

San Francisco State University

# Exchange Program Advising Information

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



**SAN FRANCISCO**  
**STATE UNIVERSITY**

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# 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, equity, and inclusion in international education, and international student leadership development. Our staff members regularly present at 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 on 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](mailto:exchange@sfsu.edu)

## Our Campus...

[San Francisco State University](#) is located in the calm southwestern 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 at the following link: <http://bulletin.sfsu.edu>. Please keep in mind that not all courses are offered each semester.

## 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 or before the first day of class. We kindly request that you advise students not to contact our office, departments, or professors to obtain syllabi prior to the start of classes.

## CLASS SCHEDULE:

Once posted, course availability for upcoming semesters can be found at the following link: <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 may find this inconvenient.

## WEEKLY SCHEDULE:

When viewing their courses schedules, students should keep the following information in mind: "MWF" means that the class meets Monday, Wednesday, and Friday each week. Students must attend class on all of these days, as different content will be covered each day. Most classes are either MWF or TTH (Tuesday and Thursday). It is important that students not schedule classes that overlap or are at the same time.

## GRADING POLICIES:

<http://bulletin.sfsu.edu/policies-procedures/grading/>



## 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 insure 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 nominations 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 & Dance: Individually taught courses (including Voice and Composition)
- School of Education

### Academic Expectations

As per J-1 visa requirements, all exchange students must enroll as full-time students. At SF State, full-time is defined as 12 units of course work. Additionally, we require that students maintain a satisfactory academic performance, which at SF State is a "C" average, (also expressed as a 2.0 GPA or 72% overall average). If students experience academic difficulty, please encourage them to reach out to the Office of International Programs for support.

**A note regarding U.S. classroom culture:** Students should plan to attend every class, except in cases of illness or other reasonable grounds for excused absence. Poor attendance and lack of class participation will affect a student's grade.

### Graduate Classes

Unless allowed for in the exchange agreement, all exchange students are classified as undergraduate students regardless of their status in their home countries. Exchange students may not enroll in graduate courses (level 800 and above).



# INTERNATIONAL STUDENT HEALTH INSURANCE

Because of the high cost of medical care in the US, all international students studying on 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 any additional insurance that they have from other sources.** There can be no exceptions to this requirement. 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 certificate in English showing that they have received these immunizations. Otherwise, they may need to be immunized during their first semester at SF State.

Additional information regarding required immunizations may be found at <https://health.sfsu.edu/content/vaccinations-and-immunizations>.





## IMPORTANT DATES AND DEADLINES:

- **Exchange Programs Application Deadlines:**
  - Fall semester – April 1<sup>st</sup>
  - Spring semester – October 1<sup>st</sup>
  - For further details please see <https://oip.sfsu.edu/exchangepartners>
- **SF State Academic Calendar:**
  - <https://webapps.sfsu.edu/public/webcal/acadcalendar>
- **Mandatory International Orientation Program**
  - The week *before* classes begin
  - For further details please see <https://oip.sfsu.edu/exchangepartners>
- **When can students arrive in the US on exchange?**
  - Up to 30 days before the start of orientation. The first day of the orientation corresponds with the program start date on students' DS-2019 immigration document. Students should arrive no later than the program start date, and we recommend that they arrive at least 7 days prior to the orientation in order to search for housing and settle in to their lives in San Francisco.
- **When can students return home?**
  - Students may leave their program at SF State as soon as they have completed their final exams or may remain in the U.S. for 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 if the student receives approval to pursue Academic Training (discussed on the following page).

## COMMUNICATIONS FROM SF STATE

You will receive correspondence from our exchange program advisors at several intervals throughout the year regarding our exchange program. Please review the following timeline for information regarding when you can expect to receive this information.

### Nomination & Application Procedures:

- Fall semester: information sent in January
- Spring semester: information sent in July or August

The deadlines for the online application are indicated to the left. The online application requires the following supplemental documents:

- Personal Essay
- 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:

- Fall semester: sent in April
- Spring semester: sent in October or November

### Exchange Students' SF State Transcripts:

- Fall semester: February
- Spring semester: July

NOTE: SF State will send one copy of each student's transcript to their home university's study abroad office. As per our exchange agreement, the academic credits that students earn at SF State are to be applied to their academic record at their 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. However, students may request copies for personal use at the following link: <https://registrar.sfsu.edu/transcripts>

### NAFSA Conference Meeting Scheduling:

- Late April/Early May

Our exchange program staff regularly attend the NAFSA national conference. We love to meet partners during this time, so please feel free to contact us to arrange conference meetings.

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



## WORKING / VOLUNTEERING IN THE US

### On-Campus Employment

Students who are successfully meeting program requirements (i.e. academics, IEEC commitment, etc.) may work on-campus for pay for up to 20 hours per week during the semester. In order to work on campus and apply for a social security number, students must receive approval from SF State's Office of International Programs.

### 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 may be paid or unpaid and are available before and after completion of the student's program of study. Eligibility requirements include exemplary academic standing (defined at SF State as completing 12 units of course work with a passing grade in each course and earning a "B" average or above) and satisfactory completion of the campus internationalization (IEEC) requirement. In order to participate in Academic Training, students must receive approval from SF State's Office of International Programs.

### Extreme Hardship / Financial Need

Students may also be given work permission if they experience extreme hardship or financial need. Circumstances which may qualify for this category include a financial sponsor's loss of income or employment, natural or fiscal crises in their home country, or other unforeseen circumstances outside the student's control.

## 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 the exchange program at SF State is interested in on-campus accommodations, they must submit their application directly to the university's housing office: <https://housing.sfsu.edu> Students will not be able to apply for on-campus housing until after they have been accepted into the exchange program.

Please be aware that on-campus housing is not guaranteed, and students are encouraged to be flexible when considering housing options.



## INTERNATIONAL EDUCATION EXCHANGE COUNCIL (IEEC):

Exchange students are required to contribute to the internationalization of SF State as 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 5 contribution tracks available, 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 organization's [webpage](#) and direct students to review this material as well.



## MANDATORY ORIENTATION PROGRAM

We recommend that exchange students arrive one week before the start of the Orientation Program in order to secure housing and become acquainted with San Francisco.

Please refer to <https://oip.sfsu.edu/exchangepartners> for additional information regarding the schedule, location, and date of the orientation as they become available. A mandatory online orientation will also be made available to students prior to arrival. The orientation and online orientation will cover the following topics:

- 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 requirements. Students must attend **every day of the orientation**. The orientation week is designed to provide students with important information about San Francisco State University and life in the Bay area. The orientation is also an 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](mailto: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
<b>Alaric Trousdale, Ph.D</b>	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: <a href="mailto:alarictrousdale@sfsu.edu">alarictrousdale@sfsu.edu</a>
<b>Lily Ferris, MA</b>	Exchange Student Advisor & ARO Internationalization Commitment Advisor Incoming Students—CSU IP, Bilateral Exchange	Tel: +1.415.405-4256 Email: <a href="mailto:lferris@sfsu.edu">lferris@sfsu.edu</a>

Primary Contact Persons for Outgoing Students (Study Abroad students leaving from SF State)		
Contact Person	Responsibilities	Contact Details
<b>Noah Kuchins, MA</b>	Assistant Director International Education Exchange Council Advisor Outgoing Students—Bilateral Exchange, CSU IP	Tel: +1.415.405.3735 Email: <a href="mailto:noahk@sfsu.edu">noahk@sfsu.edu</a>
<b>Janelle Waldrep, Ed.D</b>	Study Abroad Advisor Outgoing Students—Bilateral Exchange, CSU IP	Tel: +1.415.405.4253 Email: <a href="mailto:waldrep@sfsu.edu">waldrep@sfsu.edu</a>

Division of International Education/Office of International Programs Administration		
Contact Person	Responsibilities	Contact Details
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