

California State University, Northridge
International and Exchange Student Center
Resource Guide for International Students
2009-2010

INTRODUCTION

The information in this guide has been compiled in the hope that it will be of use and initial assistance to international students at CSUN. The information is by no means complete or comprehensive; it is intended to be used in conjunction with the University catalog and other University publications. We encourage you to read it, print a copy, familiarize yourself with its contents, and keep it where you can refer to it from time to time. It will answer many of your questions and save you much time and effort. Please visit our website regularly for updates. Please do not depend upon this or any other publication as your sole source of information and guidance. We strongly recommend that you communicate regularly with your academic advisor, your professors and the foreign student advisors (FSA) in the International and Exchange Student Center (IESC) to obtain answers to your questions and to seek advice on specific problems and general matters.

PHONE & HOURS

(818) 677-3053

Hours of Operation: 8:00 A.M. – 5:00 P.M.

Walk-in hours for International Students: 8:30 A.M. – 4:30 P.M.

STAFF

Director:

Tom Piernik Tom.Piernik@csun.edu

Associate Director:

Sonja Daniels Sonja.Daniels@csun.edu

Assistant Director:

Marta Lopez Marta.Lopez@csun.edu

Foreign Student Advisor (FSA) for students in the College of Engineering and Computer Science:

Brenda Acosta brenda.acosta@csun.edu

Foreign Student Advisor (FSA) for students in the College of Art, Media, & Communication, College of Social and Behavioral Science and College of Education:

Patricia Marquez patricia.marquez@csun.edu

Foreign Student Advisor (FSA) for students in the College of Health and Human Development, College of Science and Mathematics, and College of Humanities:

Rhonda Myers rmyers@csun.edu

Foreign Student Advisor (FSA) for students in the College of Business and Economics:

Roopa Rawjee roopa.rawjee@csun.edu

SEVIS Coordinator:

Vacant

Study Abroad and National Student Exchange Advisor:

Juliet Aylmer juliet.aylmer@csun.edu

Activities Coordinator:

Yeprem Davoodian yeprem.davoodian@csun.edu

FUNCTIONS

The IESC staff provides services to all international students after they have been formally admitted to the University and will assist international students in 1) complying with the laws and regulations of the U.S. Citizenship and Immigration Services (USCIS) 2) referring them to the appropriate department for academic advising in their major field of study and 3) dealing with academic or personal problems. The Office also coordinates cultural and social events so that international students can share their national heritage with the campus educational community. A special new student orientation program is provided at the beginning of each semester to assist international students in adjusting to the campus environment and American customs.

IMPORTANT PHONE NUMBERS AND WEBSITES

In the event of an emergency, natural disaster, etc., foreign students will be advised to contact their foreign student advisor and check the website at <http://www.ice.gov/sevis> for information and guidance. They can email sevis.source@dhs.gov or call toll free 800-961-5294 to report their location and contact information.

Emergencies only: For Fire, Paramedics and Police you may dial 911 and request assistance, or you may call the following numbers directly: Ambulance (Paramedics) non emergency (818) 701-7817, Non emergency Police (818) 677-2111

CSUN Helpline: 6:00 PM to 12:00 AM Sunday through Thursday 7:00 PM to 10:00 PM Friday and Saturday (818) 349-4357 (HELP) (818) 677-5552

Klotz Student Health Center: SHC, (818) 677-3666, <http://www.csun.edu/~shcenter/>

Suicide Prevention: BH 520, (818) 677-2366

Escort Service, Community Service, Matador Patrol: Department of Public Safety, Corner of Prairie & Darby streets (818) 677-5042

Admissions and Records: BH 100, (818) 677-3700, <http://www.csun.edu/anr/>

Career Center: UN 105, (818) 677-2878, <http://www.csun.edu/career/>

Disability Resources (Center on Disabilities): BH 110, (818) 677-2684 <http://www.csun.edu/cod/>

Graduate Studies Research and International Programs (GRIP): UN 265, (818) 677-2138, <http://www.csun.edu/graduatestudies/>

Graduation Evaluations: UGRD - BH 150, (818) 677-3781, GRAD UN 265 (818) 677-4800 <http://www.csun.edu/a&r/grad/>

Human Resources: UN 165, (818) 677-2101, <http://www-admn.csun.edu/ohrs/>

Intensive English Program: BK 193, (818) 677-3923, <http://tsengcollege.csun.edu/iep/index.html>

International Admissions: BH 150, (818) 677-3760, <http://www.csun.edu/a&r/intl/>

Learning Resource Center: BH 408, (818) 677-2033, <http://www.csun.edu/lrc/>

Matador Bookstore: BK Complex, (818) 677-2932, <http://www.bkstr.com/Home/10001-10057-1?demoKey=d>

National Center on Deafness: JC 107, (818) 677-2054 (V/TTY), <http://www.csun.edu/ncod/>

Public Safety (Campus Police): Department of Public Safety, (818) 677-2111,
<http://www-admn.csun.edu/publicsafety/>

Housing, Student Housing & Conference Services, Residential Life, (818) 677-2160, <http://housing.csun.edu/>

Scholarship and Financial Aid: BH 130, (818) 677-4907, <http://www.csun.edu/finaid/scholarships.html>

Testing Center: BH 225, (818) 677-2369, <http://www.csun.edu/testing/>

University Cash Services: BH 100 (818) 677-2318, <http://www-admn.csun.edu/ucs/>

University Counseling Services: BH 520, (818) 677-2366 <http://www.csun.edu/counseling/>

University Student Union: USU, (818) 677-2491, <http://usu.csun.edu>

Academic Advisement Centers: <http://www.csun.edu/ugs/advisement.html>

College of Arts, Media, and Communications (818) 677-2024, NH 135

College of Business Administration and Economics (818) 677-3537, JH 2113

College of Engineering and Computer Science (818) 677-2191, JD 1501

College of Health and Human Development (818) 677-2883, SQ 111

College of Humanities (818) 677-4767, JR 240

College of Science and Mathematics (818) 677- 4558, EH 2126

College of Social and Behavioral Science (818) 677-2658, SH 204

IMPORTANT INFORMATION ABOUT IMMIGRATION

SEVIS

Student and Exchange Visitor Information System (SEVIS) is an online database that allows USCIS and the Department of Homeland Security (DHS) to track all international students.

Passport

Maintain a valid passport at all times. Make sure to renew your passport at least six months prior to the expiration date. Your passport can be renewed within the United States at your country's consulate or embassy. Information on your country's Consulate/Embassy is available at <http://www.embassyworld.com/>

Visa

A Visa is a stamp or sticker placed in your passport at a U.S. consulate or embassy outside the U.S. A visa is only a permit to enter the United States. Once you are here, your I-20/DS2019 becomes the relevant document that helps you to maintain legal immigration status.

You must make sure that your visa is valid for your entry or re-entry. An expired visa must be renewed at a U.S. consulate/embassy outside of the U.S. prior to re-entry. Information on visa applications, related fees, and US embassies is available at <http://www.travel.state.gov/>

Continuing students who plan to travel outside the US and need to renew their F-1 visa must do the following:

- Check with the US Embassy/Consulate in their home country for appointments, required documents and processing times.
- Request IESC for a travel signature on page 3 of their I-20 and a Certificate of Enrollment.

- Submit a recent Financial Affidavit and Bank Statement in English to IESC when making the above request. It is strongly recommended that the financial information on the I-20 be current when applying for a visa.

Detailed handouts with information on F-1 and J-1 visa applications are available at <http://www.csun.edu/international>

New students should read the welcome letter from IESC for instructions or visit <http://www.csun.edu/international> for more information.

Students are responsible for paying all required fees.

The new SEVIS I-901 fee of \$200 for F-1 applicants and \$180 for most J-1 exchange visitors went into effect on October 27, 2008. Please verify whether you need to pay this fee when applying for your visa. Information on the SEVIS I-901 fee is available at <https://www.fmjfee.com/i901fee/>

IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.

I-94

An I-94 is a white arrival/departure card which is given to you when you enter the U.S. The immigration officer at the port of entry must stamp this card with the date of arrival and a stamp indicating D/S which means “Duration of Status.” It covers the period of time for the completion of your course of study plus any periods of authorized practical training, plus 60 days for your preparation to depart the United States. J-1 students will have only 30 days to depart from the U.S. upon completion of their study program.

I-20/DS-2019

Your I-20/DS-2019 form expires on the date you complete your studies. This cannot be extended once you have graduated. F-1 students who have applied for Optional Practical Training, (OPT) will receive an Employment Authorization Document (EAD) which will show the dates of validity. F-1 students are permitted to remain in the U.S. for 60 days after completing their study program. J-1 students may be eligible to participate in academic training under certain circumstances. Consult with the Responsible Officer (RO) in the IESC for eligibility requirements. J-1 students can remain in the U.S. for 30 days after completing their study program.

If you lose your I-20/DS2019 you must inform IESC immediately and request a new document to replace the one you lost. Students must submit a completed Request for New I-20/DS2019 form (available at <http://www.csun.edu/international>) along with a copy of their unofficial transcript.

Extension of Stay

If you are unable to complete your program of study by the expiration date noted in item #5 on your I-20 form you must apply to the IESC for a program extension at least 60 days prior to that expiration date. J-1 students must check #3 on the DS2019 for the expiration date. You must submit a completed Extension of Stay Request form (available at <http://www.csun.edu/international>) along with supporting documents. A detailed information handout is also available at <http://www.csun.edu/international>

Change of Major

You must report any change of your major and degree level to the IESC no later than 10 days after the change has been made by Admissions and Records and is visible on your web portal. IESC is required to report these changes to USCIS. You will need to request a new I-20/ DS2019. Students must submit a completed Request for New I-20/DS2019 form (available at <http://www.csun.edu/international>) along with a printout from the web portal showing the new major or degree level.

Leave of Absence

A Leave of absence for one semester or one year requires PDSO approval. Students must meet with a FSA to discuss their situation and options. They are required to submit a completed Request for Leave of Absence form (available at <http://www.csun.edu/international>) along with supporting documents.

A leave of absence will be approved for one semester at a time. Students who need to return to their home country for personal reasons may not remain in the U.S. in F-1/J-1 status. The I-20 for a student who will remain outside the U.S. will be terminated. A new I-20 will be issued for the semester in which the student will resume studies.

Students approved for a partial or complete medical leave of absence may remain in the U.S. based on the written recommendation of a qualified medical practitioner. They may request a reduced course load or a complete leave of absence based on medical reasons for no more than a total of 12 months during their academic program.

Students who do not resume studies after two semesters will need to reapply to the university. Their academic records will remain valid.

Travel Signature

Remember to obtain a travel signature on your I-20/DS2019 from the IESC when traveling outside the borders of the U.S. Plan ahead of time! The IESC currently requires minimum 7 business days to process all requests. Processing time may be longer during busy periods.

Travel signatures are granted to students who meet all eligibility requirements.

- Travel signatures for continuing students will be valid for one year provided the student continues to maintain legal immigration status.
- Students who need to travel during the semester will have to demonstrate eligibility in addition to obtaining permission from all professors to miss classes. Professors may e-mail permission to the appropriate FSA or students may bring letters from professors when submitting I-20's for travel signatures.
- Students who plan to travel outside the US on weekends and not miss any classes must state this in an email to their FSA prior to requesting a travel signature.
- Students who have applied for Optional Practical Training (OPT) must show a Notice of Receipt from USCIS in addition to proof of acceptable health insurance and preferably a valid F-1 visa in order to request a travel signature. Students who have received an Employment Authorization Document (EAD) or approval for OPT must submit a copy of the EAD as well as show proof of acceptable health insurance and preferably a valid F-1 visa in order to request a travel signature. Students with expired F-1 visas are responsible for renewing them. USCIS recommends that students on OPT show a letter from their employer at the Port of Entry when returning to the U.S. All students who have either applied for or are currently on OPT should communicate with the FSA for current information on appropriate documents and immigration regulations. Travel signatures for students on OPT are valid for six months only.

Transferring a SEVIS Record to another US School:

Transferring In-

Students transferring in to CSUN are required to show proof of full time enrollment and pick up their new I-20 no later than the 15th day of classes. Students who change their minds about attending CSUN and intend to transfer out to another school must request and process their transfer out no later than the first day of classes. **Please Note:** Failure to meet these deadlines could result in the termination of your legal immigration status.

Transferring Out-

All students planning to transfer to another school need to submit a completed Transfer Request form (available at <http://www.csun.edu/international>), an Acceptance Letter from the new school, and an unofficial CSUN transcript if applicable (for continuing students). The student can either come in person to the IESC or email the required paperwork to the appropriate Foreign Student Advisor.

Please abide by the time lines and deadlines according to your situation:

- New students who entered the US on an “Initial” CSUN I-20 and want to transfer to another school: must request their SEVIS record to be transferred out no later than 30 days after their arrival into the US or the add/drop deadline of the current semester (at CSUN) whichever is earlier. They will be required to submit copies of their passport, visa, I-94 and I-20 (with entry stamp) in addition to the other paperwork.
- New Students who have entered on an “Initial” I-20 from another US School, who have transferred to CSUN and then desire to transfer to another school: must request their SEVIS record to be transferred out no later than 30 days after their arrival into the US.
- Continuing students: must request their SEVIS record to be transferred no sooner than the last day of the current semester or no later than the add/drop deadline of the current semester (at CSUN) in which they wish to transfer.
- Students on a current valid OPT: must request their SEVIS record to be transferred before the start date of the semester at the school where they want to start the new program of study. **Please Note:** If students transfer their SEVIS record out prior to the expiration of their OPT, they will forfeit the remaining period of their OPT. The OPT start and expiration dates are noted on the Employment Authorization Document (EAD).
- Students who have graduated and have not applied for OPT: must request to have their SEVIS record transferred no later than 60 days after the completion date of their course of studies. This date may be earlier than the date previously recorded on their I-20.
- Students with an expired OPT must request to have their SEVIS record transferred no later than 60 days after the expiration date on their Employment Authorization Document (EAD card).

Please consult with a Foreign Student Advisor at IESC if you have questions.

ACADEMIC PROGRESS

Be sure to meet with academic advisors and consult with FSA’s as often as needed based on your academic situation to make sure you are taking the right steps at the right time.

Required Course Loads

As an international student you are required to register in a full load of classes each semester. The United States Citizenship and Immigration Services (USCIS) allow for certain exceptions to the full time enrollment requirement; however, all exceptions must be pre-approved by the IESC. If you are an undergraduate student, you must register in 12 units and maintain a 2.0 GPA. If you are a graduate student, you must register in 8 units and maintain a 3.0 GPA. Students pursuing second bachelor’s degrees are required to register in 12 units and maintain a GPA of 2.5.

Concurrent enrollment

Students may take classes concurrently at another school provided:

- They are enrolled in minimum 7 units (undergraduate) or 5 units (graduate) at CSUN
- The combined units will add up to a full time course load each semester.
- They submit a completed Concurrent Enrollment Request form (available at <http://www.csun.edu/international>) IESC requests that you obtain the support of your academic advisor who can confirm if the classes taken concurrently will transfer to the CSUN degree program upon successful completion if that is the case.
- They submit proof of enrollment followed by proof of grades for classes taken concurrently.
- Students are responsible for making sure that the classes they take at other institutions do not exceed the permitted number of transferrable units to CSUN.

Continuing Students may be permitted to take classes concurrently during intercessions (Winter and Summer) and are not required to be enrolled at CSUN.

Academic probation

Students who fall below the required GPA will be placed on academic probation. Please consult with an academic advisor in your major and a FSA on how this will impact your academic and immigration status at CSUN. Also read the CSUN catalog and schedule of classes to find out about the university policy on probation and disqualification.

Disqualification

Students who are academically disqualified must contact their FSA immediately for advice regarding their legal immigration status.

- Undergraduate students may not enroll at CSUN if they are disqualified. They may choose one of two options: They can transfer their SEVIS record to the Roland Tseng College of Extended Learning (EXL) and take no more than 2 semesters, or 24 units to improve their GPA OR they may transfer their SEVIS record to another educational institution and take classes to improve their GPA. They may then reapply to CSUN through the Office of International Admissions.
- Graduate students must contact their academic advisor as well as the office of Graduate Research and International Programs (GRIP) for readmission to their academic program. A copy of the Readmission/Reinstatement of Graduate/Credential Student Form (proof of readmission) must be submitted to IESC. The form must be signed by the graduate Coordinator/Advisor, and FSA.

Online classes

Undergraduate students may be permitted to take no more than 3 units of on-line classes each Fall or Spring semester provided they enroll in 9 units of regular classes and maintain their legal immigration status.

Part Time Status

International students always need to request pre-approval to be a part-time student. This information is reported in SEVIS. Students must submit a completed Part Time Request form (available at <http://www.csun.edu/international>) along with supporting documents to IESC no later than the Add/drop deadline of the appropriate semester. The student must resume a full course of study in the next available term, session, or semester, excluding a summer session, in order to maintain legal student status. *Important:* A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization due to academic difficulties while pursuing a course of study at the same program level. A student authorized to drop below a full course of study for academic difficulties while pursuing a course of study at a particular program level may still be authorized for a reduced course load due to an illness medical condition. Students may be permitted to enroll in a part-time course load under the following SEVIS approved categories only:

- It is your first semester in the U.S. and/or your first semester in a new degree program and you are experiencing initial difficulty with reading requirements
- It is your first semester in the U.S. and/or your first semester in a new degree program and you are experiencing initial difficulty with the English language
- It is your first semester in the U.S. and/or your first semester in a new degree program and you are experiencing initial difficulty with American teaching methods
- You are in your final semester and have only a few units remaining to graduate. Failure to graduate after receiving approval for part time status will result in a lapse of your immigration status.
- You are ill or have a medical condition that requires a reduced course load. Written statement from a qualified medical practitioner required.

Culminating Graduate Experience

Students who have already enrolled in 697 (comprehensive exams) or 698 (thesis/project) and were given a grade of "RP," but still require an additional semester (Fall/Spring) to complete the comprehensive exam or continue working on their thesis or graduate project, may enroll in the Culminating Graduate Experience with department approval. Enrollment is through the Roland Tseng College of Extended Learning (EXL). In order to enroll, a student must have: applied for graduation (or, if previously applied for graduation, file a date change form with

Admissions and Records); classified standing, and have filed a formal program with the office of Graduate Studies, Research and International Programs (GRIP). Enrollment is required in the semester/session the degree is awarded. **Important:** International students must comply with the requirements for part time enrollment.

Grades

Fail grades, withdrawals or incompletes will place you below the required units and GPA, and may subsequently jeopardize your legal immigration status.

Important: Except for the Culminating Graduate Experience noted above, matriculated students are not permitted to register through the Roland Tseng College of Extended Learning at any time. Students who become ineligible to enroll in regular university courses and wish to take courses elsewhere will have to arrange to transfer their SEVIS record to an educational institution that has admitted them.

IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.

Tests

- EPT (English Placement Test)/ELM (Entry Level Mathematics) scores are required for freshman registration. Freshmen must enroll in assigned English and Math courses during the first semester. See an academic advisor in your academic department and be sure to complete all developmental/remedial requirements within your first year. Students who fail to complete developmental/remedial requirements will be “stopped out.” This means that they will not be eligible to continue their studies at CSUN. In this case, they will have to complete the developmental coursework at another educational institution and then reapply to CSUN.

Information on Freshmen Requirements is available on pages 16-18 of the CSUN 2008-2010 Catalog.

- The Upper Division Writing Proficiency Exam (UDWPE) is a graduation requirement for all students. Transfer students who have completed 56.0 units should sign up now for the next exam; it may take you several attempts to pass it. A registration hold may be imposed if you have not passed the UDWPE before you complete 90.0 units, and a passing score may be a pre-requisite to many 400 level courses. Graduate students are usually required to pass the UDWPE in order to achieve “Classified” status.

Please read the CSUN 2008-2010 Catalog chapter on Undergraduate programs, especially the pages on Bachelor’s Degree requirements and the pages on Master’s Degree requirements.

REGISTRATION MATTERS

Alerts about registration appointments, payment deadlines and other important information will be emailed to your CSUN email account. Be sure to check it regularly or forward all emails from this address to an email address you use regularly.

You may have one or more registration hold/s each semester. Be sure to visit the web portal regularly and follow the instructions available there. <http://www.csun.edu/portal>

A “Foreign” Registration hold is placed on each international student for each semester. You are responsible for ensuring that all your immigration documents such as passport, I-20, etc. are current and valid, your health insurance policy has been renewed for the appropriate semester, and your GPA meets the basic eligibility requirement. The “Foreign” hold may not be lifted if you were enrolled in less than full time units without approval, your passport may have expired or is about to expire, you were placed on academic probation at the end of the last semester and need to meet with your FSA for a discussion about your immigration status, etc. Students who are sponsored by their home country government will need to provide a new, updated letter from the sponsor to IESC

as well as to the office of Student Accounting in order to have this hold lifted. Detailed information on registration holds is posted at <http://www.csun.edu/international> in preparation for registration each semester.

Follow registration instructions in the Schedule of Classes, <http://www.csun.edu/anr/soc/> Select classes via the internet and be sure to pay registration as well as tuition fees in full by the deadline. Failure to pay by the deadline will result in you being dropped automatically from your classes! Fees must be paid to University Cash Services. Information on fee payment deadlines, methods of payment, the Installment Payment Plan (IPP) etc. can be found at <http://www-admn.csun.edu/ucs/>

See Add/Drop deadlines in the Schedule of Classes. Students who have been unable to add classes via the Internet during the registration period may “crash” classes beginning the first day of classes. This means that you may attend a class that you wish to enroll in and request the professor to add you to that class if a seat becomes available. If “crashing” a class, be sure to attend the class from the first day of classes, communicate with the instructor and obtain the instructor’s signature on a Change of Schedule Petition form and turn the form in at Admission and Records in Bayramian Hall. If you choose to drop a class, make sure to drop it on the web portal. It is not enough to simply stop attending a class. Always verify enrollment status on the web portal.

Be sure to enroll in full-time units by the Add/Drop deadline. Registration information is automatically communicated to USCIS via Student and Exchange Visitor Information System (SEVIS). If your registration is not confirmed in SEVIS within 30 days from the start of classes USCIS will automatically terminate your SEVIS record.

PAYMENTS

Amounts for fees and tuition

International students pay registration fees each semester in addition to non-resident tuition which is calculated according to the number of units they are enrolled in. Please refer to University Cash Services <http://www-admn.csun.edu/ucs/> for more information on current costs.

Fee payment deadlines

- Payment deadlines depend on a student’s registration date. Students are sent a Registration Mailer each semester and alerts are posted on the web portal.
- Students who register for classes and fail to pay by the deadline will be automatically disenrolled.
- Students who receive loans from their home country or from other organizations must abide by the fee payment deadlines. Please plan ahead to obtain the required documents from CSUN or from your financial sponsor and submit them to the appropriate offices at CSUN to prevent registration delays and/or disenrollment.
- If you are being sponsored by a third party such as your home country government, please note that your letter from your sponsor may have an expiration date. Such letters must be updated each year and submitted to IESC as well as to the office of Student Accounting in a timely manner. Failure to do so can result in registration delays and/or disenrollment.

Fee payment methods

- For credit card or electronic check payments follow these initial steps:
 - 1) Login to the web portal
 - 2) Choose the “My Path to Graduation” pagelet
 - 3) Choose “Student Center (SOLAR)”
 - 4) Choose “Finances”
 - 5) Choose “Make a Payment”
 - 6) Choose “Pay by Credit Card” (Remember to have your CSUN ID number, credit card number and expiration date ready.)

OR

6) Choose “Pay by Electronic Check” (Remember to have your CSUN ID number and checking account information ready (located at the bottom of your personal check).

○ Payment by Mail:

You may send the following forms of payment through any U.S. Postal Mail Box: Personal Check, Cashier’s Check, or Money Order. (Make checks payable to “CSUN” and write your CSUN Student ID number on the check.)

Send to: University Cash Services
18111 Nordhoff St.
Northridge, CA 91330-8214

Please Note: Mail payments at least 10 days prior to the due date. A post mark on the day the payment is due is NOT acceptable.

○ Payment in Person:

You may pay by cash, ATM/debit card, personal check, cashier’s check, or money order. Go to Bayramian Hall, Main Lobby to the University Cash Services Counter or Student Payment Drop Box.

Payments made by demand drafts brought from foreign countries are acceptable if the bank has a branch in the United States.

IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted or mailed to IESC.

- Students wishing to utilize the Installment Payment Plan (IPP) may do so by signing a contract with University Cash Services in Bayramian Hall. There are TWO types of IPPs available, depending on your registration date. To apply for IPP or to obtain more information, contact University Cash Services at (818) 677-8000 option 3. Please do not wait until the due date to apply. International students may use IPP ONLY for the nonresident portion of their registration fees. All other fees must be paid no later than the Fee Payment Schedule due date.
- Please note: If students open a new bank account in the United States there may be a grace period where funds may not be accessible for at least 10 business days. Please contact the participating financial institution for further information.

EMPLOYMENT

All references to employment in this document refer to paid employment.

International students are required to submit an Affidavit of Financial Support and Bank Statement along with their application to the university. This is a requirement for admission and issuance of Form I-20/DS2019. Students are expected to have the funds required to pay for their education.

F-1/J-1 students are non-immigrants. Therefore they are not eligible for Financial Aid. Employment is a benefit of the F-1/J-1 status and is not guaranteed. International students are permitted to work on campus only in their first semester in the U.S. F-1 students must have been in legal immigration status for a minimum of one academic year (two semesters) or 9 consecutive months prior to accepting any off-campus employment. Please refer to the employment categories listed in this guide for details, requirements and limitations.

Always consult with a FSA before starting any employment. It is extremely important to keep in mind that it is your responsibility to engage only in employment authorized as permissible for F-1/J-1 students. Any unauthorized employment—even if it is for a few hours, and/or you did not know it was unauthorized, places you out of status and possibly terminates your legal student status in the United States.

Social Security Number (SSN)

Students are strongly advised to wait for a minimum of ten (10) days after arrival in the United States before applying for a Social Security Number (SSN). This gives USCIS & DHS sufficient time to record your arrival and status in their databases. IESC is required to process all your documents, make sure that you have enrolled full time for the current semester, and report this information in SEVIS prior to supporting your application for a SSN.

Important! Students who plan to work in their first semester are encouraged to arrive in the US 30 days prior to the entry date on the I-20.

In order to apply for a Social Security Number, students must submit the following documents along with a Completed Letter Request form (available at <http://www.csun.edu/international>) supporting your application for a SSN to IESC:

1. Proof of full-time enrollment
2. Receipt for tuition payment
3. Employer Letter (Must mention Employer Identification Number)
4. Valid Passport
5. I-20 form
6. I-94 form

Students must then apply for a SSN at the Social Security Administration. The documents required by the SSA are:

1. Employer Letter confirming your employment (Must mention Employer Identification Number)
2. IESC letter confirming your enrollment and immigration status
3. Valid Passport
4. I-20 form (must state "Continued attendance" in Section 3, page 1).
5. I-94 form

Students who are ineligible to receive a SSN may obtain a Tax Identification Number (TIN). For more information visit <http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

On-Campus Employment

Students are eligible to work On-campus on a part time basis, which is 20 hours per week or less when school is in session. During vacation periods (summer and winter), if you are eligible and intend to register for the next semester, you may work on campus for 21 hours or more, which is defined by the USCIS as full-time employment. Once you have a SSN, you will need to return to the IESC to complete a Clearance Form and I-9, which must be endorsed by the IESC and submitted to the Office of Human Resources on campus.

Important: Work permits have expiration dates and must be renewed prior to expiration.

Detailed information is available at <http://www.csun.edu/international> in the "Factsheet: On –campus Employment for International Students."

Off-Campus Employment (Economic Hardship)

An eligible F-1/J-1 student may request off-campus employment based upon severe economic hardship caused by unforeseen circumstances beyond their control. F-1 students must have been in student status for one academic year and must be able to clearly document the circumstances causing the economic need. Approval is subject to USCIS adjudication. J-1 students may request employment authorization from the Responsible Official (RO). A detailed information handout is available at <http://www.csun.edu/international>

Curricular Practical Training (CPT)

Curricular Practical Training refers to any type of salaried employment, paid internship, or practicum which is related to an F-1 student's field of study. IESC processes student requests for paid, off-campus employment authorization if required for a degree program or recommended by the department. CPT is authorized by a Foreign

Student Advisor from the International and Exchange Student Center (IESC). Employment authorization under CPT is endorsed on page 3 of the student's I-20. This is the "work permit" for this category of employment.

In order to be eligible to apply for CPT, you must have been in legal F-1 status for a minimum of one academic year (two semesters) or 9 consecutive months. Your F-1 status begins on your first date of entry into the United States. Students transferring from another US institution to continue in the same degree program at the same level must complete at least one semester at CSUN.

See a FSA for application, and the required approval in case of paid internships. The deadline to obtain CPT approval is the Add/Drop deadline for each semester. A detailed CPT handout is available at <http://www.csun.edu/international>

J-1 students may be eligible to participate in academic training under certain circumstances. Consult with the RO in the IESC for eligibility requirements.

Optional Practical Training (OPT)

Optional Practical Training for F-1 students is intended to provide hands-on practical work experience complementary to the academic program. An F-1 student is eligible for a maximum of 12 months. However, if a student begins a new academic program at a higher level (e.g. master's after bachelor's degree, or Ph.D. after master's), the student is eligible for another 12 months of OPT. Graduate students may also apply for pre-completion OPT if you have completed ALL course work and are working on your thesis/project.

NOTE: Certain science, technology, engineering, and mathematics (STEM) degree holders may be eligible for additional 17 months of OPT time in addition to the regular 12-month OPT.

Detailed information handouts for OPT as well as OPT Extension are available at <http://www.csun.edu/international> Students are also required to meet with a foreign student advisor for current information.

Eligibility Requirements

To be eligible for OPT the student must:

- have been lawfully enrolled on a full-time basis for one full academic year
- currently be maintaining a full-time program of study and legal immigration status
- work in a job directly related to the major field of study

IESC requires all students to attend an OPT workshop at the beginning of their final semester. Students will be advised on the application process as well as other important information to maintain legal immigration status.

J-1 students at CSUN may be eligible to participate in academic training before and after completion of studies. Please consult with your J-1 RO regarding eligibility requirements.

Note: Students may be authorized to work 20 hours per week during semesters and 40 hours per week during vacations when authorized to work under any of the above work categories.

OTHER REMINDERS

Change of address

Notify both Admissions and Records (via the web portal) and the IESC (in person so we can update your information in SEVIS) whenever you move. You will be given the form AR-11 at the IESC. This must be completed and mailed to USCIS within 10 days of moving.

Required immunizations: MMR & Hepatitis

- Show proof of Measles, Mumps, Rubella and Rubeola immunization at the Klotz Student Health Center (SHC). If you do not have a letter from your doctor in English stating the date on which you received the immunization, you will have to either take the immunization, take a blood test to prove immunity, or sign a waiver. Contact the SHC for more information on costs and availability.
- Students who are under 19 years of age must provide proof of immunization to Hepatitis B. Contact the SHC for vaccines. They are free of charge to all students under age 19. Note: It takes four months to complete the three-dose Hepatitis B vaccine series. This is a series that is only done once and should not be repeated.

Student ID card

The CSUN Photo ID card is the primary piece of identification which shows that you are a CSUN student. It gives you access to CSUN discounts and permits you to use library services such as library loans, online databases, photocopying and much more. You may obtain your Student ID card from Room 100 in Bayramian Hall. The current cost of the ID is \$5.00.

Health Insurance

Verify Health Insurance, including medical evacuation and repatriation coverage. You should be covered for the entire academic year or at the very least, the entire semester. Students are required to show minimum coverage of \$100,000 for health plus \$30,000 for repatriation and evacuation. Deductibles should not exceed \$500. Policies purchased in countries other than the United States must be officially translated in English and all relevant amounts must be in US dollars. Students who are on Optional Practical Training (OPT) are required to maintain all F-1 requirements including health insurance coverage.

Name Change

As a general rule, the name on the I-20 must match a student's passport. Students who change their last name must update their passport. Once this is done students can request a new I-20 based on that name change and obtain a new visa when needed. When doing so, students should bring all documents relating to the name change, particularly the marriage certificate or authorizing court document.

For consistency, the I-94 should reflect the original name until the student exits the US. When students re-enter the US with a new visa, the I-94 will then reflect the name change. Please make copies of all documents to submit to IESC.

Document Pick-up (Having friends and family pick up students' documents)

It is best for students to pick up all documents themselves since many documents require students' signatures. If students are unable to pick up their documents from IESC, they may authorize friends or family members to pick up the documents. Students must give permission in writing to IESC. Emails should be sent to the appropriate Foreign Student Advisor and must contain the following information:

- Student's full name and student ID number
- Name of the document to be picked up
- Full name of the person who will be picking up the document

The friend or family member will have to show a picture ID and sign for the document.

Financial Aid and Scholarships

International students are not eligible for financial aid. They may be able to apply for some scholarships. Generally students should have completed at least two semesters at CSUN before they can be eligible for scholarships. If students need to obtain financial aid or an international scholarship the best place is to look in your home country. Student loans and scholarships may be available from your government, local businesses, organizations and foundations.

Other resources may be international humanitarian organizations that want to promote international education and cultural exchange with the US. Included in these organizations are the United Nations, the World Health Organization, the League of Red Cross Societies and the World Council of Churches. Financial aid and scholarships from these organizations are very competitive, so start the search early. Please exercise caution in your search as CSUN will not be held liable for the contents of the below websites and does not endorse scholarship search engines for which there is a fee.

Below are some links for websites that may provide some additional information:

InternationalScholarships.com is an online financial aid resource for international students wishing to study in a foreign country.

InternationalStudentLoan.com provides access to loans for non-U.S. students wishing to study in the USA, U.S. citizens studying abroad, and Canadian citizens studying abroad. Its sister site,

InternationalStudentInsurance.com, is also a valuable resource for globally mobile students.

[The International Education Financial Aid Page- www.iefa.org](http://www.iefa.org) features a searchable list of grants, scholarships and loan programs for international students.

[eduPASS, The Smart Student Guide to Studying in the USA- www.edupass.org/finaid/](http://www.edupass.org/finaid/) provides excellent articles, charts and links about financing college.

FundingUSStudy.org is a database of scholarships, fellowships and grants organized and maintained by the Institute of International Education (IIE).

[The Fulbright Program- www.iie.org/template.cfm?section=fulbright1](http://www.iie.org/template.cfm?section=fulbright1) provides funds for students, scholars and professionals to undertake graduate study, advanced research, university teaching, and teaching in elementary and secondary schools. Established in 1946, Fulbright aims to increase mutual understanding between the peoples of the United States and other countries, through the exchange of persons, knowledge and skills.

[Rotary International and The Rotary Foundation- www.rotary.org](http://www.rotary.org) administer a broad range of humanitarian and educational programs designed to improve the human condition, world understanding and peace. Learn more about Rotary's Ambassadorial Scholarships, Grants for University teachers and World Peace Scholarships for study at their Centers for International Studies in Peace and Conflict Resolution.

[GrantsNet- www.sciencemag.org](http://www.sciencemag.org) features a database of funding opportunities in biomedical research and science education. Post-graduate status is necessary for most awards without U.S. citizenship requirements.

[The Foundation Center- http://foundationcenter.org](http://foundationcenter.org) is an online resource devoted to foundations that fund individuals. The site also features a section for international grant seekers!

[The Soros Foundation Network- www.soros.org](http://www.soros.org) supports the development of an open society through funding specific educational opportunities around the world.

[The Academy for Educational Development- www.aed.org](http://www.aed.org) is committed to solving critical social problems throughout the world through education, social marketing, research, training, policy analysis and innovative program design and management.

Mobility International USA- www.miusa.org offers a top-notch Financial Aid Resource Sheet for people with disabilities. The organization empowers disabled people around the world through international exchange, information, technical assistance and training.

TIPS FOR ACADEMIC SUCCESS

- Get to know other students in your classes. You may need their assistance in case you miss a class, or are part of a study group.
- Make sure you understand the course syllabi, dates and requirements of your assignments and exams. Be aware of important deadlines!
- Use campus learning resources such as the Learning Resource Center and the Testing Center.
- Talk to your professors when you have questions about course material or assignments. This can save you time and frustration.
- Understand the basics of expected student conduct and academic integrity as well as the consequences of academic dishonesty and plagiarism (University Catalog 2008-2010 Appendix E).
- Ask questions. Do not assume anything.
- Obtain clear information on all issues so that you do not make any mistakes.

FREQUENTLY ASKED QUESTIONS

Academic Progress

1. What is a unit?

- College progress is measured in UNITS. A semester unit in a lecture class can be described as one hour per week per semester. For example: If you enroll in a 3-unit class, you are enrolling in a class that meets for three hours a week.

2. What is a full-time course load for international students?

- Undergraduate students must enroll in a minimum of 12 units each semester.
- Graduate students must enroll in a minimum of 8.0 units each semester.

3. What is the unofficial transcript?

- The unofficial transcript is an informal record of all the classes a student has taken at CSUN as well as his/her grades and GPA. Students can print their unofficial transcript by logging on to the web portal www.csun.edu/portal.

4. What is a DPR?

- DPR stands for Degree Progress Report. It can be obtained at the web portal. It is a summary of the units a student has completed, the remaining units as well as other requirements for the completion of his/her degree.

Maintaining Student Status

5. When is it OK to be a part-time student?

You always need to request pre-approval to be a part-time student. You may be permitted to enroll in a part-time course load under one of the following SEVIS approved categories:

- It is your first semester in the U.S. and/or your first semester in a new degree program and you are experiencing initial difficulty with the English language
- It is your first semester in the U.S. and/or your first semester in a new degree program and you are experiencing initial difficulty with reading requirements
- It is your first semester in the U.S. and you are experiencing initial difficulty with American teaching methods
- You are in your final semester and have only a few units remaining to graduate. Failure to graduate after receiving approval for part time status will result in a lapse of your immigration status.
- You are ill or have a medical condition that requires a reduced course load. Written statement from a qualified medical practitioner required.

6. What is Classified Status?

- Incoming graduate students are generally admitted conditionally and held to meeting certain eligibility criteria such as, the UDWPE, Pre- requisite classes, and/or Graduate Record Exam (GRE) scores, etc. Until they do so, they are considered to be “conditionally classified.” Refer to form 1295 or your academic advisor for more information.

7. How do I achieve Classified Status?

- Graduate Students are required to meet the requirements of their academic department before they can achieve classified status.

8. What is a “Reinstatement”?

- Students who fall out of legal immigration status may request a reinstatement to legal student status either by travelling out of the U.S. and re-entering on an “initial” I-20, or by submitting an application to USCIS. Students must meet with a FSA for information regarding options, procedures and consequences. A detailed Reinstatement information handout is available at <http://www.csun.edu/international>

Student Account

9. How do I create my CSUN ID and Password?

- Locate your CSUN User ID (example: John.Doe.32 or jd12345) and Initial Password from the “Activate CSUN User ID and Password” letter mailed to you from Admissions and Records. Call ext. 1400 if you do not have this information.
- Visit and Login into the Web Portal at www.csun.edu/portal, and enter your CSUN user ID and Initial Password.
- On the university policy page that displays, read the account policy and click the ACCEPT button.
- On the next page, enter and confirm your new PASSWORD. Then click CSUN Mail Box or your alternate, non-CSUN e-mail address. Then click Create your Account button.
- Once you have created your account, you will use your new username and password to log in to the web portal and then register for classes, pay fees online, etc.

Registration/Classes

10. *When do classes begin?*

- Verify start dates for each semester in the relevant Schedule of Classes.

11. *How do I register for classes?*

- Log into the Web Portal at www.csun.edu
- On the **Student Center** page, click **Enroll in a Class**. Read and accept the “Statement of Financial Responsibility” to proceed.
 - Step 1: Select Classes to Add
 - Select the **Term** from the drop-down menu and click the **Change** button.
 - Search for Classes **–Or-** enter the five-digit class number:
 - Search for classes- Enter at least two search criteria, click the **Search** button.
 - Click the Class Section and Number to view its course description, and enrollment requirements. If you want the class, click **Select Class**. The class has been added to your shopping cart. (Note: You are not yet enrolled in the class)
 - Add more classes or click **Proceed to Step 2** to continue processing your enrollment.
 - Step 2: Confirm Classes
 - Click **Cancel** to exit without adding the class.
 - Click **Finish Enrolling** to process your request.
 - Step 3: View Results
 - A status report will either confirm that your enrollment request was successful or show errors.
 - If successful, select **Add Another Class, Make a Payment, or My Class Schedule**.
 - If the report displays errors, read the error messages and PRINT a copy of the page if you want to discuss it with CSUN faculty or staff. Then click **Fix Errors** to return to Step 1.

Note: SOLAR How to Guides are available at <http://www.csun.edu/anr/soc/guides>

12. *What do I do if all my classes are full?*

- If all classes are full, it is the student’s responsibility to look for all possible options. If no options are available before classes begin, then students must “crash” classes.

13. *What does “crash” a class mean and how do I “crash” a class?*

- Students will attend more than one section of each class beginning the first day of classes and participate in the class as though they are registered.
- Students can also request a “Unit Requirement Letter” from the IESC which states that F-1/J-1 students are required by USCIS to enroll fulltime. This letter simply clarifies your requirements for full time enrollment to faculty. It is not a guarantee that you will get classes.
- You can either request the professor in person to add you to the waiting list or you may e-mail the professor.
- If there is a seat available, the professor will give you a permission number, which you will use to add the class via the portal during the Add/drop period or at Admissions and Records during the late registration period.

14. *What is the difference between a ticket number and a permission number?*

- A ticket number can be found online or in the schedule of classes. Use this number to register for the class before classes begin.
- A permission number is used if a student is enrolling in the class after classes have already started.
- Be aware that a permission number expires by a certain date, or if students fail to follow all instructions.
- If the permission number expires, request the professor to give you a new one.

15. *What happens if I do not register full-time by the Add/Drop deadline?*

- Students who fail to register full time by the Add/Drop deadline for each semester and do not have approved part time status, will be considered “out of status” This means that they have not maintained their legal immigration status. Their SEVIS record will be terminated and they will have to file for reinstatement with USCIS.

16. *Can I take online classes at CSUN if I am an international student?*

- International undergraduate students may take no more than 3 units of online classes each semester provided they enroll in 9 units of regular classes and maintain their legal immigration status.

Payments/fees

17. *How do I pay for my classes and when is the deadline?*

- Go to <http://www-admn.csun.edu/ucs/> for updated information on fee payment methods and deadlines for each semester. Students who fail to pay by the deadline will be automatically disenrolled from classes. Students who wish to utilize the Installment Payment Plan (IPP) must contact University Cash Services in Bayramian Hall and sign a contract. Students who receive loans, scholarships, etc. from their home countries are responsible for making sure that the university receives all paperwork and payments on time.
- IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC.

18. *Where can I get detailed information on fees and payment methods?*

- Information on fee amounts and payment methods is available at: <http://www-admn.csun.edu/ucs/>
- Please note that you will not be able to send a direct wire transfer from your home country to the university.

19. *Does the university accept demand drafts to pay for tuition and fees?*

- Payments made by demand drafts brought from foreign countries are acceptable if the bank has a branch in the United States.
- It is advisable to bring one demand draft for your first semester fees and if necessary, a separate demand draft for the second semester. Please make sure you understand the university refund policy if submitting a larger amount of money than required for your first semester.

20. *Does the university accept wire transfers to pay for tuition and fees?*

- The university does not currently accept wire transfers for payments. Please see <http://www-admn.csun.edu/ucs/> for acceptable payment options.

21. *Can I pay my fees or send them to IESC?*

- IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted or mailed to IESC.

Advisement

22. *What is academic advisement and how do I contact an academic advisor?*

- Students need to communicate with an advisor in your academic department. This person will assist you with selecting classes for each semester.
- Important: You must consult with a FSA to make sure your academic plans fit in with immigration regulations.

- Visit <http://www.csun.edu/ugs/advisement.html> for information on college based Advisement Centers.

Employment

23. *How do I find a job on campus?*

- Students can visit the Human Resources website at <http://www-hrs.csun.edu/> for a list of job openings for student assistants or
- Visit various campus departments and ask for job openings.
- Graduate students may communicate with their graduate advisor about teaching assistantships or graduate assistantships.

Purchases

24. *How do I buy books?*

- Students can go to www.efollett.com and look up their classes to see which books are needed. Students can purchase them online from this website and either have them delivered to them or held at the bookstore for pickup.
- Alternatively, students can purchase them directly from the campus bookstore or any other bookstore.

25. *How do I purchase a parking permit?*

- Visit <http://www-admn.csun.edu/parking/> for information and payment.

26. *Where can I obtain a CSUN ID card?*

- A CSUN Photo ID card can be purchased at Bayramian Hall, Room 100 for \$5.00. Students will be required to show a photo ID such as a Driver's License or Passport.

Immunizations

27. *Where do I show proof of immunization to Measles, Mumps, Rubella and Rubeola (MMR)?*

- Show proof of Measles, Mumps Rubella and Rubeola immunizations at the Klotz Student Health Center. If students do not have a letter from their doctor in English stating the date on which they received the immunization, they will have to either take the immunization, or a blood test to prove immunity, or sign a waiver.
- Contact the Student Health Center for more information on costs and availability.

Health Insurance

28. *Where do I purchase health insurance?*

- Health insurance can be purchased online at www.csuhealthlink.com

29. *Alternative Health Insurance Requirements:*

- CSUN offers a health insurance plan which is affordably priced, easy to purchase and convenient to use. International students are free to use an alternative insurance policy to meet the health insurance requirement. In order for the IESC to approve a student's alternative health insurance plan, the student must provide to the IESC documentation of the following criteria:
 - The medical benefit must be at least \$100,000 per condition
 - The medical evacuation benefit must be a minimum of \$22,500 (provides transportation to your home country in case of severe illness)
 - The repatriation benefit must be at least \$7,500 (provides transportation of your remains to your home country in case of death)
 - The deductible must not exceed \$500 per injury or illness
 - The waiting period for pre-existing conditions must not be more than six months
 - The policy premiums must be fully prepaid at least to the end of the current semester of enrollment.

- Premiums may not be paid monthly, quarterly or come due during the semester.

Policies purchased in countries other than the United States must be officially translated in English and all relevant amounts must be in US dollars.

30. *What about local, U.S. insurance plans such as FHP, Blue Cross, Kaiser, etc.?*

- Local U.S. insurance policies often meet all of the CSU requirements for international students except for items # 2, 3 and 6 listed above. Items 2 & 3 can be met by purchasing a separate medical evacuation/repatriation policy from www.csuhealthlink.com. Requirement #6 can be met as long as the student is willing to prepay premiums on the local insurance policy and the provider will allow it.

31. *How do I submit an insurance claim?*

- Go to www.csuhealthlink.com and click on your plan's Claim Provider to access your claim form.

Housing

32. *How can I get housing on-campus?*

- Information about on-campus housing, applications and contracts can be obtained at <http://housing.csun.edu/>

33. *How can I find housing off-campus?*

- Information about off-campus housing can be obtained at <http://housing.csun.edu/> or,
- Students can use online resources to find off-campus housing. Please exercise caution in your search as CSUN will not take responsibility for any arrangements made by students.

Financial Aid and Scholarships

34. *I need information about Scholarships and Financial Aid.*

- International students are not eligible for Financial Aid. A few merit based scholarships are offered by CSUN. For more information visit the Scholarship and Financial Aid Office <http://www.csun.edu/finaid/scholarships.html>

Graduation and Beyond

35. *How do I apply for graduation?*

- Undergraduate students may apply for graduation once they have completed **90 units** (including work-in-progress) or approximately **one year** prior to your planned graduation date. At least one semester of work must be completed in residence at CSUN before a student's graduation application can be reviewed by the Office of Graduation Evaluations.
 - **Step 1:** Complete the **Bachelor's Degree and Diploma Application Form** and print the document, <http://www.csun.edu/anr/forms/index.html> and consult an academic advisor as needed.
 - **Step 2:** Access My Academic Planner (MAP) through myNorthridge and the Solar Student Center. Use MAP to plan your remaining coursework in future terms.
 - **Step 3:** Review your MAP and planned coursework with your department academic advisor. Be sure to secure his/her signature for the major on the Application for Bachelor's Degree and Diploma.
 - **Step 4:** Submit the completed Application for Bachelor's Degree and diploma and a copy of your MAP along with a \$47.00 processing fee to Admissions and Records at the Student Services Center in Bayramian Hall during the appropriate application filing period.
 - **Step 5:** Meet all requirements and submit documents for graduation evaluation by the last day to confirm awarding the degree.

If students have any other questions regarding graduation please refer to Admissions and Records, <http://www.csun.edu/a&r/>

- Graduate students may file for graduation in the semester preceding their final semester. Complete the Masters Degree and Diploma Application from <http://www.csun.edu/anr/forms/index.html> and submit to Admissions and Records along with a \$47.00 processing fee.

36. *What options do I have after graduation?*

- Apply for OPT either prior to graduation date or within 60 days from the graduation date.
- Leave the US within 60 days of graduation date and return to home country.
- Transfer to another school within 60 days of graduation date.

37. *What is the difference between graduation and commencement?*

- Graduation is the completion of studies. It is when you complete your studies and meet all graduation requirements that the actual degree or certificate is conferred upon students. It is the process of posting the credential to a student's academic record.
- There are three graduation dates in an academic year - Fall, Spring and Summer.
- Commencement is a ceremony to celebrate graduation. CSUN has one commencement ceremony in the spring of each year.

Travel/Re-entry Information

38. *I recently traveled and entered or re-entered the United States with my CSUN I-20. What do I do now?*

- Please submit photocopies of pages 1 and 3 of the I-20, and the front and back of your new I-94 card to the IESC within 15 days of your arrival.
- If you renewed your F-1 visa, you must submit a copy of the new visa to IESC.

Documents/Requests to IESC

39. *Where do I find all the forms required for making requests to IESC?*

- All forms required by IESC are available at <http://www.csun.edu/international>

40. *How do I request a release of my SEVIS record?*

- Go to the international student office in your current school and request the international student advisor to release your SEVIS record to CSUN.
- When you request your SEVIS record to be transferred out of CSUN, the IESC requires you to complete and sign a Transfer Out Request Form. Proof of admission to your new school is required.

41. *How do I pick up my CSUN I-20?*

- Transfer students must come to the IESC with proof of full-time enrollment by the 15th day of classes in their first semester at CSUN. Failure to process your transfer I-20 in a timely manner may jeopardize your legal immigration status.

Transferable Units

42. *How do I get credit for classes I took at another educational institution?*

- Students who take classes at other schools and want those units transferred to CSUN are responsible for making sure that official transcripts reach Admissions & Records. Students are advised to allow for sufficient time to evaluate and process transfer credits.

Students are advised to consult with an academic advisor in their major department to make sure that courses taken outside of CSUN are transferable.

Index

Introduction and Functions of IESC.....	1
Important Phone Numbers.....	2
Passport.....	4
Visa.....	4
I-94.....	4
I-20 / DS-2019.....	5
Extension of Stay.....	5
Change of Major.....	5
Leave of Absence.....	5
Travel Signature.....	6
Transfer SEVIS Record.....	6
Required Course Loads.....	7
Academic probation.....	8
Disqualification.....	8
Part-time Status.....	8
Grades.....	9
Tests.....	9
Registration Matters.....	10
Payments.....	11
Employment.....	12
Social Security Number.....	12
On-Campus Employment.....	13
Off-Campus Employment (Economic Hardship).....	13
Curricular Practical Training (CPT).....	14
Optional Practical Training (OPT).....	14
Change of Address.....	15
Required Immunizations: MMR & Hepatitis	15
Student ID Card.....	15
Health Insurance.....	15
Name Change.....	15
Document Pick-up	16
Financial Aid and Scholarships.....	16
Tips for Academic Success.....	17
Frequently Asked Questions.....	18-23