure that nothing will prevent your registration.
4. After you have resolved any remaining holds, click on [Registration and Academics](#) link and then the link for the appropriate term and then the [Add Classes](#) link.
5. Enter the class numbers for each of the classes you plan to attend in the spaces indicated before clicking the Submit button.
6. It will be indicated if your registration in each course was successful.
7. Click the [View My Schedule](#) link to make sure that you have enrolled in the correct courses.
8. Click on the [Finances and Aid](#) link followed by the [Total Due Charges](#) to determine when and how much is due in tuition and fees (if you paid the enrollment deposit it will be applied to your tuition/fees).
9. If you are unable to register for your classes you may contact the CIE office or an academic advisor for assistance.

## ADMISSION REMINDERS

Your admission is provisional based on your compliance with remaining admission requirements.

Remember to have your final official academic records, transcripts, diplomas, etc., sent to the International Admissions Office so that we have a current record of your academic history.

Please remember that your admission was based upon the information you provided us in support of your application. A condition of your admission may be satisfactory completion of specific coursework that was in progress at the time we offered you admission. It is extremely important that you complete all required courses, maintain the required grade point average, and submit all final academic documents to International Admissions. Failure to do so may force us to withdraw your offer of admission.

Students who transfer course credit to CSULB may need to bring with them detailed course descriptions of coursework previously taken. This information should indicate the depth and breadth of the subject material covered in each course. These documents will help determine what courses you will need to take at CSULB.

All inquiries regarding admission, placement tests, transcripts, course transfer etc., should be directed to International Admissions. Other inquiries should be directed to International Student Services.

### International Admissions

Email: [cie-admission@csulb.edu](mailto:cie-admission@csulb.edu)  
Phone: 562-985-5476  
Website: [www.csulb.edu/cie](http://www.csulb.edu/cie)