Welcome to California State University Northridge! This international student checklist will guide you through the necessary steps toward a successful first semester at CSUN. **Hint: Click on the images and be taken to the correct pages to complete each item.**

### 1) ACTIVATE YOUR CSUN ACCOUNT
- Set up your CSUN account and email as explained in the “Activate Your CSUN Account” email from Admissions and Records which was sent to the email address you provided on your admission application. For help visit the Information Technology Center. Check your CSUN email account regularly!

### 2) NOT ANYMORE
- All students MUST complete the “Not Anymore” training before they can be pre-enrolled in classes. The Not Anymore training link can be found in your CSUN portal, under “MyChecklist”.

### 3) ONLINE PRE-ENROLLMENT WORKSHOP / ACADEMIC ADVISEMENT
- All international student MUST complete the Online Pre-Enrollment Workshop in order to be enrolled in classes for the first semester. The workshop will serve as academic advisement for new international students. Meeting with an academic advisor in-person is NOT mandatory for the first semester. However, if students wish to meet with an International Academic Advisor or have academic questions, they can call 818-677-6968 or email ugs.intladvisor@csun.edu to schedule an appointment.

### 4) RESPONSE QUESTIONNAIRE
- All students MUST complete the Response Questionnaire to be enrolled into classes by an academic advisor. The Response Questionnaire should be submitted within 14 days of admission for best placement into classes. Since many international students generally do not arrive in Northridge until one or two weeks prior to start of the semester, and classes can become full if you wait, this practice ensures that students are enrolled into the classes that they need and have at least 12 units to meet their visa requirements.

### 5) PLACEMENT TESTS
- Math: All freshman students need to take the Math Selection Assessment (MSA) to determine the math level they are prepared to take in the first semester. Some transfers may also be recommended to take the exam based on the math course required for their major. Students who need to take the MSA will be enrolled in an online preliminary assessment called ALEKS. Students can practice for the MSA through ALEKS online, then take the CSUN-proctored Math Selection Assessment in January, during the two weeks before classes begin. You will be sent a notification from the MSA instructor if you are required or recommended to take the MSA exam.

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• English/Writing: Placement into a freshman composition (writing) course will depend on transferable college courses or other external placement exams. There are currently no additional placement exams for English/writing being offered by CSUN. The TOFEL/IELTS exam does not exempt international students from needing to take freshman composition.

• Chemistry: Students in Engineering, Computer Science, Math, Health Sciences, or other science majors may need to take the Chemistry Placement Test (CPT). Students must pass the CPT before enrolling in CHEM 101/101L, if interested in this exam students must register by themselves online.

Test Exemptions: Some students are exempt from the placement exams based on their transfer coursework or other external placement exams. Students who do not take the placement exams (or do not have exemptions) may be placed into lower level prerequisite courses, which can add semesters to their graduation plan. Consult with an advisor if you are unsure if you are exempt from one or more of the placement exams.

6) TRANSCRIPTS

• Official final transcripts must be mailed, sent electronically, or hand delivered to the International Admissions Office Bayramian Hall, Room 160 by November 15, 2019. This includes high school transcripts (for freshmen and some lower division transfers) and all transcripts from colleges and universities attended.

7) DEGREE PLANNING TOOLS

Review and become familiar with the tools that outline your degree requirements at CSUN.

• The Degree Progress Report (DPR) and Planner, can be used to check the placement of your transfer courses into CSUN degree requirement sections and plan out your remaining requirements at CSUN.

• The University Catalog describes every major, all courses CSUN offers, and provides vital information about academic policies and university regulations.

• The Degree Road Map helps you plan and preview your recommended course sequence to complete your degree in 2-4 years. Remember that the Degree Road Map is just a recommendation and may not fit each student the same due to different transfer work and placement exam results. Actual degree planning should be made in consultation with an academic advisor.

8) NEW STUDENT ORIENTATION

• New Student Orientation is mandatory! This half day event will welcome you to the university, provide important first semester information, and enable you to meet fellow international students. New International Student Orientation is January 16th, you are not required to attend any other orientation day. Be aware registration may not be available until late December.

9) TUITION AND FEES

• Pay your tuition and other fees on time. Tuition for first semester international students can be paid as soon as you are enrolled in classes, but no later than January 24, 2020. Get details on tuition and fees, payment due dates, installment plans and more at Student Finance.
10) KNOW YOUR HOLDS
- All international transfer students will have an "International Advisement Required" or "V" hold on their account. The advisement hold prevents students from making schedule changes without consulting with an advisor first. This hold will not be removed for the first semester.
- The "Foreign" hold is placed by the International & Exchange Student Center (IESC) for proof of health insurance. IESC also requires students to complete their immigration requirements which includes transfer of your sevis record, an online immigration session, and check-in upon arrive with copies of your immigration documents. Please see "Immigration Requirements for Spring 2020 Admits" for details.

11) HEALTH INSURANCE
- International Students are required to have adequate health insurance throughout the duration of their F-1 student status as mandated by the California State University Chancellor's office. Please review details and instructions for CSUN Health Insurance Requirement. Students will need to purchase or submit proof of health insurance to IESC by January 9, 2020 or preferably within two weeks of enrollment. Students may risk being dropped from classes if insurance requirement is not met.

12) IMMUNIZATION
- All international students must submit proof of immunization to immune@csun.edu. Proof of immunization required includes the measles (rubella/rubeola) and hepatitis B for students under 18 years of age. For more information, see the Klotz Student Health Center website Immunization Requirements.

13) UPPER DIVISION WRITING PROFICIENCY EXAM (UDWPE):
- If you are transferring to CSUN with at least 60 units, then you are eligible to take the Upper Division Writing Proficiency Exam (UDWPE). 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. Students who have not attempted the UDWPE by the completion of 75 units will have a hold placed on their subsequent class registration.

14) ENJOY YOUR FIRST DAY OF CLASS!
- Spring 2020 weekday classes begin Tuesday, January 21, 2020.
- Saturday-only classes and Saturday and Sunday classes begin Saturday, January 18, 2020.
- For complete 2019-2020 Academic Calendar, including holidays, click on calendar image to the left.

WITHDRAWAL NOTICE: It is the sole responsibility of the student to notify International Admissions and the International Academic Advisor of your intent to withdraw from classes as soon as possible or within the first THREE WEEKS of the semester. 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 CSUN.