Objectives

The objectives of this presentation is to explain:

- The application process for Fall 2021.

- The roles and responsibilities of the CSU IP Office, the partner, the student and the campus.

- How to use MOVEit to transmit applications to our office.

We hope this will ensure a smooth process for all involved.
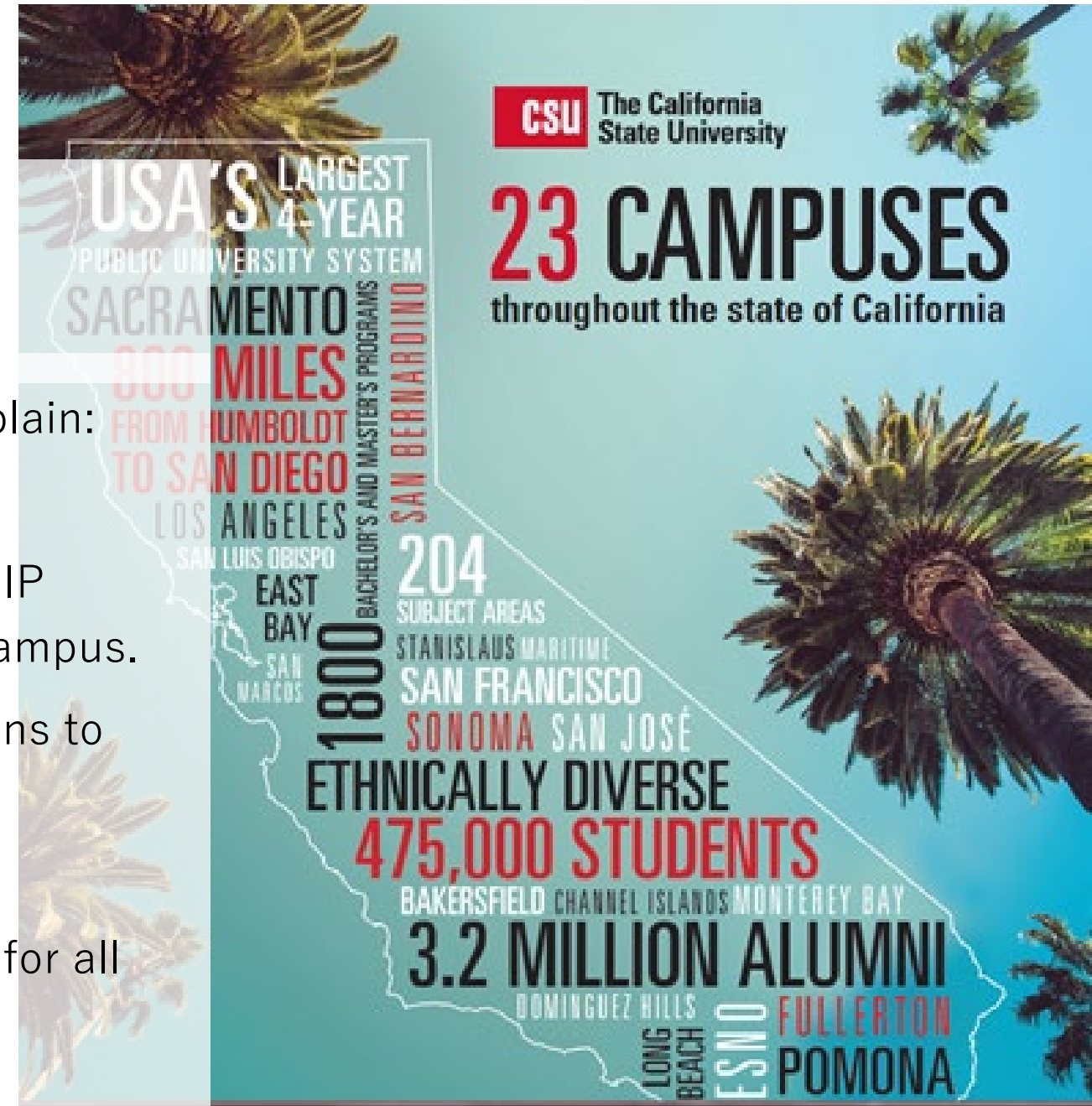
Introducing your contacts for the CSU International Program's Inbound Student Exchange Program

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The CSU Exchange Application Process

This presentation explains the application process for Fall 2021 which begins in August (and September for our only quarter campus, San Luis Obispo).

Our applications process allows students to:

- Be placed at a campus and be in touch with their host campuses sooner than in previous years;

- Submit verification of financial support only for the campus where he/she has been placed directly to the campus;

- Have improved access to on-campus housing options and courses due to earlier receipt of applications by campuses where available.

Exchange partners no longer send physical applications and supporting documents to our office.

Partners submit documents electronically through a secure portal.

CSU Systemwide Application Process for Fall 2021

Student completes application; submits application with passport copy, personal statement, transcripts, Declaration of Financial Support and English proficiency test score (if applicable) to exchange partner coordinator.

Student provides original docs (if required) and verification of financial support directly to the campus. Student may be required to complete a campus application.

Exchange Applicant

Exchange Partner

Exchange partner transmits application with documents to CSU IP **through a secure portal (MOVEit)**. Partner does not mail physical application and documents unless asked to do so. Partner remains in contact with their students.

CSU IP Office

Host CSU Campus

Using the application, CSU IP places student at a campus and transmits application to host campus. Advises partner of placements.

Host campus receives and reviews application. Then campus contacts student to request financial verification and other required documents.

OUR ROLES IN THE APPLICATION PROCESS

EXCHANGE PARTNER	CSU IP	CSU CAMPUS
Selects and nominates students.

Assists students with application; communicates with students about their application and campus placement.

Collects applications and documents from students; checks application; ensures that student has provided his/her handwritten signature in ink.

Transmits application with documents to via a secure portal (MOVEit proxy account).

Notifies students of campus placements once advised by CSU IP.

Liaises with CSU IP on all exchange-related matters. | Receives applications and related documents from partners; checks eligibility; places students at campuses.

Notifies exchange partner of placements who confirms placements with their students.

Transmits applications to campuses.

Collects acceptance letters/DS-2019s from campuses; forwards to partners to distribute to students.

Liaises with partners and campuses on exchange-related matters. | Reviews applications; then processes applications.

Emails students with request to submit verification of financial support while on exchange and whatever original documents are required for admission. (Some exceptions may apply depending on the campus.)

Generates/sends acceptance documents to CSU IP for forwarding to exchange partner (unless advised otherwise).

Provides information to students (pre-arrival, upon arrival and during exchange) about registration, housing, visa requirements, etc.; provides on-site orientation

Keeps CSU IP updated on student-related matters. |

Who can send applications to CSU IP?

Unless agreed upon in advance, CSU IP receives applications from:

1. Exchange coordinators from institutions which <u>hold the actual agreement</u> with the CSU IP, or

2. Our representatives abroad who have been authorized by our office to collect, review and send us applications.

Where consortiums are involved (France, Germany and Mexico), it is up to the exchange coordinator of our exchange partner with whom we have the agreement or our CSU IP representative (Germany) to:

1. Coordinate and collect the applications and related documents from participating members of the consortium, and

2. Review and submit the applications and related documents to our office.

STAKEHOLDER RELATIONSHIPS

PRIOR TO CAMPUS PLACEMENTS

| Prospective students and applicants | ⟷ | Partner Institutions | ⟷ | CSU IP | ⟷ | CSU Campuses |
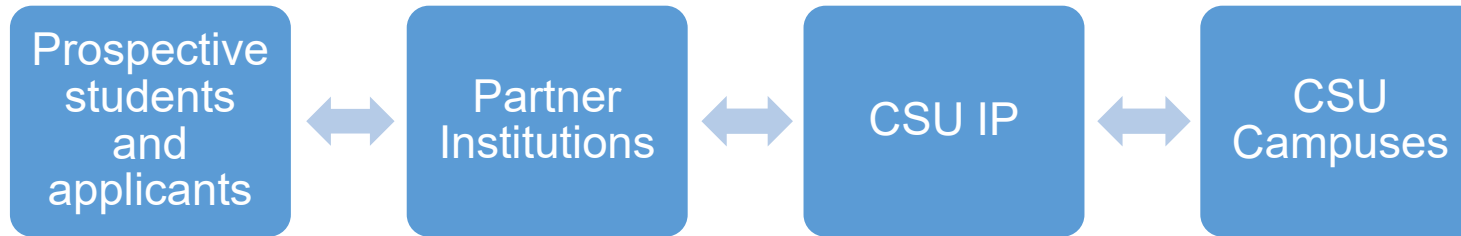
Prior to campus placement:
- Students should communicate only with their home university/exchange partner regarding questions about exchange.
- CSU IP and exchange partners communicate about the student exchange process and application.

STAKEHOLDER RELATIONSHIPS

After the CSU campus receives and reviews the applications, they will contact the applicant about collecting verification of financial support and other documents if required. From that point forward, the campus and student are in contact with each other. Typically, the Exchange Coordinator at the host CSU campus is the hub of the student's exchange experience particularly after arrival to campus.
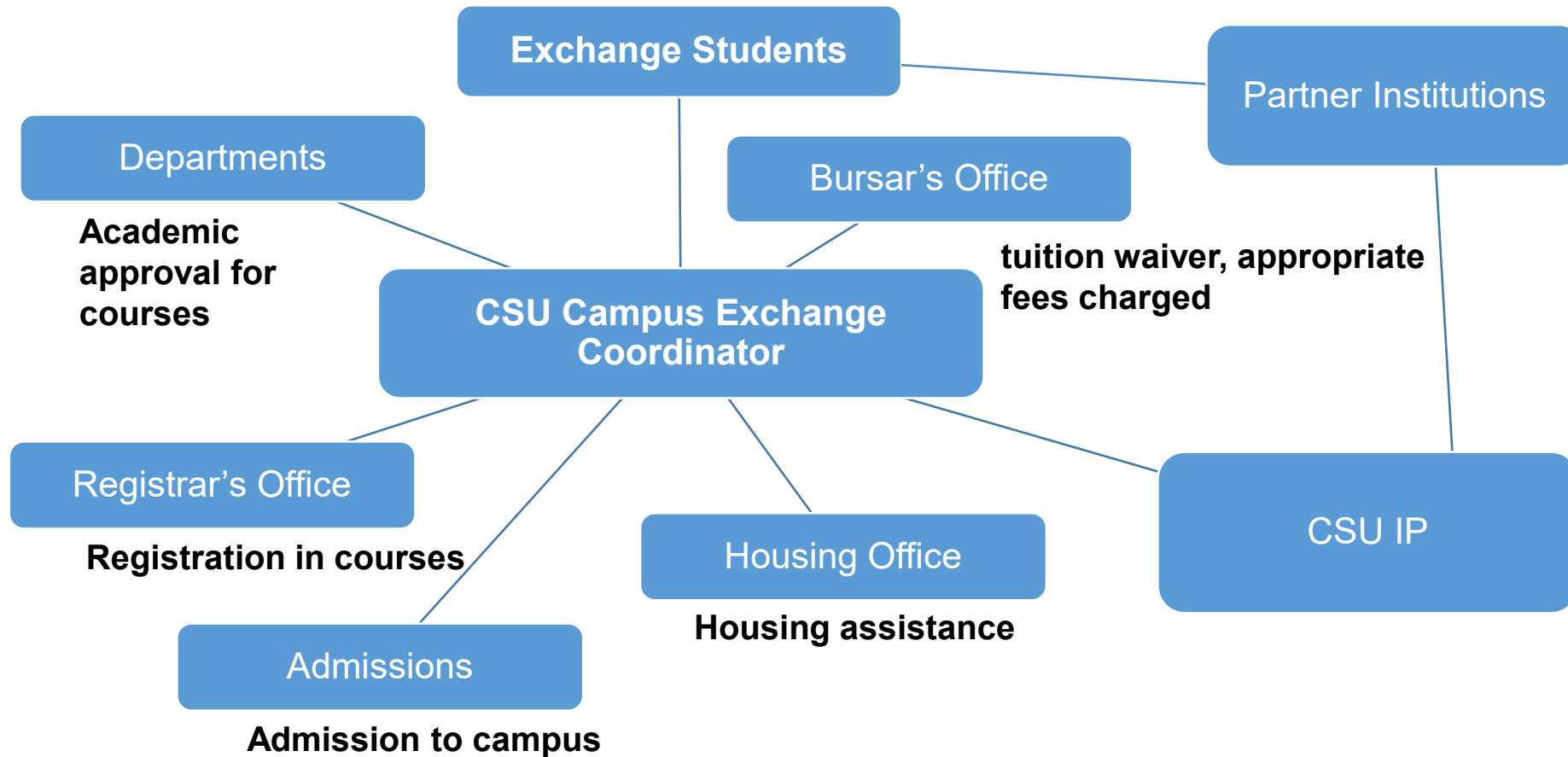
Exchange Student Role

What students must do:

Read CSU Campus and Course Selection Guidelines and the application instructions found here. Complete and sign the CSU application.

Provide documents (refer to last page of application) to exchange coordinator/exchange partner.

Check emails regularly to get notification about campus placement and receive email from host CSU campus.

Work on obtaining verification of financial support while on exchange.

Follow instructions from host campus about what campus requires and adhere to deadlines. Consult with the exchange coordinator/exchange partner if they want to review documents before sending them to the host CSU campus.

RECOMMENDATION: Post documents to the CSU campus using a trackable international courier service. Verify postal address of where to mail documents before sending.

Fresno

Contact with Students

In the event that a campus is unable to make contact with your students or they are unresponsive to requests to submit documents, the campuses will advise us.

In these cases, we will contact you for your assistance in contacting the students.

If a student has withdrawn, please let us know. We will notify the campus of the student's withdrawal.

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The California State University
CSU International Programs

CSU Systemwide Application

Until further notice, exchange partners are asked to transmit exchange applications and related documents to our office using our secure portal ("MOVEit" via proxy account).

CSU IP will no longer require that partners send us the physical application with original documents unless we have asked you to do so. Please keep the original documents for safe keeping and in case you are asked to provide any documents to our office or to the campuses.

Students are required to complete and sign the Declaration of Financial Support Form to include with their CSU application. It will be the student's responsibility to provide the actual proof of verification of financial support (e.g. bank letter or statement) <u>directly to the host campus</u> **unless you prefer to send these documents to the campus on the student's behalf. Please give instructions to your students if this is your preference.**

What is "MOVEit"?

MOVEit is the CSU's managed file transfer software solution for securing the exchange of data (e.g. documents containing sensitive student information like transcripts and passports) between the CSU Chancellor's Office, CSU campuses and other stakeholders.

MOVEit encrypts files during transfer and at-rest to protect and secure the information being exchanged.

There are two kinds of MOVEit access:

There are two kinds of MOVEit access:

1. Access via password. This allows for bi-directional transfer of information between the CSU and another user. MOVEit access via password is available to CSU staff, overseas CSU IP staff and by special arrangement, partners who send large volumes of documents containing sensitive student information to CSU IP.

2. Access via secured portal: This is a proxy account where no password is required. It serves as a 'drop box' and is one-directional only. MOVEit access via proxy account can be used by any exchange partner (or student when this is warranted).

MOVEit Access via Proxy Account

A proxy account is a secure portal that has been set up to allow persons outside of the CSU system to transmit documents containing sensitive information via MOVEit to CSU IP without a password.

This transmittal method is one-directional, which allows users to send messages with attachments and serves as a 'drop box'. Attachments sent through the proxy account must be in PDF format.

Documents must be in PDF format.

Multiple documents or files can be sent at one time.

When sending more than one PDF file, PDFs must be "selected" as a group from a folder on your computer. Documents cannot be selected individually into MOVEit.

See Slide 17 for additional instructions.

The California State University
INTERNATIONAL PROGRAMS

Reporting Access Issues

If you experience any issues with using the MOVEit portal, send an email with a screenshot of the error message with your name and personal email address to CSUexchange@calstate.edu.

Our Information Technology and Security team will investigate the matter in order to resolve the issue.

Transmitting Applications

When transmitting documents to CSU IP, please organize each student application by placing documents in the following order:

1. Three-page application on top (excluding page 4)
2. Copy of passport profile page
3. Personal Statement
4. Transcript(s) of all postsecondary institutions attended
5. Declaration of Financial Support
6. TOEFL/IELTS Test Score Results (if applicable and available)

Please save each student application with supporting documents **as a single PDF file** and name the PDF file for students applying to our Fall 2020 (F20) intake as follows:

F20_Student's Surname_Student's First Name

Example: F20_Braun_Sebastian

This will allow both our office and our campuses to process applications quicker.

Note: When submitting applications through our secure portal, each application should contain items 1 to 5 (to the left). Item 6 must be included if applicable and available.

Transmitting Applications through our Secure Portal (MOVEit via Proxy Account)

After saving student applications with supporting documents as a single PDF file for each student, following the instructions to transmit them using our secure portal (MOVEit via proxy account):

Step 1. Place all PDFs in one unique folder on your computer. Remember the location.

Step 2. Go to the following site: https://www2.calstate.edu/attend/degrees-certificates-credentials/Pages/submission-of-csu-systemwide-student-exchange-application.aspx. Then complete all fields in the online request form.

Step 3. When attaching PDF files, select the red "Browse" tab at the bottom of the screen. It will open up Windows Explorer on your computer. Select the folder where you have placed your PDF files that you wish to transmit. Select all of the PDF files that you wish to attach by pressing the "shift" key and your down arrow key on your keyboard. Then press the "Open" tab at the bottom right-hand corner of your computer screen.

Check to make sure that all of your PDF files have been attached to the MOVEit screen. Then click on "Submit".

The California State University
INTERNATIONAL PROGRAMS

Resources

We have redeveloped our webpages for our exchange partners and prospective students. Visit Study at the CSU webpage and find links to:

- A new CSU Exchange Promotional Flyer;
- CSU Campuses at a Glance;
- CSU Campus Costs and Requirements
- And much more.

In our CSU Subject/Course Information webpage, we have hyperlinks to our campus catalogs/bulletins and other information.

A webpage has been created for Exchange Partners where you can find this presentation and additional information including:

- Secure Data Transfer: MOVEit - A Quick Reference Guide for Exchange Partners. This is a quick reference guide with images on how to use MOVEit.
- Instructions for MOVEit via Proxy Account

Over time, more information will be added to this webpage so you may wish to bookmark this page for easy access and reference.

**If you have questions, please contact us at
CSUexchange@calstate.edu**