

Next Steps to Enrollment for New International Undergraduate Students

Welcome to the University of San Francisco!

The **Next Steps** below will provide you with the information you need to successfully enroll at USF. Some of these steps can be completed now. Others you will complete later in the spring, or in the summer before the start of classes in the fall.

If you have any **questions** about how to complete these **Next Steps**, please be in touch with your admission counselor or contact us at international@usfca.edu.

USFconnect

The **USFconnect web portal** is USF's online community resource and provides access to the USF network, your USF email account, and many other services. You must log into **USFconnect** in order to take several of the following **Next Steps**, including those to Reserve Your Place at USF, Apply for Housing, Register for Classes, View Your Student Account, and Update Your Contact Information.

You may log into **USFconnect** at www.connect.usfca.edu with the **username** included in your admission letter and the associated **password** you created.

Please Note that USF offices will normally send messages *only* to your **USFconnect** email address. You should check it often to be sure that you receive important information.

STEP 1:

RESERVE YOUR PLACE AT USF

>> Submit Your Intent to Enroll Form

Submission of the Intent to Enroll form provides an easy way for you to tell us that you will accept your USF offer of admission. You can find a copy of the Intent to Enroll form on page 2 of this brochure, or download a copy at www.usfca.edu/welcome.

>> Pay Your Admission Tuition Deposit by May 1, 2012

To reserve your place at USF for the fall 2012 semester, you must submit a non-refundable \$250 admission tuition deposit by May 1. Deposits received after May 1 will be accepted only on a space-available basis.

If you are admitted after May 1, you must submit your tuition deposit no later than two weeks after you receive your admission letter.

>> Pay Your Admission Tuition Deposit Online by Credit Card or Electronic Check (e-check)

Your admission tuition deposit may be paid online by credit card or electronic check.

To pay your tuition deposit online, log into **USFconnect**.

Once in **USFconnect**:

Click On	Student tab
Go to	Quick Links section
Click On	ebill & epay link
Go to	Message Board menu
Click On	Make Payment link
Go to	Admission Deposit area

Once in **Admission Deposit**:

Click On	Pay button
Click On	Term Menu link
Select	Fall 2012 Term
Enter	Payment Amount of \$250
Click On	Payment Method link
Select	Payment Method
Enter	Credit Card Number or e-check Information

>> Pay Your Admission Tuition Deposit by International Bank Draft or Personal Check

You may also pay your admission tuition deposit by international bank draft or personal check. Payment should be made payable to the University of San Francisco in the amount of \$250.

Please Note that international bank drafts must be made payable through a major bank in the U.S. and may take several weeks to be cleared for payment to USF.

Deadline: May 1. If you are admitted after May 1, you must complete this step no later than two weeks after you receive your admission letter.

Questions?

Office of Undergraduate Admission Records

Tel: +1 (415) 422-6612, Fax: +1 (415) 422-2217

Email: appservices@usfca.edu

STEP 2:

APPLY FOR ON-CAMPUS HOUSING

All new undergraduate students who have 40 or fewer college-level course credits or transfer credits at the time they submit a completed housing application are required to live on campus for their first two semesters of enrollment at USF. If you are not required to live on campus, you may still apply for housing, which will be assigned on a space-available basis.

>> Apply for On-Campus Housing Through USFrooms, Beginning February 13, 2012

You may apply for on-campus housing through USFrooms, an online application service, beginning February 13.

>> Review the USFrooms Guide

The USFrooms Guide provides detailed instructions on how to apply for on-campus housing. Visit the **Office of Student Housing and Residential Education (SHaRE)** website at www.usfca.edu/housing/apply to view or download a PDF version of the guide.

Next Steps

>> Submit Your Housing Application

Go to www.usfca.edu/housing/apply and:

Click On	Apply Now! USFrooms button
Log In	With Your USFconnect Username and Password
Select	2012-2013 Academic Year link

Follow the instructions to Create Your Personal Profile, Indicate Your Residence Hall Preference, Complete the Housing Contract, Search for a Roommate, and Submit Your Housing Application.

Please Note that the terms of your housing contract will include your agreement to live on campus in both fall 2012 and spring 2013. You may be released from this contractual obligation to live on campus for the entire 2012-2013 academic year only under exceptional circumstances, and with the approval of SHaRE staff.

>> Pay Your Housing Deposit

You are required to submit a \$300 housing deposit as part of your housing application (see step 1 and follow the instructions on how to pay your admission tuition deposit to pay your housing deposit). If you are assigned housing, this deposit will become non-refundable and will serve as a pre-payment for your room charges. If you are not assigned housing, your housing deposit will be refunded to you.

>> Exemption From the Housing Requirement

Students who are required to live on campus, but who wish to live off campus with family, or who present special medical or other circumstances, may apply for an exemption from the housing requirement. Exemptions can be requested through USFrooms, and must be approved by SHaRE staff. View the USFrooms Guide mentioned above for details about exemptions.

>> International Student Move-In Day: August 13, 2012

New international students may move into their campus residence hall rooms beginning on International Student Move-In Day: August 13.

Please Note that you will not be able to move into on-campus housing before August 13. If you arrive in San Francisco early, you must make temporary housing arrangements.

Visit the USF **Where To Stay and Eat in San Francisco** web page at www.usfca.edu/about/dining or the **San Francisco Visitors Bureau** website at www.sanfrancisco.travel for suggestions.

Deadline: May 1. If you are admitted after May 1, you should complete this step as soon as possible.

Please Note that on-campus housing is limited, that we receive more applications than we have rooms available, and that we assign rooms in priority order based on application date.

Please Note also that SHaRE staff will send all housing-related correspondence to your USFconnect email address only and will begin issuing room and roommate assignment notifications in June 2012.

Questions?

For Questions About Living On Campus
Office of Student Housing and Residential Education (SHaRE)
Tel: +1 (415) 422-6824, Fax: +1 (415) 422-2480
Email: orl@usfca.edu, Web: www.usfca.edu/residence_life

For Log-In or Technical Difficulties
Tel: +1 (415) 422-6668, Option 5, Email: itshelp@usfca.edu



OFF-CAMPUS HOUSING

If you wish to live off campus or do not receive an on-campus housing assignment, be sure to visit the **SHaRE Off-Campus Housing** web page at www.usfca.edu/offcampushousing. Here you will find descriptions of San Francisco neighborhoods, suggestions on how to start a housing search, a set of USF housing search tools, and many other resources.

STEP 3:

APPLY FOR YOUR F-1 STUDENT VISA

>> Your Form I-20

If you are an international student who applied from outside of the U.S., your Form I-20 has been enclosed with your admission letter. Please review the accuracy of the I-20 information and contact us at international@usfca.edu as soon as possible if you notice any errors.

If you are an international student already studying in the U.S. on an F-1 student visa, your USF I-20 will be issued once your SEVIS record has been released to USF by your current international student adviser. This usually is done once you have completed your studies at your current school.

>> Your F-1 Student Visa Application

You may apply for your student visa up to 120 days before the date you are required to arrive at USF. This date is indicated on your I-20 as the "expected to report" date. **The expected to report date for fall 2012 is August 16, the first day of International Student Orientation** (see step 15), which you are required to attend.



To apply for an F-1 student visa, you will need to **schedule a visa interview appointment** at the nearest **U.S. embassy or consulate**. The visa application process varies for each country, so please contact the embassy or consulate where you plan to apply for specific instructions. For a complete list of U.S. embassies and consulates, please visit www.usembassy.gov.

>> Visa Application Requirements

Although the specific visa application process is different in each country, several standard items are required for all students:

- **Current Passport** (Valid For At Least 6 Months)
- **Passport-Style Photograph(s)**
- **Non-Immigrant Visa Application Form (DS-160)**
- **Visa Application Fee**
- **SEVIS Fee and Proof of Payment**
- **Original Form I-20**
- **Copies of Your USF Admission Letter, Academic Records, and Test Scores**
- **Certification of Finances and Supporting Documents** showing that you have sufficient funds to pay for your tuition, health insurance, and living expenses for at least your first year of study at USF

A **brief interview with a consular officer** will be required as part of your visa application process. You should be prepared to provide proof that you have a permanent residence outside the United States, to give evidence of strong family or other ties to your home country, and to explain how studying in the U.S. will relate to your future professional career goals when you return home.

>> Take the Webtrack Quiz

After completing the tutorial, you must pass the Webtrack Quiz before you can begin registering for classes.

Please Note that you must make an admission tuition deposit before you can take the Webtrack Quiz.

Go to www.usfca.edu/webtrack and click on the **Webtrack Quiz** link on the menu on the right to take the quiz.

>> Schedule an Academic Advising Phone Appointment

At the end of the Webtrack Quiz, you will be invited to schedule an academic advising phone appointment with an academic adviser, and we strongly encourage you to do so.

Please Note that you should register for classes before your academic advising appointment, so that your adviser can be prepared to discuss your fall 2012 course schedule. Advising appointments will be held beginning the last week in June. You should have access to a computer during your appointment and be prepared to explain your reasons for registering for specific courses to your adviser.

If you are unable to schedule an appointment, you may email a copy of your course schedule to your academic (major) department for review. Go to www.usfca.edu/webtrack and click on the **Contact Your Major Department** link on the menu on the left to identify the appropriate departmental representative and email address.

Please Note that **transfer students** are required either to schedule academic advising phone appointments or to be in touch with their departments.

Deadline: Webtrack will become available on **June 4** and course registration will begin on **June 11**. You must complete the Webtrack Advising Tutorial and Webtrack Quiz before you can register for classes.

Questions?

For Questions About the Webtrack Advising Process

Tel: +1 (415) 422-4WEB [+1 (415) 422-4932], Web: www.usfca.edu/webtrack

For Questions About Academic Advising for Majors in the College of Arts and Sciences

Email: sas@usfca.edu

For Questions About Academic Advising for Majors in the School of Management

Email: bizugrad@usfca.edu

For Questions About Academic Advising for Majors in the School of Nursing and Health Professions

Email: nursing@usfca.edu

For Log-In or Technical Difficulties

Tel: +1 (415) 422-6668, Option 5, Email: itshelp@usfca.edu

Questions?

International Student and Scholar Services

Tel: +1 (415) 422-2654, Fax: +1 (415) 422-2412

Email: iss@usfca.edu, Web: www.usfca.edu/iss/orientation

STEP 4:

COMPLETE THE WEBTRACK ACADEMIC ADVISING PROGRAM

Webtrack is USF's **Online Academic Advising Program**. The **Webtrack Advising Tutorial** will introduce you to important information about USF's academic policies and procedures and describe your core curriculum, major, and graduation requirements. The **Webtrack Advising Tutorial Video** features faculty experts in your major who will guide you through the academic advising and course registration process.

>> Watch the Webtrack Advising Tutorial Video, Beginning June 4, 2012

The Webtrack Advising Tutorial will become available on June 4. Go to www.usfca.edu/webtrack and select your major from the drop-down menus to watch the Webtrack Advising Tutorial video. If you have trouble viewing the video, you can also download a PDF version of the tutorial.

Faculty academic advisers in your major will review requirements and curriculum plans, and suggest courses for you to take in fall 2012.



Next Steps

STEP 5:

PREPARE TO REGISTER FOR CLASSES: VIEW YOUR REQUIREMENTS

>> View Your Degree Evaluation and Degree Requirements

Your degree evaluation will list your core curriculum, major, and graduation requirements.

To view your degree evaluation, log into **USFconnect**.

Once in **USFconnect**:

Click On **Student** tab
Go to **Student Self-Service** area

Once in **Student Self-Service**:

Click On **Student** tab
Click On **Student Records** link
Click On **Degree Evaluation** link

Once in **Generate New Evaluation**:

Select **Your Displayed Academic Program**
Select **Fall 2012 Term**
Click On **Generate Request** button

Once in **Degree Evaluation Options**:

Select **Detail Requirements**
Click On **Submit** button

Please Note that this step is especially important for **transfer students**, who can also view transfer credits on their degree evaluations.

>> View Your Test Scores and Take Any Required Placement Tests

Your test scores will determine in which mathematics, language, and writing courses you are eligible to enroll.

To view your test scores, log into **USFconnect**.

Once in **USFconnect**:

Click On **Student** tab
Go to **Student Self-Service** area

Once in **Student Self-Service**:

Click On **Student** tab
Click On **Student Records** link
Click On **View Test Scores** link

Your test scores, required placement tests, and the mathematics, language, and writing courses in which you are eligible to enroll in fall 2012 will be listed on a new web page.

>> View Your Holds and Check Your Registration Status

Check your registration status to make sure you have no registration holds that will prevent you from registering for classes or changing your class schedule.

To view your holds, log into **USFconnect**.

Once in **USFconnect**:

Click On **Student** tab
Go to **Student Self-Service** area

Once in **Student Self-Service**:

Click On **Student** tab
Click On **Student Records** link
Click On **View Holds** link

Please Note that if you have any holds, you must be in touch with the office that placed the hold to find out how to remove the hold.

Questions?

One Stop Enrollment and Financial Services

Tel: +1 (415) 422-2020, Fax: +1 (415) 422-6084

Email: onestop@usfca.edu, Web: www.usfca.edu/onestop

For Placement Test Technical Difficulties

Email: sas@usfca.edu

For Log-In or Technical Difficulties

Tel: +1 (415) 422-6668, Option 4, Email: itshelp@usfca.edu

STEP 6:

PREPARE TO REGISTER FOR CLASSES: SELECT YOUR COURSES

>> Browse the Fall 2012 Class Schedule and Decide Which Courses To Take

Go to www.usfca.edu/schedules to browse the fall 2012 class schedule. Be sure to consider what you learned in the Webtrack Advising Tutorial and in reviewing your degree evaluation when selecting the core, major, or elective courses you will take in fall 2012.

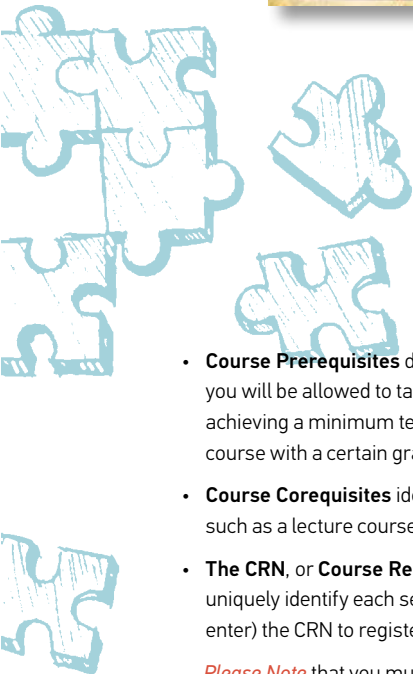
>> Tips for Browsing the Class Schedule

- The days of the week are abbreviated **M – Monday, T – Tuesday, W – Wednesday, R – Thursday, F – Friday, and S – Saturday**.
- Course numbers indicate the student class level for which the course is primarily intended:

100 – 199 **Freshman**
200 – 299 **Sophomore**
300 – 399 **Junior**
400 – 499 **Senior**

Courses numbered **500** or above are graduate-level courses.





- **Course Prerequisites** describe conditions you must have met before you will be allowed to take the class. Prerequisites may include achieving a minimum test score, completing a related lower-level course with a certain grade, or being a declared major in the field.
- **Course Corequisites** identify classes that must be taken together, such as a lecture course and associated laboratory course.
- **The CRN, or Course Registration Number,** is a number assigned to uniquely identify each section of each course. You must select (or enter) the CRN to register for a class online.

Please Note that you must confirm that the class is open for enrollment, and that you are eligible for enrollment in it, before you can register for the class.

Questions?

One Stop Enrollment and Financial Services

Tel: +1 (415) 422-2020, Fax: +1 (415) 422-6084

Email: onestop@usfca.edu, Web: www.usfca.edu/onestop

ENGLISH-CONDITIONAL ADMITS AND THE ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

If you are an **English-Conditional Admit**, you will be required to enroll in between 4 and 16 units (course credit hours) of English as a Second Language (ESL) courses during your first semester at USF. Your **ESL faculty academic adviser** will decide which ESL courses you should take based on the TOEFL or IELTS Reading, Writing, Listening, and Speaking scores you submitted as part of your application for admission. Your ESL adviser will send your first-semester course list and other important information to your **USFconnect** email address.

In order to ensure that your ESL course schedule is correct, you will be required to take a two-part (written and oral) **English Language Placement Test during International Student Orientation** (see step 15). Your test results will be used to confirm or revise your ESL course registration for fall 2012.

Please Note that you should be sure to review the **English as a Second Language Program** section of the Webtrack Advising Tutorial (see step 4), which will explain your special registration requirements.

STEP 7:

REGISTER FOR CLASSES AND BUY YOUR BOOKS

>> Register for Classes Online, Beginning June 11, 2012

Online Webtrack registration for all new students begins June 11. You may register for classes any time between June 11 and August 27, the last day to add a class for fall 2012.

You must log into **USFconnect** to register for classes. For detailed instructions on how to register, please refer to the Webtrack Advising Tutorial at www.usfca.edu/webtrack (see step 4).

>> Stay in Status

Please remember that all international undergraduate students must study full time and take at least 12 units (course credit hours) each semester to stay in status for immigration purposes.

>> Stay on Track

Please remember to register for at least 16 units each semester to stay on track to make normal progress towards completing the 128 course credits required to graduate.

>> View Your Booklist and Buy Your Books

Once you have registered for classes, you can view your booklist to learn what books and other materials are required for each of your courses.

To view your booklist, log into **USFconnect**.

Once in **USFconnect**:

Click On	Student tab
Go to	Student Self-Service area

Once in **Student Self-Service**:

Click On	Student tab
Click On	Registration link
Click On	Buy Textbooks Online link
Select	Fall 2012 Term
Click On	Submit button
Click On	Purchase Books at University of San Francisco Bookstore button

Your booklist will appear on a new web page. You may rent or buy your books through the **USF Bookstore** website at www.usfca.edu/bookstore, or purchase them from any other available source.

Deadline: Registration begins **June 11**. Classes begin **August 21**. The last day to add a class for fall 2012 is **August 27**.

Please Note that all of your classmates will be registering during this time and that you should register as early as possible to ensure the widest selection of courses.

Questions?

One Stop Enrollment and Financial Services

Tel: +1 (415) 422-2020, Fax: +1 (415) 422-6084

Email: onestop@usfca.edu, Web: www.usfca.edu/onestop

STEP 8:

VIEW YOUR STUDENT ACCOUNT AND PAY YOUR BILL

To view your student account, log into **USFconnect**.

Once in **USFconnect**:

Click On	Student tab
Go to	Student Self-Service area

Next Steps

Once in **Student Self-Service**:

Click On	Student tab
Go to	Quick Links section
Click On	ebill & epay link

Here you can **view your bill**, **make a payment**, or **create an authorized payer profile**.

>> Create an Authorized Payer Profile

Authorized payers are parents, sponsors, or others who have your permission to view your bill and make a payment online on your behalf.

To create an authorized payer profile, log into **USFconnect**.

Once in **USFconnect**:

Click On	Student tab
Go to	Student Self-Service area

Once in **Student Self-Service**:

Click On	Student tab
Go to	Quick Links section
Click On	ebill & epay link
Click On	Authorized Payers link

Authorized payers can visit www.usfca.edu/authorizedpayer for more information.

>> Bill Notification

USF does not issue paper bills to students for tuition, fees, or room and board charges. Instead, a bill notification will be sent to your **USFconnect** email address after you have registered for classes. Additional bill notifications will be issued each time a new account statement is available. If you created an authorized payer profile, your authorized payer will also receive bill notifications.

Please Note that bill notifications will be sent only to your **USFconnect** email address or to your authorized payer's email address, and will not be sent to any other personal email address.

Please Note also that you should check your **USFconnect** email address regularly, so that you do not miss seeing your bill notification, or any other important messages from USF.

>> View Your Bill

To view your bill, log into **USFconnect**:

Once in **USFconnect**:

Click On	Student tab
Go to	Student Self-Service area

Once in **Student Self-Service**:

Click On	Student tab
Go to	Quick Links section
Click On	ebill & epay link
Click On	View My Bill link

Please remember that you will not receive a paper bill, so you must log into **ebill & epay** to view your account.

>> Fall 2012 Semester Payment Due August 1, 2012

If you register for classes before August 1, you must submit your payment for the total amount due by the payment due date of August 1, or enroll in the monthly Automatic Payment Plan (see below: **Choose Your Method of Payment**).

FOREIGN AND U.S. BANK ACCOUNTS

You will be assisted in **opening a U.S. bank account during International Student Orientation** (see step 15). Once you have opened a bank account in the United States, you can receive money from a foreign bank account by cable or wire transfer. You must give the person wiring the funds the U.S. bank routing number and your bank account number. You should verify the appropriate process with the foreign bank before doing so.

Payments to USF

Please Note that payments must be **made payable to the University of San Francisco in U.S. dollars** and include your **name and USF student identification number**. Missing information may cause confusion and delay in properly crediting payments to your student account.

>> Bank Wire Transfers – Detailed Instructions

You can wire-transfer funds directly to USF to pay for tuition, fees, and housing charges. Please visit www.usfca.edu/onestop/bankwiretransfers to view detailed instructions on how to wire-transfer funds to USF.

>> International Bank Drafts – Payment Mailing Address One Stop Enrollment and Financial Services

University of San Francisco
2130 Fulton Street
San Francisco, CA 94117-1080
USA

If you register for classes after August 1, your date of registration for classes becomes your payment due date. You must either pay the balance due at that time, or enroll in the monthly Automatic Payment Plan.

Please Note that international students must register for at least 12 units (course credit hours) to maintain full-time student status for immigration purposes. Students enrolled in between 12 and 18 units will be charged tuition at the fall 2012 semester full-time flat rate.

Go to www.usfca.edu/tuition for complete information about USF's tuition costs and payment policies.

>> Choose Your Method of Payment

You may pay your tuition using an online e-check, personal check, bank wire transfer, or by enrolling in the monthly Automatic Payment Plan.

Please Note that you must have a U.S.-based bank account from which funds may be withdrawn to participate in the payment plan. Go to www.usfca.edu/payment for more information.

Please Note that if your parent, sponsor, or someone else will be paying your bills, you must create an authorized payer profile (see above: **Create an Authorized Payer Profile**) to enable the authorized payer to view your bill and to make payments on your behalf.

Deadline: August 1, or date of registration for classes, if you register after August 1. Late payment may result in late fees and course registration cancellation.

Questions?

One Stop Enrollment and Financial Services

Tel: +1 (415) 422-2020, Fax: +1 (415) 422-6084

Email: onestop@usfca.edu, Web: www.usfca.edu/onestop

STEP 9:

SUBMIT PROOF OF IMMUNIZATION

To help protect the health of USF community members, USF requires all new students to have been immunized against certain diseases before they arrive at USF.

>> Required Immunizations

All students are required to submit evidence of having received two doses of the **MMR (Measles, Mumps, Rubella) immunization**. If proof of immunization for MMR is not available, a blood titer showing immunity for each disease will be accepted.

International students are also required to submit proof that a **Tuberculosis PPD (Mantoux) test** has been administered in the last 12 months. Students who test positive for PPD are required to submit a chest x-ray that has been taken within the last 12 months.

For details, go to www.usfca.edu/hps/Required_Immunizations.

>> Complete the Immunization Form

Proof of immunization must be submitted in writing, using the USF Immunization Form. To download the Immunization Form, Go to www.usfca.edu/hps and click on the **Forms** link under the **Quick Links** section on the right. The form must be completed by a licensed medical professional and returned to the **Health Promotion Services** office by email, postal mail, or fax.

University of San Francisco
Health Promotion Services
University Center, Fifth Floor
2130 Fulton Street
San Francisco, CA 94117-1080
USA

Tel: +1 (415) 422-5797, Fax: +1 (888) 471-2290
Email: hps@usfca.edu

Please Note that you are strongly encouraged to keep a copy of your immunization records, and of the USF Immunization Form, for future reference.

>> Nursing Majors

Nursing majors are required to submit additional health-related information necessary for their clinical work by completing the School of Nursing and Health Professions Health Requirement Form. Nursing majors will be contacted by the School of Nursing and Health Professions through their **USFconnect** email addresses about this special requirement.

Deadline: September 1. We strongly recommend that you obtain all required immunizations before you arrive on campus. If you are unable to do so, you may be assisted in completing the immunization requirement through the USF Student Health Clinic at nearby St. Mary's Medical Center. If you do not submit your USF Immunization Form by September 1, you will be charged a \$100 late fee and may have a hold placed on your spring 2013 course registration.

Questions?

Health Promotion Services

Tel: +1 (415) 422-5797, Fax: +1 (888) 471-2290
Email: hps@usfca.edu, Web: www.usfca.edu/hps

STEP 10:

HEALTH INSURANCE

To help protect your health and wellness, all students must have health insurance.

>> USF-Sponsored Student Health Insurance Plan

All international students registered for at least one (1) course credit hour will be automatically enrolled in and charged for the USF-Sponsored Student Health Insurance Plan. You may read more about it at www.usfca.edu/hps.

>> Your U.S.-Based Health Insurance Plan

Students who have a U.S.-based health insurance plan with coverage comparable to the USF-Sponsored Student Health Insurance Plan may choose to waive this requirement each academic year. The fall 2012 waiver period is from July 1 to August 31.

For more information, go to www.usfca.edu/hps/Waive_or_Enroll.

Deadline: You may waive the requirement between **July 1 and August 31, 2012**.

If you do not waive this requirement, you will be automatically enrolled in and charged for the USF-Sponsored Student Health Insurance Plan.

Questions?

Health Promotion Services

Tel: +1 (415) 422-5797, Fax: +1 (888) 471-2290
Email: hps@usfca.edu, Web: www.usfca.edu/hps

STEP 11:

TAKE THE ALCOHOL MISUSE AND SEXUAL VIOLENCE PREVENTION ONLINE COURSE

This course is a required online, science-based alcohol misuse and sexual violence prevention education program that describes the effects of alcohol and other drugs on the mind, the body, and the community. All new undergraduate students must take the course before classes begin on August 21.

>> Take the Course

The course will become available in July 2012. Go to www.usfca.edu/hps for updates and instructions on how to take the course.

Deadline: August 20. Students who do not successfully complete the online course will be fined \$50.

Questions?

Health Promotion Services

Tel: +1 (415) 422-5797, Fax: +1 (888) 471-2290
Email: hps@usfca.edu, Web: www.usfca.edu/hps



Next Steps



STEP 12:

YOUR USF ONE CARD

All USF students are issued a **University Photo Identification (ID) Card** called a **USF One Card**. Your USF One Card identifies you as a member of the USF community and gives you access to many on-campus resources, including your residence hall, classroom buildings, Don Dollars (debit) accounts, Gleeson Library, Koret Health and Recreation Center, and more.

Visit the **One Card and Campus Security Systems Office** website at www.usfca.edu/onecard for detailed information.

>> Pre-Order Your One Card

Find a recent color photograph of yourself, in which your entire head and shoulders are visible and you are facing directly towards the camera. Save the photograph as a JPG or JPEG file.

Go to www.usfca.edu/onecard/fall and follow the instructions to log into **Online ID Express**.

Once in **ID Express**:

Click On	Submit ID Photo link
Click On	Browse link
Find	Your Photograph file
Upload	Your Photograph file
Submit	Your Photograph file

>> Pick Up Your One Card

You may pick up your One Card at the One Card Office (Lone Mountain Main, Room 130) during or after International Student Orientation (see step 15).

>> Raffle

Students who participate in ID Express will be automatically entered into a raffle to receive \$50 in Don Dollars, which can be used to purchase items on campus, including at the USF Bookstore and various campus dining locations.

Deadline: To participate in ID Express, you must pre-order your One Card by **August 6** – one week before International Student Move-In Day (August 13).

Questions?

One Card and Campus Security Systems

Tel: +1 (415) 422-7663, Fax: +1 (415) 422-6664

Email: onecard@usfca.edu, Web: www.usfca.edu/onecard

STEP 13:

THE ITS HELP DESK AND USF COMPUTER ESSENTIALS

The **ITS (Information Technology Services) Help Desk** is your bridge to successful computing at USF and provides support in person, on the phone, and through email.

Visit www.usfca.edu/its/help/students to view or download a PDF version of the **USF Computer Essentials** guide, which provides information and advice about:

- **Desktop Computing**, including purchasing computer hardware and software that meets recommended standards
- **Communication and Social Media**, including email, file sharing, USFconnect, USFmobile, and USFwiki
- **Internet and Campus Network Access**, including wired, wireless, and remote access

Deadline: We strongly recommend that you review the USF Computer Essentials guide before choosing the technology you will use at USF.

PRE-DEPARTURE AND ARRIVAL INFORMATION

EducationUSA Pre-Departure Guide and Orientations in Your Home Country

EducationUSA is a global network of more than 400 advising centers supported by the Bureau of Educational and Cultural Affairs at the U.S. Department of State. Visit www.educationusa.state.gov to view or download a PDF copy of the pre-departure guide "**Getting Ready to Go: Practical Information for Living and Studying in the United States**," and to learn about pre-departure orientations in your home country.

USF International Student and Scholar Services (ISSS) Pre-Departure and Arrival Information Guide

The **ISSS Fall 2012 Pre-Departure and Arrival Information Guide** is filled with specific information about preparing to study at USF and to live in San Francisco. Visit www.usfca.edu/iss/newdegree to view or download a copy.

USF Student Housing and Residential Education (SHaRE) Resources

Please visit the SHaRE website at www.usfca.edu/housing/whats_in_my_room to see a list of items you will find in your residence hall room upon arrival, recommendations about what items to bring with you to campus, and rules about what items you will not be allowed to keep in your room.

Questions?

ITS Help Desk

Tel: +1 (415) 422-6668, Fax: +1 (415) 422-2208

Email: itshelp@usfca.edu, Web: www.usfca.edu/its

STEP 14:

MARK YOUR CALENDAR AND MAKE YOUR TRAVEL ARRANGEMENTS

Mark your calendar with these important dates for fall 2012, and make your travel arrangements accordingly:

August 13	International Student Move-In Day
August 13-15	ISSS Airport Transportation Service Available
August 16-17	International Student Orientation
August 18-20	New Student Orientation
August 21	Fall 2012 Classes Begin
December 13	Fall 2012 Final Examination Period Ends
December 15	Residence Halls Close for Winter Break

AIRPORT PICK-UP

ISSS will offer all new international students free transportation from the San Francisco International Airport (SFO) to the USF campus on **August 13, 14, and 15**. Please visit www.usfca.edu/iss/orientation for more information and to arrange your airport pick-up.

STEP 15:

INTERNATIONAL STUDENT ORIENTATION PROGRAMS

All international students are required to attend both International Student Orientation and New Student Orientation. These orientation programs will prepare you to study and live at USF and in San Francisco, and will help you to meet new friends and begin to feel at home in the city.

Both programs offer opportunities to become acquainted with other students in social gatherings and to explore San Francisco.

>> International Student Orientation: August 16-17

International Student Orientation sessions will give you important information concerning:

- **Immigration Matters**, including maintaining your visa status, travel regulations, and working in the United States
- **Academic Matters**, including faculty expectations, student academic support services, and tips for academic success
- **Practical Matters**, including banking, shopping, and living in San Francisco

For more information about International Student Orientation, visit www.usfca.edu/iss/orientation.

>> New Student Orientation: August 18-20

New Student Orientation sessions will introduce you to faculty and staff in your academic program; provide essential information about your specific academic major; and describe how to arrange for academic support services such as tutoring at the Learning Center and help improving your writing skills at the Writing Center.

There will be activities and events especially for students living on campus and for those interested in student clubs, service learning, or internship opportunities.

For more information about New Student Orientation, visit www.usfca.edu/orientation.

Questions?

For Questions About International Student Orientation
International Student and Scholar Services

Tel: +1 (415) 422-2654, Fax: +1 (415) 422-2412

Email: iss@usfca.edu, Web: www.usfca.edu/iss/orientation

For Questions About New Student Orientation
Academic Support Services

Tel: +1 (415) 422-6876, Fax: +1 (415) 422-5906

Email: orientation@usfca.edu, Web: www.usfca.edu/orientation

STEP 16:

UPDATE YOUR CONTACT INFORMATION

You are strongly encouraged to **keep your address, email address, and phone number current in USFconnect** at all times, so that we can communicate with you quickly and directly.

Please Note that international students are **required to report any change of local or permanent residence (home) address to USF** for immigration purposes.

To update your contact information, log into **USFconnect**.

Once in **USFconnect**:

Click On **Student tab**
Go to **Student Self-Service area**

Once in **Student Self-Service**:

Click On **Main Menu link**
Select **Personal Information link**

Follow the instructions to make changes.

Questions?

One Stop Enrollment and Financial Services

Tel: +1 (415) 422-2020, Fax: +1 (415) 422-6084

Email: onestop@usfca.edu, Web: www.usfca.edu/onestop

STEP 17:

KNOW YOUR PRIVACY RIGHTS AND RESPONSIBILITIES

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records.

>> Privacy of Records

Under federal law, a student's records (including grades, GPA, class schedule, tuition and billing records, and more) cannot be disclosed to anyone else, even parents, without the student's written authorization (*some exceptions apply*).

To learn more about your FERPA rights, Go to www.usfca.edu/onestop/privacy.

>> Student Consent to Release Information Form

If you wish to allow someone else to view your education records, you must submit the Student Consent to Release Information form authorizing access for each person to your USF academic or financial records. Go to www.usfca.edu/onestop/forms for instructions on how to submit the form.

>> If You Do Not Submit the Student Consent to Release Information Form

If you do not submit the Student Consent to Release Information form to authorize your parents or others to have access to your records, USF will **not** disclose any information about you to them. This means, for example, that USF will not release information about your student account balance, even to someone who is helping you to pay your tuition.

Deadline: You should understand your privacy rights and responsibilities before you arrive on campus.

Questions?

One Stop Enrollment and Financial Services

Tel: +1 (415) 422-2020, Fax: +1 (415) 422-6084

Email: onestop@usfca.edu, Web: www.usfca.edu/onestop

STEP 18:

KEEP IN TOUCH!

Be sure to visit the USF website at www.usfca.edu and **USFconnect** at www.connect.usfca.edu to keep in touch!

WE VERY MUCH LOOK FORWARD TO WELCOMING YOU TO CAMPUS IN AUGUST!