

INTERNATIONAL STUDENT SCHOLARS PROGRAM

FREQUENT ASKED QUESTIONS 2019-2020

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ELIGIBILITY

- Nominated by Home University
- Business options/major with Sophomore year standing (2nd year)
- Meet financial requirement
- Language Proficiency Exam:
 - a. Test of English as Foreign Language (TOEFL) score
You must present a score of **500** or above on the TOEFL Test or the Internet-Based TOEFL must present a score of **61** or above
Or
 - b. International English Language Testing System (IELTS): **6.0** or above
Or
 - c. TOEIC score: **750** or above

ADMISSION PROCESS

How and Where can I apply to the program?

The application for the University is at

www.fresnostate.edu/academics/issp/documents/Paper%20Application_2018%20Final2.pdf.

Please type your information. On Page 2, just complete "Signed at" section will be fine.

What documents do I need to provide after submitting the online application?

- a. University Application Form
- b. Official Transcripts in English
- c. Official English Proficiency Score Report: TOEFL-61 iBT, or IELTS-6.0, or TOEIC-750
- d. Financial document (no older than 6 months) from sponsors or bank that showing the amount of at least \$10,000 per semester
- e. A copy of your valid passport

Email the required documents listed above as attachments to Crystal at lcui@csufresno.edu.

What is the application deadline?

- Fall Semester:
 - Application and all required documents should be received by March 15.
- Spring Semester:
 - Application and all required documents should be received by October 15.

When will I know if I have been accepted to the program or not?

After you completed the application form and submitted the required documents, an acceptance notification will be sent by email at the beginning of April for Fall semester and at the mid-October for Spring Semester.

When will I get the documents for my visa? What kind of visa I shall apply for?

You will receive your visa documents with your acceptance letter by Mid-May for Fall semester and Mid-November for Spring Semester.

VISA INFORMATION

It is important that you know the “Exchange Visitor Program” visa (J-1 visa) procedures, in order to get all of your immigration settled and arrive safely in the United States. This process includes getting a DS-2019 from Fresno State, completing appropriate application forms, scheduling visa interview, and providing required visa documents. As each individual has different experiences, here are the basic steps you should follow and what you may expect during the process:

1. Pay the I-901 SEVIS Fee (Student and Exchange Visitor Programs). It is required all prospective F and J students to pay the I-901 SEVIS Fee, before the U.S. Department of State issues you a visa. I-901 SEVIS Fee is associated with your DS-2019 SEVIS number (N00XXXXXXXXXX) and is separate from Visa fee.
2. Identify the U.S. Embassy or Consulate in your country for you to visit.
3. Visit the embassy or consulate website and follow the instructions on the site to:
 - Complete a Nonimmigrant Visa Electronic Application (DS-160) Form
 - Pay the visa application fee
 - Schedule your visa interview appointment with the information as follows:
 - Your passport
 - Payment receipt
 - DS-160 confirmation barcode number (10 digit)
4. Visit the embassy on the date and time of your visa interview, along with the supporting documents.

HEALTH INSURANCE

What is the insurance or health care requirements of the University?

- All international students must be covered by health insurance. You will be **required** to enroll in the CSU-offered health insurance plan.
- Take care of health needs before arriving and bring information about your medical history, including immunization records.
- ***You will be required to get a tuberculin skin test and the 3 in 1 measles, mumps, rubella shot (MMR) after you arrive in Fresno.*** They are provided for \$55 by the Fresno State Health Center.
- Students 18 or younger on the 1st day of classes must also be immunized against hepatitis B. It comes in 3 injections. It is free to students 18 or younger. At age 19 remaining injections are \$25 each.
- Bring a supply of prescription and other medicines you need until you can obtain a supply in the U.S.

What is the health insurance covered?

You can visit <https://www.aetnastudenthealth.com/schools/csufresno/pdbs1819.pdf>.

Where can I purchase my health insurance?

You will be automatically enrolled in the CSU-sponsored health insurance policy. And you will make the payment when you arrive at Fresno.

Should I buy my own health insurance from my home country?

CSU-sponsored health insurance policy is required to purchase for all the international students and will not be waived or substituted by any other health insurance policies. It is your choice to purchase and additional insurance.

How can I pay for it?

After your enrolled into the classes, you will make the payment at the Cashier's window at Joyal Building. It will accept cash, credit cards, check, and money order.

ACCOMMODATION

Are there residence halls on-campus?

Yes. You can visit <https://fresnostatehousing.org/> for more information.

Space in the Residence Halls is limited, and available rooms fill quickly. If you wish to move in on the Early Arrivals dates you will need to make arrangements with the Housing Office at University Courtyard by first week of January in Spring semester and first week of August for Fall semester. This is only for those who have a room assignment. There is also an additional per-day charge for those who move-in early.

Are there housing facilities Off-campus? How much does off-campus housing cost?

Yes. Most International students live in apartments near campus.

- Rents range from \$650 to \$800 per month for one- and two-bedroom apartments.
- Electricity costs are additional and paid separately.
- Your first month's rent plus a cleaning deposit (approximately equal to one month's rent) is normally required before you move in.

Where can I get more information about off-campus housing?

You may look for apartments online at <http://fresno.och101.com/>.

In regard to the off-campus housing, please be advised that the most leases are for 10 or 12 months. If you are planning to stay for less than 12 months, you are required to sell your lease before your departure. Please read your rental agreement carefully and contact your rental office directly for any other inquires.

When can I apply/arrange the housing?

You can start applying for the housing after you received the acceptance notification from us.

Where can I stay if I arrive early?

1. For on-campus housing

If you wish to move in early into on-campus residence halls, you will need to contact University Courtyard housing office in advance, and fill out the Early Arrival Form, so that they can reserve your room for early arrival. An extra charge will be applied.

2. Here are some hotels near by the campus:

- a. Hilton Garden Inn, Clovis:

https://hiltongardeninn3.hilton.com/en/hotels/california/hilton-garden-inn-clovis-FATCSGI/index.html?SEO_id=GMB-HI-FATCSGI

- b. University Inn: <http://www.universityinnfresno.com/>

PROGRAM FEES

How much will the program and course fee?

- Program Fee for one semester (Spring or Fall): **\$3,995** each semester
- Program Fee for an academic year: 1st semester **\$3,995** and 2nd semester **\$3,865**

What is the breakdown of this fee?

	Fall	Spring	Academic Year	
	2019	2020	(2019-2020)	
	Semester Only	Semester Only	Semester 1	Semester 2
Academic Instructions	\$3,540.00	\$3,540.00	\$3,540.00	\$3,540.00
Application Fee	\$70.00	\$70.00	\$70.00	\$0.00
Bulldog Card	\$5.00	\$5.00	\$5.00	\$5.00
DS-2019	\$30.00	\$30.00	\$30.00	\$0.00
Facility Fee	\$3.00	\$3.00	\$3.00	\$3.00
Health Fee	\$113.00	\$113.00	\$113.00	\$113.00
Orientation Fee	\$30.00	\$30.00	\$30.00	\$0.00
Program & Seminar Fees	\$151.50	\$151.50	\$151.50	\$151.50
Student Academic Service	\$18.00	\$18.00	\$18.00	\$18.00
Student Body Fee	\$34.50	\$34.50	\$34.50	\$34.50
TOTAL COST PER STUDENT	\$3,995.00	\$3,995.00	\$3,995.00	\$3,865.00
OTHER				
MBA Courses – Professional Program Fee is \$254 per unit				
Additional unit cost above the 12 units is \$295 per unit				
CSU Health Insurance (Approximately)	\$610.00	\$840.00	Refer to Fall/ Spring semester Prices	Refer to Fall/ Spring semester Prices
On/Off-Campus Room and Board (Approximately)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

Note 1: Students are responsible for making their own arrangement for the following items: Room and Board, Transportation (Airfare & ground in US), Books and Supplies, and CSU Health Insurance

Note 2: The program cost varies from year to year and will be negotiated prior to the beginning of each year's program.

Note 3: All costs are subject to change without notice.

When do I have to pay for it?

The fee for 12 units (\$3,995) or (\$3,865) is due upon your courses are approved. Any additional fee is due the first week of school.

COURSE INFORMATION

What are business courses in Craig School of Business?

Accounting (ACCT), Business Administration (BA), Decision Science (DS), Economics (ECON), Entrepreneurship (ENTR), Finance (FIN), Human Resource Management (HRM), Information Systems (IS), International Business (BA), Management (MGT), Marketing and Logistics (MKTG), and Master of Business Administration (MBA).

How do I search and select my courses?

STEP 1 - Class Schedule

Visit my.fresnostate.edu → Click "Class Information" on the left-hand side → Click "Class Search". Make sure you select the term of the semester.

STEP 2 - Search for courses

Fill in the Course Subject box with the codes as followings:

- Accounting - ACCT
- Economics - ECON
- Finance - FIN
- International Business - BA
- Decision Science - DS
- Information System - IS
- Management - MGT
- Human Resource Management - HRM
- Entrepreneurship - ENTR
- Marketing – MKTG
- Master of Business Administration – MBA (approval needed)

**DO NOT check the "Show Open Classes Only" box.*

***If you are not sure if you meet the pre-requisites or not, you do not need to worry, as we will check them after you send us the courses selections.*

STEP 3 - Email Crystal at lcui@csufresno.edu of your course selections

After selecting the courses, send me the course selection in the format as follows:

Class Name, Class ID-3XXXX, Days & Times, Units
(For example: BA 105W, 32049, MoWeFr 7:00am-7:50am, 3 units)

Where can I find the course descriptions?

General Catalog is available at www.fresnostate.edu/catalog

Please Note: If a course is in the catalog, it does not mean it will be offered during the semester.

What does a Unit mean?

A credit or semester unit represents 1 hour of class work per week for one semester. It is assumed that 2 hours of preparation are required for each hour in class. 3 hours of laboratory per week are the equivalent of one unit. In a limited number of courses 2 hours of laboratory per week are the equivalent of one unit. Also, 2 hours of activity are normally equivalent to one unit of credit.

What is the number for maximum and minimum number of units I can take?

You need to have minimum 12 units and maximum is 16 units. Please note you have to register for minimum of 12 units to maintain a full-time status for immigration requirement.

Do I get all the classes I request?

Mostly you get the first choice of your classes. We will check your pre-requisites requirements after you submitted your course selections. We recommend you give us alternative classes in case your first choice is not available due to limitation of spaces or requirement of pre-requisites, or cancellation of class.

Can I select MBA Courses?

Yes, if you are MBA student at your home university, you can select MBA courses. There will be an addition fee (Professional Program Fee) applied. **Please refer to “Program Fees”.**

Can I change my classes after they have been approved?

Once we approved and confirmed your classes, you **CANNOT** make changes. Make sure that you get your selected classes approved by your advisor/professor (learning agreements) before completing the course selection. If you make any changes, a penalty fee will be applied.

If I have a problem with a course or class who should I contact?

Contact Crystal Cui at lcui@csufresno.edu for any problems.

Can I add any courses after my arrival to Fresno State?

Yes, only if the course is approved by Craig International office and you get the permission number from the professor. Extra unit fee will apply, see fee under “Financial Matters”. (Note: Maximum number of units you can take is 16 units.)

Can I add courses outside of school of Business?

Yes, only if you get the permission number from the professor. Please note that you must have at least 9 units of business-related courses. Extra unit fee will apply, see fee under “Program Fees” (Note: Maximum number of units you can take is 16 units.)

ARRIVAL INFORMATION AND NEW STUDENT ORIENTATION

When should I arrive in Fresno?

Approximately 5-7 days before school starts. The exact arrival dates will be provided later at the acceptance notification.

Is there a pickup service?

Yes. It depends on the available spaces and upon requested.

When is the new student orientation?

It is approximately a week before class starts. Plan to arrive on-campus 2-3 days before class starts. The exact days will be provided later.

What are International Student Services & Program (ISSP) orientation and International Business Programs orientation?

Attend Orientation and Learn about

- The University and the Fresno community
- Academic information
- Immigration regulations & concerns
- Getting final class schedule
- Meeting other new students coming to Fresno State
- Getting assistance from Peer Advisors and staff

Do I have to attend both orientations?

Yes. It is a requirement for all students from International Student Scholars Program.

CERTIFICATION LETTERS AND OTHER DOCUMENTS

How can I get any certification letters, learning agreement, documents signed etc.?

Please submit the request to Crystal at the International Business Programs office (PB 189).

GRADING POLICY

How will my grade be reported to my school?

Grade report will be mailed to the International Office at your university. The grade will be reported as letter grade (A, B, C, D, F, W, CR/NC, I, or WU) and percentage grade upon request from your university.

What is the meaning of each the letter grade?

California State University, Fresno uses the standard 4.0-Point scale to determine grades and grade point average (GPA). The values for each letter grade are explained below in addition to other letter designations and values.

Grade	Explanation	Points
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Passing	1.0
F	Failing	0.0
W	Withdrawal This symbol indicates that the student was permitted to drop the course after the third full week of classes. A course with a «W» grade is not counted as work attempted. It carries no connotation of quality of student's performance and is not used in calculating grade point average or progress points. Withdrawals after the third week of classes and	0.0

Grade	Explanation	Points
	<p>prior to the last three weeks of classes are permissible only for serious and compelling reasons. Permission to withdraw during this period is granted only with the approval of the instructor and the department chairman or school dean. All requests for permission to withdraw during this period and all approvals must be made in writing on prescribed forms which state the reasons for the withdrawal. Withdrawals are not permitted during the final three weeks of instruction except in cases such as accident or serious illness, where the cause of withdrawal is clearly beyond the student's control and the assignment of an «Incomplete» is not practicable. Ordinarily withdrawals in this time period involve total withdrawal from the campus. They must be endorsed by the dean of students.</p>	
CR/NC	<p>Credit / No Credit</p> <p>These symbols are used in courses where letter grades are not deemed appropriate. A student desiring to enroll in a course on an optional credit, no-credit basis must obtain from the Records Office the appropriate form, which requires the advisor's signature and, if a student is requesting permission to take more than one course in a single term on an optional credit, no-credit basis, the signature of the appropriate school dean. Students may change their enrollment among credit, no-credit grading and letter grading up to census date which is the 15th instructional day. A grade of «CR» is awarded for work of «C» or better; the grade «NC» is awarded for the grade of C- or below. Courses taken on an optional credit, no-credit basis may not be counted toward major or minor, concentration, or cognate requirements for graduation. Credit, no-credit registration is also used for all students enrolled in most courses numbered 0-99, not counting toward graduation, and in some special courses such as Music 423, Individual Instruction, where letter grades are not deemed appropriate. Ten units of credit, no-credit course work can be used in meeting the general education requirements. Up to a maximum of 45 units of credit, no-credit course work completed at CSUB may be counted toward a baccalaureate.</p>	0.0
I	<p>Incomplete</p> <p>This symbol is recorded when a student has been doing satisfactory work in a course, but for unforeseen reasons judged appropriate by the instructor should be permitted additional time to complete the requirements. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The instructor will submit an «Incomplete» notice and the symbol «I» will be entered on the student's permanent record. A final grade is assigned upon completion and evaluation of the work agreed upon. Each incomplete grade must be replaced by the end of the subsequent term</p>	0.0

Grade	Explanation	Points
	<p>unless the instructor has set an earlier date or submits an Extension of Incomplete form setting a later date and stating the reasons for extending the time. An extension is to be no more than a year from the end of the term in which the Incomplete was incurred. Students may not remove an «Incomplete» by re-enrolling in the course. An «Incomplete» remaining on the student's permanent university record or an transcripts from other institutions after the expiration of the time limit for removal will automatically become an «F» or an «NC» and be counted as such in determining grade point averages and progress points. If a student subsequently completes a course which is recorded as «Incomplete» on a transcript from another institution, it is the student's responsibility to submit a corrected official transcript and to make the request for credit from the Office of Admissions. «Incompletes» earned in summer session must be completed in the next quarter of resident study.</p>	
WU	<p>Withdrawal Unauthorized (formerly U - Unauthorized Incomplete)</p> <p>The symbol «WU» indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an «F».</p>	

When will I get my grades?

For Fall semester, the grade report with your Letter and Percentage grades will be sent to the International Office at your university transcripts by the end of January of the following year. For Spring semester, you should expect official transcripts by the end of June.