



San Francisco Bay
University

161 Mission Falls Ln, Fremont, CA 94539

Tel: 510-803-SFBU (510-803-7328)

<http://www.SFBU.edu>

Guide for Counselors

San Francisco Bay University welcomes any questions from students or counselors to assist with the application process. The following highlights the details of our university.

Mission:

Our mission is to provide quality higher education to help individuals of diverse backgrounds, interests, and skills achieve their full academic and career potential.

Values:

Academic Excellence - Share & expand knowledge, promote critical thinking, stimulate innovation & inspire life-long learning.

Student-Centered - Focus on students' academic, social & economic needs.

Opportunity for Success - Empower individuals to achieve their full potential.

Diversity - Embrace differences, promote openness, support freedom of inquiry & expression, & respect others.

Honesty - Bolster ethical behavior, foster integrity, and promote responsibility and professionalism.

Collaboration - Encourage team effort and cooperative spirit to attain great results.

Community - Nurture social, economic & environmental well-being & advance the public good.

Institution:

- Regionally accredited institute of higher education (WASC accredited)
- U.S. Government: Department of Education recognized institution of higher education
- State of California recognized post-secondary institution
- Authorized to enroll F-1 Students by SEVP

Academic Programs:

- Bachelor of Science in Computer Science (BSCS)
- Bachelor of Science in Business Administration (BSBA)
- Master of Business Administration (M.B.A.)
- Master of Science in Electrical Engineering (MSEE)
- Master of Science in Computer Science (MSCS)

SFBU's Keys to success

- Meeting the current needs and future trends of the global business and high technology industry
- Focused on popular professional fields of study and capability development for all students
- Applying object-oriented educational model and curriculum for effective concentrated study
- Regularly updating the curriculum and resources to meet new challenges and societal needs
- All faculty members have advanced academic degrees and hands-on professional experience

Campus:

- Located in Fremont, California, the 4th largest city in the San Francisco Bay Area.
- Actively supports professional societies and community events on campus
- Conducts several business and technical seminars/workshops annually
- SFBU dormitories available off campus in neighboring residential area



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Application Deadlines (Local & International Transfer-In)

Trimester Term	Fall	Spring	Summer
Deadline	August 5	December 5	April 5

Transfer Applicant Requirements (Local & International Transfer-In)

- Student Application Form** <https://osc.SFBU.edu/Account/Register>

SFBU follows a holistic review process.

- Transcripts**

- ❖ Academic Transcripts

If not completed, student can upload unofficial for admission decision until graduated.

- CGPA of 2.5 or above meets minimum CGPA requirement
- CGPA between 2.0 to 2.49 requires an interview with the Academic team
- Good academic standing at the previous institution is required
- No minimum credits for transfer; 75 max credit transfer

Less than 29 credits will require high school transcript/diploma submission

- Official Transcripts**

- ❖ Each transcript should present institution's official seal and be mailed in original envelope.
- ❖ Electronic transcripts may be sent by the issuing institution to the email listed below.

San Francisco Bay University
ATTN: Admissions Department
161 Mission Falls Ln,
Fremont, CA 94539
admissions@SFBU.edu

- Submit Certificate Copies** – Scan and upload copies of diploma(s) and graduation certificate(s)

- Official SAT or ACT scores*** - *waived until further notice due to the COVID-19 pandemic*

- Evidence of English Proficiency Document** (*any of the following*)

- ❖ An English assessment report from a few U.S. English language institutions recognized by major universities in the U.S.
- ❖ A degree earned or a college-level English credit course passed at an institution located in the U.S., U.K., Ireland, Australia, New Zealand, or Canada
- ❖ A degree earned at an institution in which the language of instruction is strictly English (as determined solely by SFBU)

- Government Issued I.D**

All applicants are required to submit a color copy of their identification.



- Additional suggested indicators of potential success at SFBU. Provide evidence of one or more of the following:**
 - ❖ Previous coursework or training in the intended field of study
 - ❖ Work experience
 - ❖ Achievement in sports, music and/or other creative pursuits
 - ❖ Involvement in community/volunteer services
 - ❖ Fluency in multiple foreign languages
 - ❖ Personal statement
 - ❖ Other special skills

International Transfer-In Application Requirements Cont.

- Financial Support Document** (minimum of \$30,000 availability)
 - ❖ An affidavit of support or sponsor letter is required if the funds are not in your name.
 - ❖ Please submit proof of funds in any of the methods below.
 - A current bank letter and bank statement
 - A loan letter from a lending institution
 - A property deed valuation report
 - Copies of fixed deposits

- Passport**
 - ❖ All applicants are required to submit a color copy of their passport

- I-20 & Visa**
 - ❖ Applicants are required to submit the I-20 and I-94 issued from their current institution.

International Transfer- In (Unique Cases)

*An applicant who has not completed their Associate Degree requirement and chooses to transfer.

- Evidence of English Proficiency Document** (*any of the following; US degree was not obtained*)
 - ❖ An official IELTS, TOEFL, iTEP, PTE Academic or Cambridge B2 First test score report.

Minimum Scores Required	
IELTS = 5.5	TOEFL = 59
iTEP = 3.7	PTE Academic = 50
Cambridge B2 First = 168	

- Foreign Credential evaluation of Degree/Diploma** - Applicants must provide a course-by-course credential evaluation analysis of the *foreign credentials*. This credential evaluation must be completed by a member of [National Association of Credential Evaluation Services \(NACES\)](#), [Association of International Credential Evaluators \(AICE\)](#), or [American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#). Credential evaluation must be in original sealed envelope as a hard copy or electronic copy may be sent directly from the evaluation agency to SFBU.

Application Review Process



Once the SFBU Admissions Office receives the completed online application and supporting documents, the application is forwarded for a formal review.

Application Processing

- ❖ Application processing is typically four (4) weeks post application completion. However, processing times may vary.

Committee Review

- ❖ Examines admissions criteria and qualifications or if additional documents need submitting
- ❖ Determines if an admission interview will be needed
- ❖ Follows SFBU's credit transfer policy to determine transferable credits

Acceptance

If accepted, the applicant will receive an acceptance package, by mail including:

- ❖ President's Welcome Letter & Dean's Welcome Letter
- ❖ Enrollment Confirmation Letter
- ❖ SFBU Evaluation Report/Study Plan
- ❖ I-20 document (*International Students*)

Scholarship Requirements

- Transfer Student Scholarship (100% tuition)
- Housing Scholarship (100% tuition & free University housing)
- SFBU Grant (75% tuition)

Standard admission requirements; PLUS

- Minimum cumulative grade point average of 3.00 on a 4.00 scale. (Transfer Scholarship)
- Minimum cumulative grade point average of 3.50 on a 4.00 scale. (Housing Scholarship)
 - Freshmen applicants: High School CGPA
 - Transfer applicants (30 or more transferable units): College level CGPA
- Personal Statement
- At least one letter of recommendation from a teacher or professor.
- Minimum English proficiency score (*if applicable*) on any of the following:
 - TOEFL - 78 (iBT)
 - IELTS - 6.0 band
 - PTE Academic - 58
 - English proficiency requirement met based on the standard admissions requirements

- ❖ **Each scholarship is limited to limited total of students (across all bachelor's and master's degree programs) per calendar year.**
- ❖ **Minimum eligibility does not guarantee a scholarship. The university reserves the right to deny an application for any reason.**