How to Make an Appointment with an International Student Advisor

Step 1: Log into your SSO: [http://sso.csulb.edu/](http://sso.csulb.edu/)

Step 2: Open BeachConnect

Step 3: Click on Get Assistance

Step 4: Enter Appointment Information

What type of Appointment: Academic Advising

Service: Visa/Immigration (CIE Only)
Date: Choose any date you would like. The calendar on the next page will show you availability for the entire week.

*If you choose different options for the “type of appointment” or “service”, you will NOT see our advisors. Make sure you are selecting the right options*

Click on “Find Available Time”

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**New Appointment**

**What can we help you find?**

Below, you will find available options for scheduling an appointment. If you cannot find something you are looking for, try the other appointment options such as changing the Meeting Type or locating drop-in options.

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**What type of appointment would you like to schedule?**  
Academic Advising

**Service**

Visa/Immigration (CIE only)

**Pick a Date**

June 14, 2023

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**Step 5: Choose an Appointment Time**

If you do not have a preferred advisor, or a preferred meeting type (in person or online), you can select any of the appointments you see on this screen that fits into your schedule.
When clicking on the appointment, the next page will show you which advisor the meeting is with, and why type of appointment style it will be (in person or online).

### Review Appointment Details and Confirm

<table>
<thead>
<tr>
<th>What type of appointment would you like to schedule?</th>
<th>Service</th>
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</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Visa/Immigration (OIE only)</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>06/19/2023</td>
<td>2:00 PM - 2:30 PM</td>
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<table>
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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>International Students &amp; Scholars (ISS)</td>
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<tr>
<td>The Office of International Students and Scholars Services (ISS) supports international students with visa immigration advising and support services.</td>
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<tr>
<th>Staff</th>
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<tr>
<td>Maya Juma Salgus</td>
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### Details
- Your in-person appointment will take place in the Foundation Building. Click the campus map for exact location. [Maps | California State University L].
- You may park in the PhD building if you are a daily fee or use any of the student parking lots on campus. For details, parking information go to [Permit].
- Bring your Beach ID with you to your in-person appointment.
- Check-in 5 minutes prior to your appointment time in the reception desk located at PhD 185B – International Students and Scholars Services Office.
- Face-mask use is highly encouraged.

If you have a preferred appointment style or advisor, please see the next step.
Step 6: Narrowing Down Options by Advisor and/or Meeting Type

If you are looking for a certain international advisor, OR a specific meeting type (in person or online) use the side bar on the left to choose those options. Below, you can see I have narrowed down the search to show only In Person appointments with Ignacio Castor. You may now choose one of the appointments on the right which meets your requirements.

Step 7: Review and Confirm Appointment

Click on the appointment you want, and you will be taken to the review page which will have all the details about your appointment. Make sure to add a note letting the advisor know what you would like to discuss during the appointment. Make sure your email address and phone number are correct. Make sure to click on “Schedule” to complete the process.
Step 8: Show Up to The Appointment Prepared

Make sure to arrive to our office 5 minutes before your scheduled appointment time (for in person appointments). If you are meeting over Zoom, make sure you are settled and ready to login right at your appointment start time. Have any documents prepared you think your advisor may need.

If you need to cancel, please do so as soon as possible. This allows other students more opportunities to meet with the advisors.

If you have any questions or concerns, contact our office directly:

CIE-Student@csulb.edu