

INSTRUCTIONS for applying to Semester at SDSU ie “Sample Application”

www.ntnu.no/international/usa/sdsusampleapplication.pdf (link for this document)

Program: Semester at SDSU

LAST UPDATE: 2019-09-03. The application process has been streamlined. At the time of application the student only needs to submit the on-line application, pay the application fee, submit proof of financing and English proficiency. Course preferences will be requested AFTER you have been admitted. *** Students must bring their most recent transcript and course descriptions with them to demonstrate that they meet the course prerequisites. ***

Students should now **print out their own letter of permission and letter supporting their request for a TOEFL/IELTS waiver.** Letters can be signed during advising (which you now [book on-line](#)), at application workshops or at other announced times.

APPLICATION WORKSHOP: Wednesday 18.9.2019. Elektro E/F, Elektroygget 4.etg, EL23, kl 1215-13(evt 14). Bring your computer and questions. TIP: follow these instructions and apply NOW!

This document includes information on the:

- **Application process** (overview with links embedded the text)
- **Documentation of English proficiency** ie criteria for TOEFL/IELTS waiver
- **Documents/Enclosures** to prepare
- **Application to SDSU**
Pay special attention to the SDSU program options available. Selecting the wrong option will delay the processing of your application.
Procedures change, so if the instructions from SDSU differ from those below you should follow the instructions from SDSU.
- **Email to SDSU including suggested text for email to SDSU.**
*Note: After the NTNU application deadline has passed (1.2/15.9), those applying to SDSU **will be emailed** a cover page/list of enclosures(Forside/Vedleggsliste) which can be easily modified. If you can't wait, then use the [on-line version](#).*

**Admission requirement (Karakterkrav) til SDSU:
C minus average! (No exceptions)**

Deadlines: see <https://ali.sdsu.edu/apply-online>
Semester at SDSU deadline for **Spring 2020: November 18, 2019**

Address
NO-7491 Trondheim

Org.no. 974 767 880
E-mail:
utveksling@st.ntnu.no
<https://www.ntnu.edu/international>

Location
O.S. Bragstads plass 3
Internasjonalt hus
NO-7034 Trondheim

General Inquiries
utveksling@st.ntnu.no
Fax
none

Advisor
Dale M. Licata
Phone: + 47 73-59-7879

APPLICATION PROCESS - OVERVIEW

1. **Prepare the necessary enclosures/documents** *For tips on where to get the "standard" enclosures, click [HERE](#)* Remember to **obtain signatures** on your "Letter of permission" and "Request for TOEFL waiver" (*more info below*)
2. Submit the ALI on-line application, **uploading the necessary documents and paying the application fee**
3. **Receive and email from SDSU-ALI** with further instructions
4. Prepare a **COVER PAGE and LIST OF ENCLOSURES**
5. Organize the **enclosures that will be sent to SDSU**. (*Copy of Bachelor's degree diploma if you have one, documentation of funding and documentation of English proficiency*)
6. **Scan as one document:** the cover page, the list of enclosures and the enclosures mentioned in step 5.
7. **E-mail the scanned document** to applyali@sdsu.edu
Subject line: **SDSU application – YOUR LAST NAME- your first name - your SDSU APPLICATION ID** and enclose the scanned document. (**Suggested email text below.**)
8. **SDSU will review your application and notify you of their decision** and if you're accepted **issue a Certificate of Eligibility (I-20 for [visa to USA](#)) and welcome letter.** (Estimated processing time: ca 4 weeks)

DOCUMENTATION OF ENGLISH PROFICIENCY/Criteria for TOEFL/IELTS waiver

You may document your English Proficiency in **one of the ways listed below.**

1. TOEFL IBT 80 or TOEFL PBT 550 (valid for 2 years from the date of the exam)
2. IELTS 6.5 (valid for 2 years from the date of the exam)
3. Current enrollment (must be in good standing) or a Bachelor's Degree earned from a university where the **language of instruction is solely in English**. Must be an approved university.
4. University-certified transcripts/official documentation that a student has passed at least **two courses taught solely in English with a "C" or the equivalent**. The language of instruction must be English, and at least one of the courses must be in the student's major. This does not include English language courses. An official letter from the university will be required if the transcript does not clearly state which courses were taught in English**
5. **High School Diploma (vgs) using grade 4 and above (valid for 8 years)**

****NOTE:** If you use this criterion, you must print out the catalog description of the course where it is explicitly stated that the course is taught in English. If the catalog description states "English or Norwegian", contact your faculty or the professor and ask them to send you a short email confirming the course was taught in English. Submit this email in addition to the course description. **TIP:** *just type the course code and number in the search field on INNSIDA and you will quickly find the English description of the course. Eg POL1002*

Information on TOEFL/IELTS

<https://innsida.ntnu.no/wiki/-/wiki/Norsk/Spr%C3%A5kforberedelser>

DOCUMENTS/ENCLOSURES to prepare

- **NTNU Transcript** (*Karakterutskrift*) and explanation of grading system in English

*NTNU: **Bestilles via STUDENTWEB***

*For å få karakterutskrift med **navnet av programmet ditt velg følgende:***

*Resultater – Bestillinger – Karakterutskrift med digital signatur- **BESTILL**
Velg: **Engelsk – Grupper etter utdanningsplan***

- List of **courses in progress** which do not appear on my transcript
Skriv dette selv. Standard oppsett fins på:
www.ntnu.no/international/studentweb/coursesinprogress.docx
Engelsk navn på fagene finner du ved å skrive fagkoden i søkefelt på INNSIDA
- **Proof of Bachelor's degree**
Dersom du allerede har en Bachelor's degree lag en kopi av den for å laste opp/sende via email til SDSU. (studenter i 5.årig programmer har ikke en bachelor's degree.)
- List of **preferred and alternate courses**
Lag en liste delt opp i semester (Fall, Spring) og ta med noen alternativer da tilgang til fag er på «space available basis».
- Certified copy (= rett kopi) of **passport** name page (*kontakt, [Mette Grønnesby, Internasjonal seksjon \(1. etg\)](#)*)
- **Documentation of Funding:**
Step 1: Print out: [Confirmation letter/Letter of permission](#) from NTNU. Have it signed by Dale Licata (Trondheim) or your International exchange coordinator (Gjøvik/Ålesund).

Brevet er selvforklarende. Velg om du har/har ikke forhåndsgodkjenning.
<https://www.ntnu.no/international/studentweb/confirmationletter.docx>

Få undertegnet brevet enten på [application workshop](#) eller [avtale en veiledningstid](#). Uten at du har lastet opp forhåndsgodkjenningsskjema i SØKNADSWEB blir ikke brevet undertegnet. Dersom du har fått forhåndsgodkjenning, ta med brev/email fra fakultetet/institutt som beviser at du har fått [forhåndsgodkjenning](#).
- Step 2: Financial statement** from the State Educational Loan Fund, Norway
Skriv ut selv fra: <https://app.lanekassen.no/forelopiguttalelse/>
- Step 3: Lag som et dokument** 1) *Confirmation letter* 2) *Financial statement*.
Gi et passende navn feks «YOUR SURNAME – Documentation of Funding»
- **Documentation of English proficiency**
Ikke tatt TOEFL/IELTS og du søker om TOEFL/IELTS fritak:

Step 1: Skriv ut brevet som støtte søknaden om TOEFL/IELTS fritak
 se **SAMPLE:** <https://www.ntnu.no/international/studentweb/toeflconfirmationsample.pdf>
 Brevet: <https://www.ntnu.no/international/studentweb/toeflconfirmation.docx>
(Tips: last ned brevet, velg VIEW-EDIT osv)

Step 2: Dokumentasjon for «English proficiency
 se side 2: Documentation of English Proficiency.
 SDSU gir TOEFL fritak når du har minst 4 i engelsk fra vgs ikke mer enn 8 år siden. **Ta
 ta en kopi/lag en pdf av vitnemål fra vgs.**
 NB! **OK med Norsk utgave.** Sett **en ring rundt karakter i engelsk** og **ved siden av alle
 fagene skriv (pent) engelsk navn på faget**

Step 3: Skriv ut/last ned beskrivelsen av karaktersystemet fra vgs og legg dette bak
 vitnemålet
 se <https://www.ntnu.no/international/studentweb/vgsgradingsystem.pdf>

Step 3: Lag som et dokument: dokumenter fra Steps 1,2,3
 Gi dokumentet et passende navn feks YOUR NAME – Documentation of
 English Proficiency

- **cover page for the application** (*forsiden*) You will need this when you email SDSU
 your documentation of financing/English proficiency
*Tip: 1) download the cover page template 2) save it to your computer, 3)select VIEW –
 EDIT DOCUMENT 4) fill out the cover page in accordance with the SDSU SAMPLE
 COVER PAGE. Save the file as a pdf. (Note: After the NTNU's application deadline
 (15.9/1.2) you will be emailed a cover page which can be easily modified. Before then
 use the on-line cover page.*
- **list of enclosures** (*vedlegglisten*) to be emailed to SDSU
 Though you will upload a number of enclosures, you only need to email the enclosures
 listed in the SDSU SAMPLE LIST OF ENCLOSURES
*Tip: download the LIST OF ENCLOSURES template, save it to your computer, select
 VIEW – EDIT DOCUMENT, and edit in accordance with the sample. Save the file as
 a pdf.*

APPLICATION TO SDSU

The application is online and it is important that you **select the CORRECT OPTION!**
NB! When you fill out the application **DO NOT USE NORSKE VOKALER (Æ-Ø-Å)** Use **æ=ae; ø=oe; å=aa** (*ie – the name at the BOTTOM of your passport*)

[Application Instructions and Video Tutorial](#) – Check this first !!

Section 2: Choose a Program?

Program = Semester at SDSU; WHICH OPTION?

NB!! When you fill out the on-line SDSU application you will need to **select an OPTION**. In other words **look at the courses you would like to take** and select the option accordingly. see <https://ali.sdsu.edu/programs> select **SEMESTER AT SDSU**.

Summary: There are three (3) options that have typically been used by NTNU students

a) **Semester at SDSU – General Courses** (NOT permitted to take any classes in the College of Business (ACCTG, BA, MGT, MKTG, FIN, MIS)

b) **Semester at SDSU – Business Courses** – Courses in College of Business and a variety of other courses. If you want to take Engineering courses plus 1-2 business courses apply for Semester at SDSU – Business Engineering Certificate option

c) **Semester at SDSU – Business Engineering Certificate** – Select this option if you want to take courses in both engineering and business (NOTE! even if you want to take only one (1) course in the College of Business you should select this option)

Section 11: Referral Source?

You are NOT applying through an agent

Section 13: Conditional Admission?

Absolutely NOT! **Select NONE**

Section 14: Visa information

Unless you are have a US passport you need a visa.

Section 19: Funding information

Upload the Documentation of Funding you have prepared

Source of Funds: “ State Educational Loan Fund, Norway (see Enclosure – Documentation of funding)

Name of sponsoring company...:

Write: “State Educational Loan Fund, Norway”

Section 22/23: Pay the application fee

Make certain you have enough money in your account and **no regional limitations for payments to the USA on the bank account you will be using to pay the fee.**

TIP: *Application fees are considered “tuition” by Lånekassen so save your receipt.*

SDSU on-line application:

<https://ali.sdsu.edu/apply-online#University-Credit>

Instructions: http://cesmedia.sdsu.edu/media/ali/ali/pdfs/ali_application_instructions.pdf

Make a note of the APPLICATION ID *you receive this after paying the application fee.*

About seven (7) days after submission of your on-line application you will receive an **email from SDSU with additional information**. Since it will be a few days before you receive this email, you can begin gathering any other application materials you have not yet prepared.

Email to SDSU and suggested text for the email.

Step 1: Scan/ or merge as one pdf document the previously prepared:

- cover page
- list of enclosures
- confirmation of funding
- documentation of English proficiency

Help with scanning in Trondheim: Contact Mette Grønnesby 73595238; mette.gronnesby@ntnu.no

Office: International House, First floor, Room 17

Step 2: Email the above document to applyali@sdsu.edu

Subject line: SDSU application – YOUR LAST NAME- your first name - your SDSU application ID - program at NTNU

(for example: LICATA Dale 987654 Civil and Envr Eng)

Enclose the scanned document.

Suggested email text:

To whom it may concern,

Enclosed you will find an application for the Semester at SDSU program.

The application ID is noted on the cover page and in the SUBJECT line of this email.

FOR THOSE APPLYING FOR ONE YEAR: I am applying for one-year and understand that should I be accepted that my I-20 will not indicate one semester because SDSU cannot issue acceptance materials until course registration for the second semester has opened.

Should you require additional information please contact me as soon as possible.

Thank you for considering my application.

Sincerely yours,

YOUR NAME

Your address

Your telephone number

SDSU will review your application and notify you of their decision.

(Estimated processing time: approximately 4 weeks)

If you are accepted SDSU will send you the paperwork you need to apply for a visa to the U.S.A. (i.e. *Certificate of eligibility=COE*)

After receiving your COE, you should:

1. Pay the SEVIS fee and make an appointment for a VISA interview
see www.ntnu.no/international/usa/visa.pdf
2. Upload your acceptance email or papers to [NTNU's SØKNADSWEB](#)

SAMPLE APPLICATION

The SDSU application is now completely online so it is difficult to include a complete sample application. However, using these instructions and the [guidelines/video provided by SDSU](#) the application process is fairly straight forward.

To assist you, after NTNU's application deadline has passed (15.9/1.2) I will be holding an application workshop I will also be emailing applicants a cover page/list of enclosures that can be easily modified. A sample coverpage/list of enclosures follows.

Remember: you only need to email SDSU documentation of 1) financing and 2) English proficiency.

Questions? Call me: 73 59 7879 or [book an appointment](#).

Student Services Division
 Office of International Relations

Date	January 28, 2019	Email (to):	San Diego State Univ(SDSU): applyali@sdsu.edu
From:	Jesse SMITH	Fax or email (from):	NTNU Trondheim
In case you do not receive all pages, please contact:		jessesm@stud.ntnu.no	

Attn: SDSU: ALI Semester at SDSU

Application materials for <i>(your name)</i>	Jesse SMITH
Reference no./Application ID	98765
Major at NTNU <i>(studieprogram)</i> Applying to <i>(dept at host inst.)</i> Dates	Marine Technology Mechanical Engineering From: August 2019 to: June 2020
Address: <i>(to which NTNU should return original application)</i>	Skogveien 1 NO-7024 Trondheim, Norway
Student's email address:	jessesm@stud.ntnu.no
NTNU student ID number:	765432
Comments: I am applying for TOEFL waiver and have submitted documentation of my English proficiency in accordance with your guidelines	

Address	Org.no. 974 767 880	Location	Phone	
NO-7491 Trondheim	E-mail:	O.S. Bragstads plass 3	none	update: 28 Jan 2019
	utveksling@st.ntnu.no	Internasjonalt hus	Fax	
	https://www.ntnu.edu/international	NO-7034 Trondheim	none	Dale: (+47)73597879

All correspondence that is part of the case being processed is to be addressed to the relevant unit at NTNU, not to individuals. Please use our reference with all inquires.

SAMPLE LIST OF ENCLOSURES

Highlighted fields are the ones you need to change/check

SEMESTER@SDSU application documents

Please see enclosed application materials:

for January 20 20 - June 2020

Application ID: 98765

Confirmation of Funding and Health Insurance

Financial Statement from State Ed. Loan Fund

Documentation of English Proficiency

Proof of Bachelor's degree

You only need this if you are applying to a GRADUATE program (ie students in their 4th or 5th year of a 5 year MSc program do not need this and can delete this text from the list of enclosures.)

Address

NO-7491 Trondheim

Org.no. 974 767 880

E-mail:

international@st.ntnu.no

<http://www.ntnu.no/intersek>

Location

O.S. Bragstads plass 3

Internasjonalt hus

NO-7034 Trondheim

Phone

+ 47 73 59 57 00

Fax

none

Advisor:

Dale M. Licata

Phone: + 47 73-59-7879