

Dear Exchange Applicant,

Application Instructions

- Use a PC (not a Mac/Apple computer) when completing the **Word Doc** application due to formatting problems associated with using a Mac/Apple computer.
- Some fields have a drop-down menu where you must choose an answer.

Page 1:

Question 2: Your first/given, middle, and last/family name must be entered as it appears in your passport at the bottom of the profile page (machine readable information). See example below.



Question 19: List all postsecondary institutions that you have attended. Provide transcripts for every postsecondary institution that you have attended and listed in this question. Your host CSU campus may request that you provide original transcripts to them.

Application Instructions **for Deferred Exchange Applicants**

Page 2:

Type your name at the top of the page.

Section II - B: Enter an updated list of subjects/courses you are currently enrolled in at your home institution (in English) in the semester prior to your exchange.

Section III: Enter the subjects/courses that you wish to take at each campus you have listed on page 1 of your application. A master list of campus courses (subjects) with course codes, course titles and course descriptions can be found online in the campus "catalog" or "bulletin," although note that not all courses are taught each term. For campus and course information and links to campus catalogs, click [here](#). Also view the [CSU Campuses at a Glance](#) found on our website and the document entitled "[CSU Campus and Course Selection Guidelines](#)" for a list of impacted/closed and restricted/limited subject areas. Note the following:

- If you are reapplying to the CSU campus in which you were previously placed, list eight updated courses for that one campus only.
- Do not list courses you have already taken at your home institution.
- If you are applying for an undergraduate placement, select and enter only undergraduate courses on your application. To assist you, read the information found in "[CSU Subject/Course Information](#)".
- 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 courses is based on your academic preparation as demonstrated by official university transcripts.
- Only select courses in which you have met prerequisites. (Refer to the course descriptions in the campus catalog.)

Page 3:

Type your name at the top of the page.

This page contains your "Exchange Student Agreement". Read this page carefully and provide your handwritten signature in ink where indicated.

After you have completed and signed your application, submit your application to your Exchange Coordinator with the following documents:

- ☐ **Personal Statement** (one page only). If you are reapplying to the CSU campus in which you were previously placed, reattach your previous statement to your application. If you are applying to other campuses, in your own words, rewrite your personal statement and list the reasons for selecting the CSU, as well as all campuses you have listed on your application.
- ☐ **Copy of the identification (ID) page in your passport** showing your photo, full legal name and place of birth. Make sure that your passport has not expired or due to expire in the immediate future.
- ☐ **Updated Transcripts** of all postsecondary institutions listed on page 1 (Question 19). While scanned transcript copies will be submitted to CSU IP as part of your CSU application, your host CSU campus may require you to submit original official transcripts to them in order to be accepted.
- ☐ **Updated Declaration of Financial Support Form**. This is a required form to demonstrate that you have liquid funds available to support you while on exchange. Provide an updated form to reflect costs and amounts based on your current financial situation and updated campus costs, if changed. Refer to the "Verification of Financial Support" section below. Do not submit actual verification of finances (such as bank statements) with your CSU application. Once we forward your application packet to your host CSU campus, they will request that you submit verification of finances, and you must send the requested documents directly to your host CSU campus.

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☐ **TOEFL or IELTS test results (if applicable).** Reattach your TOEFL or IELTS test results (if applicable). Make sure that your test results are no older than two years.

If it is necessary for you to retake the TOEFL/IELTS test and test results are not yet available, submit your application without test results to avoid delays in application processing. While a test score report copy will be submitted to CSU IP as part of your CSU application (if applicable and available), your host CSU campus may require you to submit an original test score report to them in order to be accepted. Click [here](#) to view which campuses require original test score reports.

Note: TOEFL/IELTS test results are required for applicants who have not studied at a secondary or postsecondary institution where English was the primary language of instructions **for three years**.

Your Exchange Coordinator will:

1. Complete the bottom of Page 3;
2. Review your new application;
3. Submit your new application to the CSU International Programs Office (CSU IP) located at the CSU Office of the Chancellor in Long Beach, California.

CSU IP will:

1. Review your new application;
2. Honor the placement at the CSU campus in which you were previously placed or place you at another campus, if you have chosen to apply to other campuses;
3. Notify the CSU campus and your Exchange Coordinator of your placement.

Your host CSU campus will contact you to:

1. Request that you submit updated verification of financial support for the duration of your exchange to them directly;
2. Advise what other new or updated documents are needed to complete your new application, e.g. original TOEFL/IELTS test report (if required) and/or original official updated transcripts;
3. Advise if you will also need to complete their campus application;
4. Provide information about on-campus housing, course registration, visas and other pre-arrival information.

If you are asked to complete a campus online application, please follow their instructions and adhere to their deadlines.

Mailing Instructions:

Before mailing financial documents, original transcripts (if required) or other documents to your host CSU campus, do the following:

- Contact your Exchange Coordinator at your home institution for any special instructions or in case they wish to check your documents.
- Confirm the postal address of your host CSU campus. It is strongly advised that you use a trackable international courier service when posting any original documents to your host CSU campus.

Verification of Financial Support

To verify that you have funds available to you while on exchange, your host CSU campus will require that you submit updated verification of support for the duration of your exchange at the CSU. Important: The verification (proof) of finances should match or exceed the amounts listed in your Declaration of Financial Support Form. Typically, financial verification will take the form of official bank letters or statements that show that you and/or your sponsor(s) have the minimum required amount of financial liquid assets available to you while on exchange. Credit cards are not accepted. Bank statements must be recent. Due to exchange rate fluctuations and cost of living increases in California, it is strongly advised that you secure more funding than the amounts that the campuses require. Refer to the "CSU Campus Costs and Other Requirements" table found [here](#).

Application Instructions **for Deferred Exchange Applicants**

It is your responsibility to send your updated verification(s) of financial support and documentation directly to the host CSU campus. Do not send these documents to the CSU IP Office.

Once your host CSU campus admits you, they will issue a letter of admission and a DS-2019 (Certificate of Eligibility for Exchange Visitor Status). The DS-2019 will be sent to the CSU IP Office in Long Beach, and then forwarded to your Exchange Coordinator at your home institution. The DS-2019 from the CSU campus enables you to apply for the J-1 visa. Do not plan on leaving your country of residence until you have been issued the visa; it will allow you to enter the United States 30 days before the program start date.

Health Insurance and Other Costs

By the first day of class, exchange students are required to have purchased health insurance that meets or exceeds the limits required by the host CSU campus, for the duration of your exchange. This is a requirement of the U.S. State Department. 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. Visit the campus webpages for international students for more information.

Once you are accepted to campus, your host CSU campus will provide you with information about health insurance requirements and costs. You will not be allowed to register for classes without providing proof of purchase. Refer to the "CSU Campus Costs and Other Requirements" table found [here](#) for more information. Important: **If you fail to purchase health insurance or provide proof of health insurance, you are subject to dismissal from the exchange program.**

While tuition is waived for exchange students, several campuses charge campus-based fees, which are not covered by the exchange agreement with your institution. If charged, you are required to pay for these fees. Click [here](#) to access estimated campus costs.

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. Once placed at a campus, your host CSU campus will provide housing information to you.

Establishing Contact with your Host CSU Campus

Before you are placed at a campus, direct your questions to your Exchange Coordinator at your home institution. After your host CSU campus contacts you about your application, you are welcome to, and encouraged to communicate with the campus directly about any questions you have about your exchange. Your contact person will normally be a staff person from the International Office at your host CSU campus.

Acceptance

Your host CSU campus will forward your acceptance documents to CSU IP approximately 9-12 weeks after the application deadline so please be patient during this time. When received, CSU IP will forward your packet to your Exchange Coordinator at your home institution via international 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, such as 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 directly to your home address as soon as possible. An inaccurate DS-2019 may prevent a visa from being issued to allow entry into the United States.

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 date and time period and follow registration instructions. If you do not register for courses when directed, you may not get courses and may have to withdraw from exchange.

Application Instructions for Deferred Exchange Applicants

Campus Orientation

CSU campuses host an orientation session for incoming exchange students which requires your attendance. Check with your host CSU campus for details once you have received your acceptance letter/packet and plan to attend the orientation. Note that campuses 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 CSU 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 also 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.

Students who wish to extend their exchange must:

- have support of the partner/home institution, the host CSU campus and CSU IP;
- be in good academic standing;
- provide verification of financial support for the extended term as per campus requirements;
- provide proof of health coverage for the extended term as per campus requirements;
- not have any outstanding debt to the host CSU campus;
- not have any student conduct issues;
- meet all other conditions required of exchange students;
- select enough courses (subjects) to be a full-time student for the extended term which are available and suitable based on the student's academic background and meets with the approval of your campus.

Final Transcripts

Once you complete your exchange, the CSU IP Office will automatically order an official transcript and forward it to your Exchange Coordinator at your home institution if 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 [here](#).