New International Student First-Time Transfer Checklist
Fall 2015
Welcome to California State University, Northridge

This transfer student checklist will guide you through the necessary steps toward a successfully first semester at Cal State Northridge. It’s an exciting time but it can be confusing. University policies and requirements may differ from those of your previous institution. This step-by-step advice should smooth your transition and help you avoid common pitfalls.

1. **Activate your CSUN Account.** Locate the “Activate CSUN User ID and Password” letter you received from Admissions and Records and log into “myNorthridge” Portal at [www.csun.edu](http://www.csun.edu). Read and accept the campus information technology policy. Follow the instructions to set up your account and enter any other information as prompted. For help, visit the Information Technology Help Center. Use your User ID and Password to log into your CSUN-issued Gmail account regularly to check for important University notices.

2. **File the Response Questionnaire by June 15, 2015.**

3. **Check your application status for missing items.** Log into myNorthridge at [www.csun.edu](http://www.csun.edu), locate My Checklist, and review your Incomplete Tasks.

4. **Complete the Online Information Workshop for new international students by June 15, 2015.**

5. **For the first semester, new international undergraduate students who fill out the Response Questionnaire (priority given to students who respond by June 15, 2015) will be assisted and pre-enrolled in courses since they generally do not arrive at CSUN until the week or two weeks prior to the start of the semester.** This practice helps ensure that students have a seat in courses that become full and are enrolled in at least 12 units. Enrollment is limited to 13 units during the enrollment period. Students who already live in the United States may schedule a meeting with the International Advisor, Geraldine Sare, by calling 818-677-2969 or emailing ugs.intladvisor@csun.edu to schedule an appointment. If you prefer to communicate via Skype or Facetime, please email with your available times (please indicate your available hours equivalent to North American-Pacific Standard Times). Students who are unable to come to the U.S. until the entry deadline, August 17, are also encouraged to email ugs.intladvisor@csun.edu for questions.
If you already live locally, it would be to your advantage to meet with Geraldine on campus before July 2 so she can help you get into your preferred schedule. Purchase a one-day campus parking permit for $6.00. Arrive on campus early to locate University Hall, Room 215 for your in-person advisement appointment. Download freeway directions and a campus map.

Fall 2015 weekday and Friday-Saturday classes begin the week of Monday, August 24, 2015; Saturday-only classes begin August 22.

6. **Review the University Catalog** prior to the start of the semester. The Catalog describes every major, all courses CSUN offers, and provides vital information about academic policies and university regulations.

7. If you have not already done so with your transfer courses, then **satisfy the English Placement Test (EPT) and Math Selection Assessment (MSA)**.

8. **Find out if you need a department exam.** The Math Selection Assessment (MSA) and/or **Chemistry Placement Test (CPT)** may be required for students planning to major in Engineering, Computer Science, Sciences, Math, or Environmental and Occupational Health. These majors require a sequence of math and/or science courses. Students who do not take the EPT and MSA (or do not have an exemption from the exams) will be placed into the lowest level freshman composition and math and will add additional semesters to their education plan.

9. **Bring your unofficial transcripts for all courses taken at a community college or another four-year university to your advisement meeting.**

   **REMINDER:** Official international transcripts must be postmarked or hand delivered to the International Admissions Office, Bayramian Hall, Room 150 by **June 15, 2015**. Official domestic transcripts may be postmarked or hand delivered to Admissions & Records, also located in Bayramian Hall, Lobby area.

Use **My Plan to Graduate (MPG) or My Academic Planner (MAP)**, both interactive degree planning tools, to check the placement of your transfer courses into CSUN major and degree requirement sections. Your advisor will assist you with learning how to use these tools. For a preview, see the **How To Guides** on My Plan to Graduate, Interpreting DPR and MAP and Using MAP to Plan Courses.

If your transcripts have not yet been evaluated, your transfer courses will not yet display in MAP/DPR. You may visit [www.assist.org](http://www.assist.org) to find California community
college and CSUN course equivalents. Bring a list of these courses with you to your advising appointment.

10. **Understand the “V” and “F” holds.** All international transfer students will have a “V” hold because students in their first semester go through the pre-enrollment process after completing the Response Questionnaire. The “F” hold is put on your registration if the International & Exchange Student Center (IESC) needs items (for example, Health insurance, Affidavit of Financial Support, any visa-related documentation, etc.) from you.

11. **Review the degree plan for your major** for course sequencing. **STAR Act (AA-T and AS-T) transfer plans** are also available for qualified students.

12. **Pay your tuition and other fees on time.** For your first semester, payment is due by August 31, 2015. **If you do not pay on time,** you will be disenrolled from courses. Get details on tuition and fees, payment due dates, installment plans and more at [University Cash Services](#).

**Note:** It is the sole responsibility of the student to withdraw from classes by informing the International Advisor in your first THREE WEEKS of the semester by contacting ugs.intladvisor@csun.edu. Failure to follow **formal withdrawal procedures** may result in an obligation to pay fees, the assignment of failing grades, and the need to reapply for admission to the University.

13. For important updates and University notices, log into **“myNorthridge”** with your CSUN User ID and Password. Regularly check your CSUN Gmail, too, by logging into [http://my.csun.edu](http://my.csun.edu). CSUN-issued Gmail is the official means of University communication.

14. **Be sure to meet the CSU immunization requirement** for measles, rubella and hepatitis B. If you attended a California public middle or high school, you have probably met the requirement. If not, complete the measles and rubella immunization requirement during your first semester of classes. Complete the hepatitis B requirement during your second semester. For more information, including the consequences of non-compliance and other immunization considerations, see the Klotz Student Health Center website [Immunization Requirements](#).
15. Sign up for the **New Transfer Student Orientation** to learn about the University, receive useful information, and meet other transfer students. Call 818-677-4100 or go to [www.csun.edu/nso](http://www.csun.edu/nso) to register.

16. If you are transferring to CSUN with at least 60 units, then register for the **Upper Division Writing Proficiency Exam** (UDWPE) at the beginning of your first semester at CSUN. Undergraduate students are encouraged to take the UDWPE as early as possible, but must take the exam no later than the semester in which 75 units will be completed. Transfer students entering the University who will have completed 75 units by the end of their first semester must attempt the exam during their first semester at CSUN. Students who have not attempted the UDWPE by the completion of 75 units will have a hold placed on their subsequent class registration. Some upper division major courses require a passing score on the UDWPE before you can enroll so plan ahead and avoid enrollment delays. Information on the exam including registration details is located at [http://www.csun.edu/testing/tests/upper.htm](http://www.csun.edu/testing/tests/upper.htm).