



## Step-by-Step Check List

for Applying to a Certificate Program in the Extended Learning

- Step 1:** Visit Extended Learning's Web site -- <http://www.cel.sfsu.edu/international>.
- Step 2:** For all programs except the Digital Video Intensive, print, complete and send both the **Certificate Application for International Students** and the **Certificate Program Application**, which is downloadable from <http://www.cel.sfsu.edu/register/forms.cfm>.
- For the Digital Video Intensive, please complete both the **Certificate Application for International Students** and the **Digital Video Intensive Program Application**.
- Send the above forms along with your resume and TOEFL/IELTS score (if you have one) with the application fee of \$50 for all programs except for the International Business Certificate Program, which is \$100 to:
- San Francisco State University  
Extended Learning  
Attn: Leah Rodrigues  
835 Market St., 6<sup>th</sup> Floor  
San Francisco, CA 94103  
USA
- For the TOEFL test, a minimum score of 500 (paper-based test), 173 (computer-based test), or 61 (internet-based test) is required. The TOEFL Code Number is 4721. **SF State University does not accept Institutional TOEFL scores.** The one exception is that Institutional TOEFL scores from the American Language Institute (ALI) at San Francisco State University are accepted. For the IELTS test, a minimum score of 5.5 is required. Original copies **only** will be accepted.
- Step 3:** Extended Learning reviews the certificate application. If you qualify for the Certificate Program, you will be emailed a Letter of Acceptance.
- Step 4:** Once you receive the Letter of Acceptance, return to the Extended Learning Web site, print, complete and send the **International Student Application** with all the supporting documentation, a copy of your Letter of Acceptance and the \$600 student processing fee to Leah Rodrigues to the above address before the application deadline.
- Step 5:** Once we have received all of your necessary paperwork, your file is sent to the Office of International Programs (OIP). OIP reviews the file. If the paperwork is in order, an I-20 form is issued and sent to you. Please allow 3 weeks for this processing. If you would like your I-20 sent by FedEx or US Priority Mail, please indicate this on your application. You will be responsible for this additional cost.
- Step 6:** You must then apply at your U.S. Consulate for the F-1 Visa (if you don't already have a valid F-1 student visa).

**If you have any questions, please contact Leah Rodrigues at [lrodrig@sfsu.edu](mailto:lrodrig@sfsu.edu) / 415-817-4273 or your Program Coordinator.**

Thank you.