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**Important information for School of Extended & International Education (SEIE) degree program applicants for the Spring 2018 term:**

Thank you for submitting an application to Sonoma State University. Your application for the **Spring 2018** 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 My SSU To-Do List.  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 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 <https://login.sonoma.edu/idp/profile/cas/login?execution=e1s1> for instructions on accessing MySSU through Sonoma State University’s Online Services.  Periodically check MySSU for information pertinent to your admission for the Spring 2018 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 one official transcript from all colleges attended, whether or not any work was completed. Graduate program applicants will need one official transcript 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 Ave.   
Rohnert Park, CA 94928**

1. 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.
2. Specific SEIE programs may have additional requirements, indicated in the program materials and websites. These may be submitted directly to SEIE:

SSU School of Extended & International Education

Attn: James Peavler

1801 E. Cotati Ave.

Rohnert Park, Ca 94928

1. If you have questions about the status of your SEIE application, you may contact James Peavler, SEIE Admissions Specialist, directly at [peavler@sonoma.edu](mailto:peavler@sonoma.edu).

**International Students:**

If you are an international student, you will also need to provide the following information:

* Official transcripts, mark sheets, or test results for all university coursework.
* **Verification of the award** of all degrees, if not noted on official transcript(s).
* Sonoma State University accepts foreign transcripts that have been evaluated by a credential evaluation service accredited by the National Association of Credential Evaluation Services (NACES <http://www.naces.org/members.html>).
* Official TOEFL score report (undergraduate: minimum PBT score of 500, or minimum iBT score of 61; graduate: minimum Paper Based Exam (PBT) score of 550, or minimum Internet (iBT) score of 80). Please note some graduate programs require a higher TOEFL score. Please check with the program to which you are applying. TOEFL is not required from applicants who have studied full-time in English (excluding ESL) for three consecutive years. The official TOEFL score report cannot be older than two years.
* Official International English Language Testing System (IELTS) will be accepted in lieu of an official TOEFL score (minimum band score of 6.0 for undergraduate admission and a minimum band score of 7.0 for graduate admission). Our ETS school code is: 4723.
* Official bank certification for available funds in the total amount of at least $38,097 for first or second bachelor’s degree applicants. For graduate degree applicants provide official bank certification for available funds in the total amount of at least $36,387. This must be accompanied by a signed affidavit of support from all sponsors.
* Certified literal English translations of documents not originally issued in English.
* Copy of photo page of current passport.

Your file is not complete until all official documents listed above have been received. All documents need to be submitted by the due date on your checklist. You will be notified as each document is received in our office via your email provided on your application.

Your file will be reviewed by Kerbrina Boyd, International Admission Specialist in the Office of Admissions. You may contact her at [kerbrina.boyd@sonoma.edu](mailto:kerbrina.boyd@sonoma.edu)

Sincerely,   
Natalie Kalogiannis  
Director of Admissions  
Sonoma State University  
1801 E. Cotati Ave  
Rohnert Park, CA 94928

**DO NOT REPLY TO THIS E-MAIL.**