**Application Confirmation Email - EXED Undergraduate (International Students)**

*Sent using 3C after the application is loaded. This will also need to be sent to SEIE to make sure there are no changes to the information that they provided.*

Subject Line: Thank you for applying to SSU!

*Important information for School of Extended & International Education (SEIE) degree program applicants for Fall 2021  
Please save this email for future reference*

Dear <<First Name>>,

Thank you for submitting your 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.

As a reminder, you 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.

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:

○ Transcripts: Official transcripts, mark sheets, university work. 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>.

○ Verification of the award of all diplomas/degrees, if not noted on official transcripts.

○ Proof of English proficiency via TOEFL or IELTS examination scores: TOEFL minimum scores: Undergraduate: 500 PBT, 61 iBT; 80 iBT. IELTS minimum band score: Undergraduate: 6.0

○ Financial Affidavit for International Students found on the Admissions Forms page:<http://admissions.sonoma.edu/forms>

○ Gap in Attendance Inquiry Form (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

● International students’ applications are reviewed by Hope Ortiz or Kerbrina Boyd, International Academic Records Specialists. If you have any questions, please contact them at hope.ortiz@sonoma.edu or kerbrina.boyd@sonoma.edu.

● If you have questions about the status of your SEIE application, you may contact Michelle Parrish, SEIE Admissions Specialist, directly at michelle.parrish@sonoma.edu.

● 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.

Our virtual resources are a great and informative way to learn about why Sonoma State is the right choice for you, all from the comfort of your own home. Please take advantage of these resources to learn about our university and how we can support your journey both in education and in achieving a fulfilling future.

● Enrollment Advising Appointments (hyperlink to <https://admissions.sonoma.edu/experience-ssu/virtual-enrollment-advising-appointments> )

● Information Sessions (hyperlink to <https://admissions.sonoma.edu/experience-ssu/virtual-information-sessions>

● Virtual Campus Tour (hyperlink to<https://www.youtube.com/watch?v=VbbWgvdYoSE>)

If you have any questions or would like to learn more about Sonoma State outside of these resources, you may contact us at admissions@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

1801 E. Cotati Ave

Rohnert Park, CA 94928