

AB 540 STUDENT CHECK-LIST to SUCCESSFULLY ENROLLING at SAN FRANCISCO STATE UNIVERSITY



Applying to SF State

- Apply for admission at <http://csumentor.edu> . Use the CSUMentor Guide for AB 540 students available at <http://e4fc.org>
- Check your email for SF State confirmation of application and student ID.
- Review admission status regularly at inside.sfsu.edu and submit any requested documents.
- Begin looking for scholarships right away at sfsu.edu/~finaid/scholarships and <http://e4fc.org> . Apply for as many scholarships as you can.

Enrolling at SF State Once you are admitted to SF State, you must complete the following steps in order to attend school & register for classes.

- Complete your Admission Acceptance Offer on-line by May 1st . Don't forget!
- Sign up early for your orientation at <http://sfsu.edu/~advising> . It is encouraged for all students and mandatory for Freshman. Payment for orientation must be received two weeks prior to your orientation.
- If you are a freshman, make sure you take the appropriate English Placement Test and Entry Level Mathematics test by the April date.
- Send proof of immunization status to the school. Immunization requirements available at: <http://www.sfsu.edu/~admisrec/forms/regforms/mmr.pdf>
- Request final transcripts from all high schools attended be sent directly to SF State. Transfer students must send their high school & college transcripts.

AB 540 Affidavit

- Submit your completed Non-Resident Tuition Exemption Affidavit AB 540 affidavit in May for the Fall and November for the Spring. Available at: http://www.sfsu.edu/~admisrec/forms/ugradforms/AB540_Affidavit.pdf
- AB540 student status will not be official until final high school transcripts & affidavit are submitted and processed. Tuition will be based on non-resident fees until AB 540 status is approved.
- You will receive a letter from the Admission office verifying your status as an AB 540 at SF State (usually just prior to beginning of classes).
- Bring a copy of the completed affidavit to your orientation and present it to Bursar's office to ensure you will only be required to pay resident fees.

Questions about applying as an AB540 Student or Identifying scholarships???

Contact: Nancy Jodaitis 415.338.6879 nancyj@sfsu.edu OR

Rose Carmona 415.338.2588 rcarmona@sfsu.edu

San Francisco State University · Office of Student Financial Aid
1600 Holloway Avenue · Student Services Building · SF, CA · 94132

PAYING FOR YOUR CLASSES SF STATE ~AB 540 STUDENTS



In order to register for classes at SF State, students must pay the tuition fees or have a fee deferment from the Office of Student Financial Aid. Students who don't have a deferment will have to pay their full tuition or sign up for the installment plan prior to registering for classes.

Fee Deferment:

A fee deferment means that you that you will not have to pay for your classes before your scholarship check is sent to the school. Deferring your fees allows student to register before payment arrives.

Scholarship Deferment: AB 540 students can get their fees deferred if they submit a copy of the congratulatory scholarship award letter. Send the letter to Financial Aid Office, Attention: Rose Carmona or Nancy Jodaitis.

Once the scholarship check arrives & is processed, tuition and fees will be paid. Any amount after tuition will be sent to the student. If scholarship does not cover full amount of fees, the balance due must be paid before school begins.

If students have a scholarship deferment and want to add/drop classes before the scholarship check has arrived, they might get the message that they have a financial hold. Contact the Bursar's office at 415.338.1281 and let them know there is a scholarship deferment. The bursar should be able to lift the hold,

Payment Options

Incoming Students should bring a copy of their AB 540 affidavit to the Bursar's window when paying fees to ensure fees charged will include the non-resident fee exemption. Otherwise, students could be charged non-resident fees.

1. Installment Plan Forms are available at the Bursar's office or online at <http://sfsu.edu/~bursar>. The installment plan charges approximately half of the tuition up front, with two more monthly payments. A \$33 fee is charged.

2. Pay Full Tuition All At Once Pay full fees prior to signing up for classes.

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