**Application Confirmation Email - GRAD (International Students)**

*Sent using 3C after the application is loaded.*

Subject Line: Thank you for applying to SSU!

*Important information for graduate applicants for Fall 2021  
Please save this email for future reference*

Dear <<First Name>>,

Thank you for submitting your graduate application to Sonoma State University! You have taken an important step in your higher education journey by applying to SSU, and we are thrilled that you are considering becoming a Seawolf. This email serves as confirmation that we have received your Fall 2021 application.

What happens next? You can track your application status and view required documents using the **To Do List** feature of MySSU. To set up your MySSU, visit <https://ldaps.sonoma.edu/password/index.cgi>. Instructions for accessing the MySSU To Do List may be found at <http://admissions.sonoma.edu/i-have-applied/track-your-application-status-myssu>. We encourage you to periodically check MySSU for information about your application status for the Fall 2021 term.

Important next steps:

● Please provide the following required documents along with certified English translations of all the documents not originally issued in English:

○ Graduate and post-baccalaureate applicants are required to submit official (sealed) transcripts to the Admissions Office. You may send transcripts yourself (provided they are still in their official sealed envelopes and have been printed within the last two years) or have them sent them directly to Sonoma State University. Please follow the instructions at<https://admissions.sonoma.edu/sending-transcripts-sonoma-state>.

■ Official transcripts from each college you have attended within your most recent 60 semester units, whether or not any work was completed.

■ Official transcript showing you have received a Bachelor's degree (even if it is not part of your most recent 60 units).

■ If you have attended Sonoma State University within the past two years, you do not need to submit transcripts unless they are noted in your self-service account.

○ 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: Graduate: 550 PBT, 80 iBT. IELTS minimum band score: Graduate: 6.5

○ 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 (photo page) of your passport

● All graduate and credential programs at Sonoma State University have additional questions, documents and other supplemental materials on CalState Apply. Be sure to verify that all the program specific items in the application were received; links to each graduate program can be found at<http://www.sonoma.edu/academics/degree-programs>.

● Please keep in mind that your file will not be considered complete until all of the documents listed above have been received, and failure to meet the requirements above will void the processing of your application for Fall 2021. It is your responsibility to check your MySSU account for updates, requirements, and deadlines. All documents must be submitted by the deadline indicated 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.

If you have questions about the status of your University application, contact the Office of Admissions. Your file will be reviewed by Hope Ortiz or Kerbrina Boyd, International Academic Records Specialists. You may contact them at hope.ortiz@sonoma.edu or kerbrina.boyd@sonoma.edu.

Thank you again for submitting your application to Sonoma State University. We are excited to have you join Noma Nation and become a part of our Seawolf community!

Sincerely,

Natalie Kalogiannis

Director of Admissions

Sonoma State University

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