American Language Institute
San Francisco State University

How to Complete the Online Application

- **Access to online application**
  How to get to the online application

- **Start New Application**
  How to fill out Page 1, 2, 3, 4

- **Validate**
  How to check your application. Page 6

- **Register/Sign In**
  Create online application account (username, password, and security questions)

- **Supporting Documents**
  How to download and upload supporting documents. Page 5

- **Forgot Username or Password**
  What to do if you forget your username or password
Access the online application

On the Apply (https://ali.sfsu.edu/apply) page, select the “Online Application” button. You will be directed to the online application.

This application is for the English for Academic Preparation program. You can choose Gateway level in the application and/or submit Conditional Admission/Eligibility documents.

Tips:
- Preferred browser is Google Chrome, Internet Explorer, or Safari
- Disable Pop-up blockers
- Clear cache
- Enable cookies
New applicants must create an account (Register). This account is just to apply to the ALI.

Returning applicants will use the “Sign In” button and enter their username and password.

Note: agents will need to create separate accounts for each applicant.

Tip for Returning applicants: clear your browser cache (history) before you sign in to make sure the application system works properly.

Tip: click on the ‘Submit’ button to sign in. The ‘Enter’ key on the keyboard will not work.
Register: Username and Password

* All fields in this page are required.

Enter your legal first (given) name and last (family/surname) name as it appears on your passport.

This email will be used to communicate with you.

Choose an username and password that you will remember.

Username requirements:
- 8 to 20 characters
- Use letters OR numbers
- OR combination of both.

Password requirements:
- Minimum of 8 characters
- At least 1 uppercase and 1 lowercase letter
- At least 1 number
- At least 1 special character. For example: @ ! % #

Agents: enter student’s email here. Write your contact information in the Agent section.

Note: if you have applied to SF State before, these are not the same as the SF State ID/Password.
Register: Security Questions

Choose a question from the first group and one from the second group. You can use anything you want for the answers, but meaningful enough that you will remember.

If you forget your username or password, you will need to answer the security question to receive your username/password by email.

Enter gender and date of birth

Enter your home phone number and cellphone is any. If you only have one phone number, enter the same number in both places.

Enter country code, area code, and phone number.
1. Use the link on the Sign In page to request your information.

2. **Forgot Password**: Enter your username and the email address you used when creating the account, and select ‘Security Question’.

3. Your security question will appear. Answer the question and select ‘Get Password’.

4. You will get an email from celglobal@sfsu.edu with your password.
Forgot Username

1. Use the link on the Sign In page to request your information

2. Select Forgot Username, enter email address, answer the security question and select ‘Get Username’.

3. You will receive an email from celglobal@sfsu.edu with your username.
1. Click on ‘Start New Application’
2. Enter information as follows
   - Career = Extended Education
   - Term = choose from the available terms
   - Program = American Language Institute
   - Plan = English for Academic Preparation
3. Click on ‘Start Application’
1. Review your personal information. These fields will be already filled. Correct them if necessary:
   • Gender
   • Date of Birth
   • First (Given) Name
   • Last (Family/Surname) Name

2. Choose the country where you were born, wait until the page reloads.

3. Choose the state/province where you were born from the list.

4. Enter the name of the city where you were born.

5. Enter the year you came or will come to the US.

6. Do not enter anything in ‘Suffix’ or ‘Social Security Number’

7. Click ‘Next Page’
Citizenship, Visa

1. Choose your country of citizenship (usually the country where you were born or the country that issues your passport).

2. Choose the visa status that you will have while studying at the ALI.

<table>
<thead>
<tr>
<th>F-1 Students</th>
<th>U.S. Permanent Residents</th>
<th>U.S. Citizens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Citizenship:</td>
<td>Country of Citizenship:</td>
<td>Country of Citizenship:</td>
</tr>
<tr>
<td>Visa/Permit</td>
<td>Visa/Permit</td>
<td>Visa/Permit</td>
</tr>
<tr>
<td>Intended Visa Status While Attending This School</td>
<td>Intended Visa Status While Attending This School</td>
<td>Intended Visa Status While Attending This School</td>
</tr>
<tr>
<td>Select</td>
<td>Select</td>
<td>Select</td>
</tr>
<tr>
<td>A-1 Diplomat &amp; Immd Fmly</td>
<td>A-1 Diplomat &amp; Immd Fmly</td>
<td>A-1 Diplomat &amp; Immd Fmly</td>
</tr>
<tr>
<td>Alien Registration</td>
<td>Alien Registration</td>
<td>Alien Registration</td>
</tr>
<tr>
<td>B1/B2 Visitor Business/ Pleasure</td>
<td>B1/B2 Visitor Business / Pleasure</td>
<td>U.S. Permanent Residents</td>
</tr>
<tr>
<td>E-1 Treaty Trader &amp; Immd Fmly</td>
<td>E-1 Treaty Trader &amp; Immd Fmly</td>
<td>U.S. Citizens</td>
</tr>
<tr>
<td>F-1 Student (Academic)</td>
<td>F-1 Student (Academic)</td>
<td>Country of Citizenship:</td>
</tr>
<tr>
<td>F-2 Dependents of F1</td>
<td>F-2 Dependents of F1</td>
<td>United States</td>
</tr>
<tr>
<td>H-4 Dependents</td>
<td>H-4 Dependents H1-H3</td>
<td></td>
</tr>
<tr>
<td>L-1</td>
<td>L-2 Dependents of L1</td>
<td></td>
</tr>
<tr>
<td>Spouse of a U.S. Citizen</td>
<td>Spouse of a U.S. Citizen</td>
<td>US Citizen</td>
</tr>
<tr>
<td>Visa Waiver Program</td>
<td>Visa Waiver Program</td>
<td>Visa Waiver Program</td>
</tr>
</tbody>
</table>
Residency refers to where your legal residence is. These two questions is to determine California residency.

Question 1
Which of the following best describes you?
- Permanent Resident of California
- Permanent Resident of a country other than the US
- Permanent Resident of another US state or territory

Question 2 changes depending on answer to Question 1.
- Which California county do you reside in?
- Which country is your permanent residence?
- Which US state is your permanent residence?

All F-1 applicants (and most applicants in some type of U.S. visa) need to choose ‘Permanent Resident of a country other than the US’, and choose the country where they permanently live.
Choose the term you want to start your studies.

See our Dates & Tuition page for application periods.

Choose “Level 90 (Gateway)” if you want to be considered for placement in our highest level.

The Conditional Admission/Eligibility service can be requested at any time. You can submit your transcript and form in page 5 with your application.
- Students who will apply to SF State through ALI must apply and study for the full session (A + B).
I-20 Information

Here you will tell us if you need an I-20.
See below for explanation of each option.

Your status:

- You are overseas and will apply for the F-1 visa at an US consulate.
- You are now in the US with another visa (for example B1/B2) and will request (apply by mail) a Change of Status to the United States Citizenship and Immigration Services (USCIS).
- You are in the US with an F-1 visa and you are out-of-status. You want to stay in the US and regain F1 status by applying for Reinstatement.
- You are now studying in the US with an F-1 visa.
All applicants must answer if they are bringing dependents (spouse or child) with them to the US.
If the answer is NO, continue to the next page.
If the answer is YES, tell us who is coming with you.

**Tip:** page loading can take a little time, please wait and do NOT press any button again.

**Save your application**
Contact Information

In page 3 of the application you will provide your address, phone number, email, and emergency contact.

But first you will have the opportunity to enter any other legal name(s) that may appear on your academic record (for example, maiden name).

Leave blank if it does not apply to you.
Home and Mailing Address

1. To enter your HOME and MAILING address, enter the Country first. You can use the lookup icon and a pop-up window with country options listed by their 3-letters abbreviation will appear.

2. After you choose your country, you will be able to enter the remaining address information.

**Note:** Both addresses are required, if your mailing address is the same as your home address, you can use the hyperlink to copy the address. Hyperlink becomes available after you enter the country abbreviation.

**Tip:** Find the country abbreviation in your passport, and type it in and press Enter. It is faster than using the lookup.
Phone and Email

Application Page 3 (cont.)

1. Review your cell and home number. Make sure the area code and phone number is included.
2. Enter the country phone code (1 – 3 digits). Ex. USA =1, China = 86
3. Review your email address.

Note: You can change your phone number and email address here anytime before submitting the application. After submitting the application, contact the ALI to update any information. If you change your email here, remember to use it if you forget your username or password.
Emergency Contact Information

Provide information of someone in your home country that can be contacted in case of an emergency.

All questions are required in this section.

A phone number OR email is required. Do not use the student's email here. If the emergency contact does not have an email or phone, write N/A.

Include native language and include English if the person is able to speak it.

Note: save your application progress.
This question is required, please tell us if you want the Conditional Eligibility Service (transcript evaluation) with your I-20.

**Note**: The service takes minimum 3 weeks to process. The service is available any time, you will need to submit your academic documents.

This is also required, please answer as best as you can. This is just for information purposes.

**Note**: Options are 1. Study at SF State, 2. Study at another school, 3. Return home, 4. Other
Receiving Admission Documents

This question is required. Please choose an option.

If you change your mind later, please inform us by email.

There are four options:
1. Air Mail (no tracking number)
2. Express Mail (additional fee. Instructions will be sent later)
3. Pick up in person (the applicant)
4. Pick up (other person)

ONLY complete if you chose option 4 in the previous question (another person is picking up your admission documents in person at the ALI office).
Referral and Agent / Organization Information

**Who referred you to the ALI?**
Select a category and write down any specific name/browser or explanation in the space below.

**Other or additional information**

**Agents / Organizations**
Complete this section if you are an agent or from an organization applying on behalf of the applicant.

*Agency/Organization Name:*

*Contact Person First and Family Name:*

*Agency/Organization Contact Email:*

This question is required, please tell us how did you find out about the ALI (choose the most relevant option)

Give us any other details, for example which online search you used, the name of the educational fair, or the name of your university.

If you are an agent/organization applying on behalf of students, fill out this section. Otherwise, leave blank.
In this page you can download and upload documents. Download documents from our website [www.ali.sfsu.edu/apply](http://www.ali.sfsu.edu/apply).

To upload documents, select any of the six buttons in the middle of the page. A window will open, choose the file, and select ‘Upload’.

After the document is uploaded, you can view or delete it.

When you download or view documents from this page, the form will appear on the same tab/screen as the application. When returning to the application (using the browser back button), you might be taken to the Sign in page. To avoid any problems, SAVE your application after every page, and avoid downloading or viewing any form on this page.

**Tips:**
- Use English characters when naming your file
- You might have to combine documents into a single file. You can only upload 1 file in each button category.

Download PDF Forms
- Conditional Eligibility Form
- F1 Financial/Health Agreement
- GAP Letter

Documents to upload
- Additional Documents
- Bank Letter
- Conditional Eligibility Form
- Financial & Health Insurance Agreement
- Passport / I-20 / Visa
- Transcript / Diploma
Application Validation

Click on ‘Validate’ to check that all required questions have been completed.

**UNSUCCESSFUL** validation

1. You will see a list of items that need to be completed.

2. Click on one item to be taken to the page.

3. Complete item. Use the navigation circles on top to get back to page 6.

4. Repeat until you complete all items

5. Click the ‘Validate’ button again.

**SUCCESSFUL** validation

1. The “Select” check box will become available. Check it.

2. The ‘Submit’ button is now available. Press it to submit your application.
There is no page 7 on the application. If you select 7 on the top menu, you will be directed to the application main page.

Save your progress on every page. Otherwise, you might need to fill out the application again.

On the main application page you can view your SAVED or POSTED applications.
You can modified a SAVED application. If you want to change any information in a POSTED application, please contact us at celglobal@sfsu.edu