



“CSU Subject/Course Information”. Also view the [CSU Campus Profiles](#) found on our website and the document entitled “[CSU Campus Selection Guidelines](#)” for a list of impacted/closed and restricted/limited subject areas.

- If you are applying for an undergraduate placement, select and enter only undergraduate courses on your application. To assist you, view the document entitled “[CSU Course Numbering System](#)” also found on our website under “CSU Subject/Course Information” or “January 2019 Intake”.
- Course syllabi are usually not available before arriving to the campus so please do not contact campuses about this. At the CSU, it is customary for professors to provide detailed course information on the first day of class.
- You are required to list eight courses for each campus choice. The majority of courses that you select should be in your chosen field of study.
- It is important to be flexible in your selection of courses and the scheduling of courses.
- Permission to register for a particular class is based on your academic preparation as demonstrated by official university transcripts.

Page 3 of the application:

- Type your name at the top of the page.
- Refer to the document entitled “English Language Proficiency Requirements” to determine if you are required to submit English language proficiency test scores.
- Read the information about health insurance and other costs.
- Read this page carefully and sign where indicated under “Statement of Understanding” before submitting the entire application to your exchange coordinator. Your application will not be accepted without a handwritten signature in ink.
- Your exchange coordinator at your home institution will complete the bottom of the part of page 3.
- Note: CSU International Programs cannot accept applications directly from students.

### **Deadline for Submission of Application**

Return the completed application with required documents to your International Office by their internal deadline date.

### **Financial Verification Form**

This is a critical document so take time to read it carefully. Financial documents submitted must be current.

### **On-Campus Housing**

Students interested in applying for on-campus housing (where available) are advised to 1) submit their applications to their exchange coordinator as early as possible, and 2) visit the housing websites of the campuses to become familiar with the housing situation.

### **Acceptance**

Acceptance information is provided to applicants approximately 10-12 weeks after the application deadline date so please be patient during this time and do not contact the campuses. Once you have been accepted to a campus or you have been contacted by a campus, you are welcome to contact that campus regarding any questions you have about your exchange. If you are asked to complete a campus online application, please follow their instructions.

All acceptance documents from the CSU campuses are forwarded to CSU International Programs located at the CSU Office of Chancellor in Long Beach, California. Your acceptance packet will be forwarded to your exchange coordinator at your home institution by courier. Some campuses will send acceptance information via email so it is important to check the email account that you listed on your application regularly.

Once you receive your acceptance documents, check the documents carefully to ensure that the information is correct, like the spelling of your name, birthdate, birthplace and terms of study. If there is incorrect information on your documents, email your host CSU campus immediately to report the error. If the DS-2019 needs to be replaced then request that your host CSU campus sends a replacement DS-2019 to your home address as soon as possible. An inaccurate DS-2019 may prevent a visa from being issued to entry into the U.S.A.

### **Establishing Contact with your Host CSU Campus**

Until you are accepted to a campus, any questions you have should be directed to your home university exchange coordinator. Once a CSU campus contacts you, you are welcome to, and encouraged to communicate with the campus directly about any questions you have including your acceptance letter, visa document (DS-2019), health insurance, housing and course registration. Your contact person will normally be staff from the International Office at your host campus.

### **Registering for Courses**

The host CSU campus will provide instructions for how students register for courses once accepted as an exchange student. Some campuses allow students to register for courses through their online registration system once accepted for exchange. If you receive information about online registration by post or email, you must pay attention to your registration time and follow instructions to register. If you fail to follow instructions and do not register for courses when directed, you may not get courses and may have to withdraw from exchange.

### **Health Insurance**

Exchange students are required to purchase and maintain health insurance that meets or exceeds the limits required by the host CSU campus. CSU campuses may have different requirements and some will require exchange students to purchase the insurance offered by them regardless of what insurance students may already have. Most campuses require that students purchase their insurance. Costs can be up to \$1000 (or more) for the academic year. Visit the campus webpages for international students for more information. Exchange students will receive information about health insurance requirements and costs once accepted to a campus. Students will not be allowed to register for classes without providing proof of purchase.

### **Orientation**

CSU campuses host an orientation session for incoming exchange students which is required. Check with your host campus for details once you have received your acceptance letter/packet and plan to attend the orientation. Note that several campuses, like San Francisco State University, have strict attendance requirements and will not allow students to participate in exchange if students miss their orientation session.

### **Extending your Exchange after Arrival to your Host Campus**

Often, students who have applied to study for one term enjoy their exchange so much that they ask to extend their exchange to study for one academic year. If you have applied for one term only and wish to extend your exchange, then please do the following:

- Contact your exchange coordinator at your home institution to see if this is possible. You may be asked to contact your academic advisor at your home institution for approval.
- Approach the International Office at your host CSU campus about the possibility of extending your exchange.

Any students who wishes to extend their exchange must:

- furnish proof of health insurance that meets campus requirements to cover the extended exchange period;
- furnish proof of finances to support them for the extended exchange period;
- be in good academic standing after the first semester of exchange;
- have no outstanding debt at their host CSU campus; and
- be good representatives of their home university by complying with the rules and policies of their host campus and the laws of the State of California.

### **Final Transcripts**

Once you complete your exchange, CSU International Programs at the CSU Office of the Chancellor in Long Beach, California will automatically order an official transcript and forward it to your exchange coordinator at your home institution as long as you have left no outstanding debts. If you wish to have additional transcripts, then it will be necessary for you to order them directly from your host CSU campus. You will be required to pay for any fees charged for additional official transcripts although you can usually download an unofficial transcript from your campus account at no cost. More information about transcripts can be found at <http://csuip.calstate.edu/> under "Incoming Exchange" and "CSU Transcripts".