

PLEASE DO NOT DELETE OR DESTROY THIS E-MAIL. SAVE FOR YOUR RECORDS.

Important information for School of Extended & International Education (SEIE) degree program applicants for the Fall 2019 term:

Thank you for submitting an application to Sonoma State University. Your application for the **Fall 2019** has been received.

Only complete applications are reviewed for an admission determination. If your file is deemed incomplete or if any documents are needed, we will post this request in your Sonoma State University MySSU To-Do List. Your MySSU account is now available. Checklist items will be added to your To-Do list as your application is reviewed. To set up your MySSU, go to the first time log-in page at <https://ldaps.sonoma.edu/password/index.cgi> . It is your responsibility to regularly check your account for updates and deadlines.

In order to view your To-Do List, go to <http://admissions.sonoma.edu/i-have-applied/track-your-application-status-myssu> for instructions on accessing MySSU through Sonoma State University's Online Services. Periodically check MySSU for information pertinent to your admission for the Fall 2019 term.

Now that we have received your application, what happens next?

1. You have applied for a degree program that is administered by SEIE, which has its own application review and acceptance procedures. Course registration and fees will also differ from state-support programs at SSU. All SEIE applicants are required to submit official (sealed) transcripts to the SSU Admissions Office. SSU transcripts will be on file. Undergraduate students must supply official transcripts from all colleges attended, whether or not any work was completed. Graduate program applicants will need official transcripts from each college you have attended within your most recent 60 semester units, as well as the transcript showing you have received a Bachelor's degree (even if it is not part of your most recent 60 units).

You may send these transcripts yourself (provided they are still in their official sealed envelopes) or have the colleges send them directly to Sonoma State University. Please follow the instructions at <https://admissions.sonoma.edu/sending-transcripts-sonoma-state>

The mailing address is:
Sonoma State University
Admissions & Records

**1801 East Cotati Avenue
Rohnert Park, CA 94928**

2. Please make sure to check your My SSU account and To-Do List regularly for the current status of your documents and the required due dates. If you have attended Sonoma State University within the past five years, you do not need to submit transcripts unless they are noted on your To-Do List.
3. Specific SEIE programs may have additional requirements, indicated in the program materials and websites. If not already submitted through Cal State Apply, these may be sent directly to SEIE:
SSU School of Extended & International Education
Attn: James Peavler
1801 E. Cotati Ave.
Rohnert Park, Ca 94928
4. If you have questions about the status of your SEIE application, you may contact James Peavler, SEIE Admissions Specialist, directly at peavler@sonoma.edu.

International Students:

If you will require an F-1 student visa in order to study at Sonoma State University, you must also provide the following information:

- Transcripts: Official transcripts, mark sheets, or test results for all secondary school work (undergraduate first time freshmen applicants) or university work (undergraduate transfer applicants and graduate applicants)
- Verification of the award of all diplomas/degrees, if not noted on official transcripts
Certified English translations must accompany all documents not originally issued in English
- Proof of English proficiency via TOEFL or IELTS examination scores: TOEFL minimum scores: Undergraduate: 500 PBT, 61 iBT; Graduate: 550 PBT, 80 iBT. IELTS minimum band score: Undergraduate: 6.0; Graduate: 7.0
TOEFL/IELTS scores are NOT required if your native language is English or if you studied full-time for three or more consecutive years at an institution where English is the principal language of instruction.
- Financial Affidavit for International Students found on the Admissions Forms page: <http://admissions.sonoma.edu/forms>
- Gap in Attendance Inquiry (if there is a gap in your educational history of 12 or more months) found on the Admissions Forms page: <http://admissions.sonoma.edu/forms>
- Copy of the biographical page of your passport

Your file will be reviewed by Becky Petrow, International Student Coordinator in the Center for International Education. You may contact her at becky.petrow@sonoma.edu. Your file will not be considered complete until all of the documents listed above have been received. All documents must be submitted by the deadline on your MySSU To-Do List. You will be notified

via email at the address provided on your Cal State Apply application as each document is received.

Sincerely,
Natalie Kalogiannis
Director of Admissions
Sonoma State University
1801 E. Cotati Ave
Rohnert Park, CA 94928
DO NOT REPLY TO THIS E-MAIL.