

# <u>Deferral Form Instructions</u> <u>for Deferred Exchange Applicants</u>

This document is for students from partner institutions who have deferred their exchange to the California State University (CSU) Systemwide Student Exchange Program from a previous term or year, and who have been re-nominated for exchange. The information below will assist you with completing the CSU Systemwide Student Exchange Deferral Form as a deferred applicant. The CSU IP Office will honor the CSU campus placement in which you were previously placed. Please note, your host CSU campus may require you submit a separate campus application.

If you prefer, you may apply to other CSU campuses by completing a new CSU Systemwide Student Exchange Application for January 2022. Note that the Fall 2021 application will not be accepted.

### **Deferral Form Instructions**

Please read instructions and each question carefully. Note, some fields have a drop-down menu where you must choose an answer.

#### Section I - Part A

**Question 1**: Enter your family/surname (last) name, given (first) name, and middle name in the order that it appears in your passport, at the bottom of the profile page (machine readable information). See sample image.



**Question 2**: Check the "No" box if your address has not changed since you submitted your previous application. Check the "Yes" box if your address has changed.

**Question 3**: Update your current address and permanent address (if different than your current address.

**Question 4**: Provide your primary/preferred email address and an alternate email address.

## Section I – Part B

Question 5: Enter your home university name.

Question 6: Select the appropriate term(s) of study for your exchange from the dropdown list.

**Question 7**: Enter the field(s) of study at your home university.

Question 8: Enter a maximum of two subject areas that you will be studying while on exchange.

## Section II

If you still wish to accept the placement at the CSU campus in which you were previously placed, then select that campus from the drop-down list titled, "Select your host CSU campus". If you wish to be considered for a different CSU campus or campuses, you are required to complete a new CSU Systemwide Student Exchange Application for January 2022.

If you are reapplying to the CSU campus in which you were previously placed, update your course list and enter eight courses in the table.

- 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 <u>eight courses</u> for your 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.

#### Section III

Sign your CSU Systemwide Student Exchange Deferral Form by providing a digital signature and date the deferral form. Once signed and dated, forward the deferral form to the exchange coordinator at your home institution.