

California State University Northridge

The Tseng College: Graduate, International and MidCareer Education

Basic Principles for Establishing Agreements with International Recruitment Services

Establishing Agreements with International Recruitment Firms and Institutions:

1. CSUN Recruitment Service Agreements (RSA) are established through The Tseng College (College) for three-year periods. For new agreements as well as the renewal of existing agreements, the screening process begins with the College asking prospective or renewing firms and institutions to complete or update a CSUN RSA organization profile sheet (See Appendix A).
2. When working with recruitment services, the College follows best practices and recommendations for the use of international recruitment service providers prepared by the American International Recruitment Council (AIRC) (<http://www.airc-education.org>). (See Appendix B).
3. Well-regarded international academic institutions (colleges or universities) that have established memoranda of understanding (MOU) with CSUN can provide recruitment services for students currently enrolled in their institutions. In this case, a similar vetting process will be followed and adjusted as needed. If approved, an agreement will be created in keeping with CSU policies.
4. When the College sends the CSUN RSA organization profile sheet (See Appendix A) to a prospective or renewing recruitment services firm, we also ask if the firm or institution in question is certified by the AIRC. If the recruitment service in question claims to be AIRC certified, we require the service provider to submit a scanned copy of the current certification document.

Note: The College currently does not require every recruitment services firm/institution with which it develops a formal agreement to be AIRC certified. Certification by AIRC is fairly recent and not all firms are yet associated with them. Currently AIRC has certified only 76 recruitment services worldwide (<https://www.airc-education.org/airc-certification>). It is expected that AIRC will continue to expand its certification and that many more recruitment services providers will seek certification from AIRC in the years ahead. The College will monitor this growth and move to require AIRC certification when the scope of AIRC's work has grown enough to make it feasible.

5. As part of the review of each recruitment service provider seeking a working agreement with CSUN, the College requires a minimum of three (3) current and professional references from well-regarded colleges or universities with which the recruitment firm is currently working. The College requests that these references be directly based on a list of current clients provided by the recruitment service provider in question. The clients are asked to respond to a set of questions provided by the College (see Appendix C).

Currently, the College accepts references from well-regarded institutions outside of the U.S. as well as from regionally accredited U.S. institutions. As recruitment services expand into the U.S. market, the College will require all references to be from a regionally accredited U.S. college or university for which the recruitment services firm in question is currently working.

If the recruitment service provider in question is AIRC certified, the College considers the AIRC certification as one positive endorsement and requires only two additional references.

If the references are not positive, the College will decline to enter into an agreement with the prospective service provider in question. If one of the three references is not positive, the College may either ask for additional references and/or contact the individual providing the poor reference for a direct conversation. If the College is not convinced that the firm has three or more strongly positive references, the College will decline to enter into an agreement with the recruitment service provider in question.

6. As part of the College's screening process, the College gives preference to those recruiting firms which are currently working with a CSU and/or UC campus and have a positive record of performance with the CSU and/or UC campus in question. If other CSU campuses use the recruitment service provider, the College contacts those CSU/UC campuses (whether or not they are listed among the prospective recruitment service provider's references) to find out what their experience has been and whether or not they would recommend the firm or institution in question.

For international recruitment service providers seeking renewal of an agreement with CSUN, the associate director of the College's International Programs and Partners (IPP) unit reviews the work of the firm during the period of the prior agreement. If there are any concerns related to the performance of the service provider in question, the associate director of IPP recommends that the agreement not be renewed. For those recruiting services with which the College has had a successful and positive relationship during the prior agreement period, the associate director recommends that the agreement be renewed. The associate director of IPP presents the recommendation to renew or not renew to the director of IPP and the associate dean of the College. The associate dean makes the final determination; however, the associate dean may confer with the Dean and/or seek additional information as needed to make a final decision.

7. For international recruitment services new to CSUN (or that have not had a formal agreement with CSUN within the last five years), once background research is complete, AIRC certification is verified and the required current and professional references are obtained, the associate director of IPP reviews the information and makes a recommendation to the director of IPP and associate dean of the College to either move forward with an agreement or not. The associate dean of the College makes the final determination about initiating or not initiating an agreement with the international recruitment service provider in question. The associate dean may confer with the dean and/or seek additional information as needed to make a final decision.
8. If a new or renewed agreement is approved by associate dean of the College, that agreement is developed in accordance with the appropriate CSU international agreement template and proceeds through additional campus approvals. Those approvals include the Director of Purchasing and Contract Administration and the Provost/Vice President of Academic Affairs prior to the President's signature. In accordance with EO 1080 and prior to the campus approvals, all final agreements are reviewed and approved by Academic Affairs for Chancellor's Office as well as the Office of General Counsel.

CSUN Approach to Training Recruitment Services Firms

1. Once a recruiting services agreement is approved, the College provides the recruitment service in question with the following three documents: IPP Checklist Requirements, Degree Seeking Checklist Requirements and Team Contact list (see Appendix D, E, & F).
2. The associate director of IPP or his/her designee then presents a webinar or in-person training session to the recruitment service provider in question once the agreement is in place. The focus of the training is to provide the recruitment service with detailed information on CSUN and its programs. The training also introduces the service and its staff to the ways in which the service can and cannot represent CSUN to its clients and how to use the appropriate web sites to give clients full and current information about a particular CSUN program.

As part of its international recruitment trips, the College regularly includes in visits to the recruitment services in the region where CSUN has a current agreement.

Follow up training sessions are presented in person at international education conferences and during in-country recruitment trips made by CSUN staff. In-country training sessions are most often hosted at the offices of the recruiting service so the service's principals and teams of advisors can participate. The in-country visits provide an opportunity to present training sessions to multiple advisors at the recruiting services and to ensure that their understanding of CSUN programs is current and correct.

3. To emphasize continuous training and regular CSUN staff engagement with

recruitment services, the IPP staff team also sends quarterly newsletters to all services with which there is a current agreement. These newsletters contain information about changes in programs and/or requirements, and procedures and updates about programs and services. The newsletters may also introduce new programs.

4. The various units within the College that interact with international students should alert the associate director of IPP whenever an international student seems to have been given incorrect information by a particular international recruitment service provider. If this occurs, the associate director of IPP immediately requests an “extra training session” with the recruiting service to correct the errors. The Associate director of IPP records whenever such problems occur so such instances can be considered when it is time to renew the agreement with the service provider in question. In addition, if errors seem to be frequent and/or significant (which is rare), the associate director of IPP alerts both the director of IPP and the Associate dean of the College. The Associate dean will then confer with the Director (and the Dean as appropriate) to see whether any further action is needed to address the problem and prevent it from recurring.
5. The College’s IPP unit also creates various procedural documents that can be shared electronically to help guide the advisors of the recruiting firm when engaging prospective students. New technologies such as [Zoom conferencing](#) can also be used for enhancing the frequency of direct training.

CSUN Approach to Commission Payment for Recruitment Services

1. The College engages recruitment services for both matriculating and non-matriculating students at CSUN. For the CSUN Intensive English Program (IEP), the College currently pays 15% of the tuition received from students attending year-round in a non-group format for up to two consecutive terms. In a given term, if the total number of new students exceeds 20 for that term, an additional 5% will be paid for all new students enrolled in that first term. For the Semester at CSUN (SAC) program, the College pays 15% of tuition received for students enrolled for up to two consecutive terms. For short-term customized programs, the College pays 15% of tuition received from students participating in the program. For students matriculating into CSUN degree programs, commission is paid at a flat fee as established in the recruitment service agreement.
2. The recruitment service provider submits an invoice three weeks after the first day of the eligible session or term. Once the invoice is received, the College’s International Support Specialist verifies the following: 1) student(s) are enrolled in the specified term listed on the invoice, 2) all tuition for the specified term is paid in full (For SAC students only – commission payment is based on all paid tuition, including extra units over the required minimum program tuition fee), and 3) students are appropriately assigned to the

recruitment services within CSUN's PeopleSoft database – SOLAR.

3. If the invoice is correct, it is then prepared for payment.
4. If the invoice is incorrect, it is edited and sent back to recruitment services firm with revisions. Once the recruitment service provider resends a correct and updated invoice to the College's International Support Specialist, payment is processed.
5. Secure long-term records of each payment are kept in PeopleSoft financials.

Recruitment Firm Profile Sheet

Name of Organization (as it would appear on legal documents):
--

Insert your Firm/Company LOGO here

Address [Street Address, Unit Number/Suite]:	
[Building/Floor, District]:	
[City, State/Province/Department, Country, ZIP Code]:	
Main Company Phone:	Main Company E-mail:
Alternate Phone:	Alternate Email:
Fax:	Website:

Principle Owner Name:
Title (<i>Example; President, CEO, etc.</i>):
E-mail:
Main Contact Representative:
Title (<i>Example; President, CEO, etc.</i>):
E-mail:

Year established:

Describe the activities of your company:

Recruitment Firm/Company History:

Number of staff:

How many staff are education consultants?

Do you have any branches? If so, where?

Institutions you represent in the USA (please list your most important partners):

Please list CSUs and UCs you currently represent:

Institutions you represent internationally (please list your most important partners):

Number of students you send internationally per year:

Number of students you send to USA per year:

Number of students you plan to send to CSUN per calendar year:

Please list which countries have you recently sent students to:

How do you market your institution to potential students?

Please provide three (3) professional references and contact information from U.S. educational institutions that you currently represent (email and telephone).

These professional references will receive a questionnaire from CSUN's International Programs & Partnerships division to be completed and returned to CSUN for evaluation.

If your recruitment firm is certified by the American International Recruitment Council (AIRC), please be sure to send a scanned copy of your certificate. The AIRC certificate can substitute one (1) of your professional references:

Institution Name:

Contact Name:

Email:

Phone:

Institution Name:

Contact Name:

Email:

Phone:

Institution Name:

Contact Name:

Email:

Phone:

By my signature below, I hereby confirm that the above information provided is accurate.

Signature: Print Name:	Date:
-------------------------------	-------

Complete and return form by email to Natalie Haban at natalie.haban@csun.edu. Be sure to send both the Word document, as well as a signed and scanned PDF copy.

For information about International Programs and Partnerships, visit our website at tsengcollege.csun.edu/programs/IPP.

For information about International Admissions for degree-seeking students, visit our website at <http://www.csun.edu/admissions-records/international>.

Additional Contact Information

Vanessa Andrade, Associate Director
vanessa.andrade@csun.edu

Intensive English Program Admissions: iep@csun.edu

SAC Admissions: sac@csun.edu

CSUN International Degree-Seeking Admissions: intladm@csun.edu

For IEUP office use only

Received (Date & Initials)	Three Refs	Initial Contact	Second Contact	Third Contact	Approval Date	SOLAR



AIRC Best Practice Guidelines for Institutional Members

Updated November 2016

An institution's adherence to AIRC's institutional guidelines signifies its commitment to engaging in marketing, recruitment and student support practices that are truthful, ethical and transparent and which meet with the highest levels of professionalism. Furthermore, it signifies an institution's commitment to operating in accordance with NAFSA's Principles of Good Practice for the Recruitment and Admissions of International Students.¹

Guideline 1: Commitment to Proper Student Support Services

AIRC Institutional and Pathway Members understand the international student experience, recognize the importance of respecting the needs of their students, and commit to the provision of supporting programs and services conducive to the enrollment, persistence and success of international students on their campuses.

Purpose:

Adherence to this guideline by an AIRC Institution or Pathway Member ensures that suitable support for international students is available throughout the application process, once on campus, and during their entire academic career. It is a commitment to ensure proper staffing, training, facilities, opportunities and support systems designed to meet the special needs and requirements of international students so they may be successful as students in the U.S. Recruiting, admissions, and other relevant staff must adhere to all U.S. federal regulations related to international admissions and recruiting practices. Staff should be up-to-date and knowledgeable about the relevant U.S. federal regulations.

Guideline 2: Accuracy in Marketing Information

AIRC Institutional and Pathway Members market their educational and institutional services professionally and accurately, and maintain the integrity and reputation of their particular academic institution as well as of the U.S. education sector.

Purpose:

Adherence to this guideline is an AIRC Institution or Pathway Member's commitment to marketing its respective institution, academic program and student services professionally, accurately, ethically, and truthfully. This commitment is a sign of quality assurance to both

¹ NAFSA. *About NAFSA: NAFSA's Principles of Good Practice for the Recruitment and Admissions of International Students.* <http://www.nafsa.org/about/default.aspx?id=2477> (Rev. January 2002). Accessed February 6, 2012.

American International Recruitment Council

4710 Rosedale Avenue, Bethesda, MD 20814
tel/fax +1 240 547 6400 info@airc-education.org

partner-agents and prospective students and their parents. The guideline offers a safeguard against unethical, false or misleading marketing practices.

Guideline 3: Transparent Student Recruitment Practices

AIRC Institutional and Pathway Members provide pertinent training and information to their partner-agents for use with the agent's marketing and recruitment efforts so that prospective students may make informed decisions about institutional choice, thereby ensuring better alignment between their expectations and actual experiences.

Purpose:

Adherence to this guideline is an AIRC Institution or Pathway Member's commitment to assuring that information provided to prospective students via agent partners is current and accurate at all times and throughout each stage of the recruitment process. This commitment ensures that an agent partner is duly trained by, and remains current on, the university/institution it represents, including topics such as admission and scholarship requirements, academic programs, international student support services, and policies relevant to an international student's institutional choice.

Guideline 4: Engaged and Strategic Agent Management

AIRC Institutional and Pathway Members collaborate closely with their agent-partners and establish clear procedures for a sustainable agent-institutional relationship, including mechanisms for compliance with AIRC guidelines.

Purpose:

Adherence to this guideline by an AIRC Institution or Pathway Member ensures that effective communication procedures are in place and expectations for the relationship are clearly understood. It is also a commitment to understanding and complying with the AIRC guidelines.

American International Recruitment Council

4710 Rosedale Avenue, Bethesda, MD 20814
tel/fax +1 240 547 6400 info@airc-education.org

Recruitment Firm Reference Questionnaire

Please complete this form and return it by e-mail to natalie.haban@csun.edu and ipp@csun.edu.

Institution: Institution Name
 Contact Name: Contact Name
 Contact E-mail: email@address
 Date: 001/01/2017
 Agent under consideration: **Recruitment Firm Name**

1. How long have you been working with **Recruitment Firm Name**?

2. Is this recruitment firm responsible and do they work in a timely manner?

3. On average, how many students per term does this recruitment firm send to your institution?

4. Does this recruitment firm follow your procedures (application, commission, etc.) without difficulty?

5. On average, does this recruitment firm send academically engaged students?

6. Do the students from this recruitment firm typically want conditional admission to your university?
 (Please indicate if conditional admission is not available at your institution.)

7. Have you ever had any problems with this recruitment firm? Please describe.

8. Do you recommend this recruitment firm?

9. Is there anything else you believe we should consider about this candidate?

International Programs & Partnerships – IEP & SAC

INFORMATION ON HOW TO APPLY

(For Recruitment Firms Only)

The International Programs & Partnerships office offers the following international programs:

<p><u>Intensive English Program (IEP)</u></p>	<p>The Intensive English Program (IEP) is a year-round academic program designed to ensure that students acquire and improve the English-language skills needed for success in the undergraduate or graduate degree program of their choice at colleges or universities.</p> <p>The IEP not only prepares students academically for success in the university, but also offers students many benefits: supplemental after-school classes and tutoring, TOEFL/IELTS test preparation courses, access to our official ETS testing center, conditional admission to the university, TOEFL waivers for undergraduate and graduate studies (upon approval), and a certificate of completion.</p> <p>Applicants must be at least 18 years old.</p>
<p><u>Intensive English Program (IEP) with Conditional Admission</u></p>	<p>Students can become pre-approved for admission to the undergraduate (Bachelor) or graduate (Master) degree program of their choice through IEP’s Conditional Admission plan even if students have not yet met the English-language proficiency admission requirements of their target educational institution.</p> <p>Applicants must be at least 18 years old.</p>
<p><u>Semester at CSUN Program (SAC)</u> (For undergraduate students only)</p>	<p>Semester at CSUN is designed for students who meet the English-language proficiency requirements to study in the university, but do not intend to matriculate (or transfer) to CSUN. With the assistance of SAC academic advisement staff, students are enrolled in CSUN courses and may complete coursework for credit. Credit earned may be transferred back to their home university (upon approval).</p> <p>Applicants must be at least 18 years old.</p>
<p><u>English-Language and Cultural Experience (ELCE)</u> (Subject to availability)</p>	<p>English-Language and Cultural Experience Program focuses on developing and improving the student’s English-language skills while learning about American culture. Tours, trips, and activities are organized by the IPP staff.</p> <p>Applicants must be at least 18 years old.</p>
<p><u>Custom-Designed English-Language Instruction Programs</u> (Contract only)</p>	<p>To suit the needs of the groups of students who come to CSUN through a sponsoring organization, IPP designs customized programs of varying lengths and levels.</p> <p>For more information, contact Vanessa Andrade at vanessa.andrade@csun.edu</p>

Email or mail all required documents to: **California State University Northridge (CSUN)
The Tseng College
ATTN: Admissions, Registration, & Client Services
18111 Nordhoff Street
Northridge, California 91330-8343 USA**

For IEP specific questions or documents: iep@csun.edu

For SAC specific questions or documents: sac@csun.edu

For ELCE or custom-designed program specific questions or documents: vanessa.andrade@csun.edu

International Programs & Partnerships – IEP & SAC

ADMISSION REQUIREMENTS: **INTENSIVE ENGLISH PROGRAM (IEP)**

INTENSIVE ENGLISH PROGRAM (IEP)

1. Intensive English Program (IEP) Application

Apply online at <http://tsengcollege.csun.edu/programs/IPP/IEP/IEP> > APPLY > Choose term.

2. IEP Application Fee (non-refundable)

Payable online when completing the IEP application. Payment is accepted by credit card or debit card (MasterCard or VISA) only.

3. Evidence of Financial Support

Current official bank statement or bank letter, verifying a minimum balance of **US \$25,000** (for IEP).

**** IF the student is accepted with conditional admission, the student will be REQUIRED to submit a CSUN Financial Affidavit Form (<http://www.csun.edu/sites/default/files/affidavit.pdf>) AT THE TIME OF TRANSFER from the Intensive English Program to their university degree program.*

4. Photo copy of passport

5. First Term Tuition Payment

For tuition and fees, visit <http://tsengcollege.csun.edu/programs/IPP/IEP/IEP> > TUITION & FEES

Tuition payment is accepted by credit card (MasterCard or VISA), electronic check (account and routing numbers required), or international wire transfer. For more information on international wire transfer, please see our [guide](#).

INTENSIVE ENGLISH PROGRAM (IEP) with UNDERGRADUATE Conditional Admission (In addition to #'s 1-5):

6. Intensive English Program (IEP) Application

Apply online at <http://tsengcollege.csun.edu/programs/IPP/IEP/IEPCA> > APPLY > Choose term for either undergraduate or graduate.

7. CSUN (Cal State Apply) Application – International

Apply online at <https://www2.calstate.edu/apply> > APPLY TODAY > [International](#)

Note: Review the Admissions Calendars for application deadlines and status by visiting <http://www.csun.edu/anr/AdmissionStatus.html>. Second bachelor's degree option is not available to business majors or any options within the Business Department.

8. \$55 CSUN Application Fee (non-refundable)

Payable online ONLY when completing the CSUN application. Otherwise, the \$55 application fee can be paid by a separate money order/bank draft/traveler's check (Endorse your traveler's checks and make checks payable to CSUN).

9. OFFICIAL Academic Transcript(s) and Certificate(s)/Degree(s)/Diploma(s) issued from High School or College/University in original language AND translated in English.

10. Proof of Graduation issued from High School or College/University in original language AND translated in English.

INTENSIVE ENGLISH PROGRAM (IEP) with GRADUATE Conditional Admission (In addition to #'s 1 - 10):

11. Three (3) Recommendation Letters

12. Statement of Purpose

13. Resume / CV

14. Additional Department Requirements

Review by visiting the [Graduate Programs website](#). Select the first-letter of the desired major or contact your department of interest directly.

Visit the program website for more information at <http://tsengcollege.csun.edu/programs/IPP/IEP>.

For IEP admission questions, email us at iep@csun.edu.

International Programs & Partnerships – IEP & SAC

ADMISSION REQUIREMENTS:
Semester at CSUN (SAC)
(For undergraduates ONLY)

1. Semester at CSUN (SAC) Program Application

Apply online at <http://tsengcollege.csun.edu/programs/IPP/SAC> > APPLY > APPLY.

2. SAC Application Fee (non-refundable)

Payable online when completing the SAC application. Payment is accepted by credit card or debit card (MasterCard or VISA) only.

3. Copy of TOEFL (Test of English as a Foreign Language) Score Report of 500 (PBT) / 173 (CBT) / 61 (iBT) or higher.

Note: PBT = Paper-Based / CBT = Computer-Based / iBT = Internet-Based.

OR

Copy of IELTS (International English Language Test System) Score Report of 6.0 or higher.

NOTE: The acceptable English-language proficiency scores above are for undergraduate applicants only. Graduate applicants wanting to apply to SAC are accepted on a case-by-case basis and must meet the appropriate graduate applicant scores. To review all acceptable English-language proficiency scores, visit our website at <http://tsengcollege.csun.edu/programs/IPP/SAC/programrequirements>.

4. Copy of OFFICIAL Academic Transcript(s) in original language AND translated in English.

5. Evidence of Financial Support

Current official bank statement or bank letter, verifying a minimum balance of **US \$16,000** (for SAC).

6. Photo copy of passport

7. First Semester Tuition Payment

For tuition and fees, visit <http://tsengcollege.csun.edu/programs/IPP/SAC> > TUITION & FEES

Tuition payment is accepted by credit card (MasterCard or VISA), electronic check (account and routing numbers required), or international wire transfer. For more information on international wire transfer, please see our [guide](#).

SAC is available to undergraduate students who are not formally enrolled in a degree program at CSUN and want to take academic courses for up to two (2) academic semesters of study. Graduate students accepted on a case-by-case basis.

Requirements:

- Age 18 or older
- Have completed high school
- Undergraduate level students (without a bachelor's degree): TOEFL score of 61 (iBT) or IELTS score of 6.0
- Graduate level students (with a bachelor's degree): TOEFL score of 79 (iBT) or IELTS score of 6.5
- Grade point average: minimum 2.0, based on a 4.0 grading scale, from a ministry of education recognized college/university

Note:

- *Students currently enrolled in our Intensive English Program and want to continue in SAC must complete the English-language proficiency requirement and follow the how to apply instructions. Evaluation will be based on SAC program requirements.*
- *Full time enrollment in SAC program is 12 semester units for undergraduate level students and 9 semester units for graduate level students.*
- *SAC program does not guarantee future admission to a CSUN degree program.*
- *Course selection is subject to availability and the approval of the relevant academic department and/or instructor. Academic advisement and registration assistance will be provided for students.*
- *Time allowed for enrollment in SAC program is two (2) academic semesters.*

Visit the program website for more information at <http://tsengcollege.csun.edu/programs/IPP/SAC>.

For SAC admission questions, email us at sac@csun.edu.

International Admissions – Degree Seeking

INFORMATION ON HOW TO APPLY

(For Recruitment Firms Only)

Applications for international students are processed through the [Cal State Apply](https://www2.calstate.edu/apply/international) site at <https://www2.calstate.edu/apply/international>.

<p><u>First-Time Freshman</u></p>	<p>An international first-time freshman applicant is a student who wishes to study at our university on an F-1 (student) visa or J-1 (exchange) visa, who is applying to one of our bachelor's degree programs, and who has not completed any post-secondary course work at a college or university.</p>
<p><u>Transfer Student</u></p>	<p>An international transfer applicant is a student who wishes to study at our university on an F-1 (student) visa or J-1 (exchange) visa, who has completed post-secondary course work at a college or university located outside the United States or a regionally accredited community college or university within the United States, and has not yet earned the equivalent of a U.S. bachelor's degree.</p>
<p><u>Master's Student</u></p>	<p>An international master's or post-baccalaureate graduate applicant is a student who wishes to study at our university on an F-1 (student) visa or J-1 (exchange) visa, and who is in the process of completing or has completed a post-secondary degree equivalent to a U.S. bachelor's degree. Graduate students may apply for admission to a master's or doctoral degree program at CSUN.</p>

For additional information, please visit the CSUN International Admissions webpage at <http://www.csun.edu/admissions-records/international> or email intladm@csun.edu.

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS: First-Time Freshman

ADMISSION REQUIREMENTS

1. Student has earned a minimum grade point average (GPA) of 3.0 on a 4.0 grading scale, or an average of "B" grades on an "A - F" letter grading scale (CSUN will convert your international GPA when application is submitted).
2. Meets the [English language requirement](#) (see below):

Test Name and Website	Minimum Score Required for Undergraduate Students	Send Score Directly To CSUN
IELTS Academic - International English Language Test System	6.0 or higher	Have IELTS send a copy of Test Report Form to CSUN
iTEP Academic - International Test of English Proficiency	5.0 or higher	Have iTEP send score to CSUN
PTE Academic - Pearson's Test of English	45 or higher	Online through PTE Academic Account
TOEFL - Test of English as a Foreign Language	— Computer-based score: 173 — Internet Based score: 61 — Paper-based score: 500 We do not accept TOEFL ITP	Use CSUN School Code 4707

ITEMS TO SUBMIT

1. Complete the "International Online Application" at [Cal State Apply](#). Please read the instructions carefully and complete all appropriate sections.
2. A \$55.00 (US currency) non-refundable processing fee payable to CSUN must accompany the application.
3. All OFFICIAL secondary-school records including certificates, examination grades, degrees or diplomas in **original language** of issue. Records must include official verification of high school completion. **Do not fax** academic records.
4. Official English **translations** of all academic records including certificates, degrees or diplomas. **Do not fax** translations.
5. [Affidavit of Financial Support \(.pdf\)](#) and bank statement. Both pages of the financial affidavit and the bank statement may be emailed to an [International Admissions advisor](#).
6. Applicants who have studied **in the U.S.** are also required to have the U.S. institution(s) send official transcript(s) directly to CSUN.
7. Send documents to:
 - CSUN - Admissions and Records
 - Attention: International Admissions**
 - 18111 Nordhoff Street
 - Northridge, CA 91330-8207
 - U.S.A.
8. Submit a copy of the student's passport information page with documents.
9. Results of the Test of English as a Foreign Language (TOEFL) or other acceptable test. Please see above for more information on how to submit your score.

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS: Transfer Student

ADMISSION REQUIREMENTS

See below for different student transfer situations

1) Transfer from a U.S. School - Lower Division Student (in first or second year)

If the student has been attending a college or university **within** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- Fewer than 60 transferable semester units earned (less than two full years).
- Meets all admission requirements for [international freshman applicants](#).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSU Northridge will calculate the international GPA.
- Completion of a General Education Written Composition course and a General Education Mathematics course, each with a passing grade of "C" or better. These two courses must be completed post-secondary (after high school) at a recognized institution.

2) Transfer from Outside the U.S. - Lower Division Student (in first or second year)

If the student has been attending a college or university **outside** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- Fewer than 60 transferable semester units earned (less than two full years).
- Meets all admission requirements for [international freshman applicants](#).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSU Northridge will calculate the international GPA.
- Completion of a General Education Mathematics course with a grade equivalent to "C" or better. This course must be completed post-secondary (after high school) at a recognized institution and must be college-level (above Intermediate Algebra).
- An official test score proving English language proficiency (Internet-based TOEFL minimum 61, IELTS minimum 6.0, PTE minimum 45), or be exempt.

3) Transfer from a U.S. School - Upper Division Student (in third or fourth year)

If the student has been attending a college or university **within** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- At least 60 transferable semester units earned (two or more years).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSUN will calculate the international GPA.
- Successful completion of the four Basic Skills courses with a grade of "C" or better:
 - Written Composition (English)
 - Critical Thinking (Logic)*
 - Mathematics (must be college-level, above Intermediate Algebra)
 - Oral Communication (Speech)

*Students applying as Engineering or Computer Science majors do not have to complete Critical Thinking prior to admission.

International Admissions – Degree Seeking

4) Transfer from Outside the U.S. - Upper Division Student (in third or fourth year)

If the student has been attending a college or university **outside** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- At least 60 transferable semester college units earned (two or more years).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSUN will calculate the international GPA.
- Successful completion of a General Education Mathematics course with a grade equivalent to "C" or higher. This course must be completed post-secondary (after high school) at a recognized institution and must be college-level (above Intermediate Algebra).
- An official test score proving your English language proficiency (Internet-based TOEFL minimum 61, IELTS minimum 6.0, PTE minimum 45, iTEP 5.0), or be exempt.

ITEMS TO SUBMIT

1. Complete the "International Online Application" at [Cal State Apply](#). Please read the instructions carefully and complete all appropriate sections.
2. A \$55.00 (US currency) non-refundable processing fee payable to CSUN must accompany the application.
3. [Affidavit of Financial Support \(.pdf\)](#) and bank statement. Both pages of the financial affidavit and the bank statement may be emailed to an [International Admissions advisor](#).
4. All OFFICIAL secondary and post-secondary records including certificates, degrees or diplomas in **original language** of issue. **Do not fax** academic records. If the student has not completed a total of two years at a university or post-secondary college inside or out of the U.S., please submit all high school transcripts including official verification of high school completion.
5. Official English **translations** of all academic records including certificates, degrees or diplomas. **Do not fax** translations.
6. Applicants who have studied **in the U.S.** are required to have the U.S. institution(s) send official transcript(s) directly to CSUN. If the student is attending a California community college, please see the instructions for electronic transcripts at [eTranscript California](#).
7. Send documents to:
 CSUN - Admissions and Records
Attention: International Admissions
 18111 Nordhoff Street
 Northridge, CA 91330-8207
 U.S.A.
8. Submit a copy of the student's passport information page with documents.
9. Results of the Test of English as a Foreign Language (TOEFL) or other acceptable test (see table below). Scores must be sent directly to CSUN from the testing agency.

Test Name and Website	Minimum Score Required for Undergraduate Students	Send Score Directly To CSUN
IELTS Academic - International English Language Test System	6.0 or higher	Have IELTS send a copy of Test Report Form to CSUN
iTEP Academic - International Test of English Proficiency	5.0 or higher	Have iTEP send score to CSUN
PTE Academic - Pearson's Test of English	45 or higher	Online through PTE Academic Account
TOEFL - Test of English as a Foreign Language	— Computer-based score: 173 — Internet Based score: 61 — Paper-based score: 500 We do not accept TOEFL ITP	Use CSUN School Code 4707

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS: Master’s Student

ADMISSION REQUIREMENTS

1. Complete the “International Online Application” at [Cal State Apply](#). Please read the instructions carefully and complete all appropriate sections.
2. A \$55.00 (US currency) non-refundable processing fee payable to CSUN must accompany the application.
3. All OFFICIAL academic records including certificates, degrees or diplomas in **original language** of issue. **Do not fax** academic records. Applicants who have studied **in the U.S.** are required to have the institution(s) in the U.S. send official transcript(s) directly to CSUN.
4. Official English **translations** of all academic records including certificates, degrees or diplomas. **Do not fax** translations.
5. Results of the [Graduate Record Examination \(GRE\)](#) or other graduate examinations are required by some graduate programs. Scores must be sent directly to CSUN from the testing agency. Use CSUN school code **4707**.
Please refer to the following section of this guide for detailed requirements.
6. [Affidavit of Financial Support \(.pdf\)](#) and bank statement. Both pages of the financial affidavit and the bank statement may be emailed to an [International Admissions advisor](#).
7. Send documents to:
 CSUN - Admissions and Records
Attention: International Admissions
 18111 Nordhoff Street
 Northridge, CA 91330-8207
 U.S.A.
8. Submit a copy of the student’s passport information page with documents.
9. Results of the Test of English as a Foreign Language (TOEFL) or other acceptable test (see table below). Scores must be sent directly to CSUN from the testing agency.

Test Name and Website	Minimum Score Required for Undergraduate Students	Send Score Directly To CSUN
IELTS Academic - International English Language Test System	6.5 or higher	Have IELTS send a copy of Test Report Form to CSUN
PTE Academic - Pearson’s Test of English	58 or higher	Online through PTE Academic Account
TOEFL - Test of English as a Foreign Language	— Computer-based score: 213 — Internet Based score: 79 — Paper-based score: 550 We do not accept TOEFL ITP	Use CSUN School Code 4707

Exception: If a graduate applicant has earned a bachelor's or master's degree from a college or university in the U.S., the TOEFL or other English language proficiency exam is not required.

Applicants to masters programs must typically apply to both the university and the academic department. Some departments may require a separate departmental application. **The College of Engineering does not require a departmental application.**

Please note that some graduate programs may have earlier filing deadlines than the university deadlines, and they may accept applications only for fall (not spring) admission.

International Programs and Partnerships (IPP)

For CSUN's Intensive English (IEP), Semester at CSUN (SAC) and Custom-Designed Programs

<http://tsengcollege.csun.edu/programs/IPP>

Department	Area of Responsibility	Contact Person	Phone Number	Email
International Programs & Partnerships Office	Director International Programs & Partnerships	Dr. Jane Sun	+1 (818) 677-5469	jane.sun@csun.edu
	Associate Director International Programs & Partnerships	Vanessa Andrade	+1 (818) 677-5948	vanessa.andrade@csun.edu
	Outreach Manager Prospective partnerships, agreements, recruitment, customized short programs	Boris Polotzek	+1 (818) 677-4726	boris.polotzek@csun.edu
	Agency applications, agreements and commission invoices	Natalie Haban	+1 (818) 677-3113	natalie.haban@csun.edu
International Programs & Partnerships Admissions IEP & SAC	Application and enrollment questions Intensive English Program (IEP)	Susana Nieto	+1 (818) 677-2504	iep@csun.edu
	Application and enrollment questions Semester at CSUN (SAC) Program	Lesa Green	+1 (818) 677-2504	sac@csun.edu
	Immigration and SEVIS issues; international admissions issues	Ayda Vardumyan	+1 (818) 677-7649	ayda.vardumyan@csun.edu
Intensive English Program IEP	Academic Director Intensive English Program (IEP)	Bessie Karras- Lazaris	+1 (818) 677-5938	bessie.lazaris@csun.edu
	Intensive English Program (IEP) Academic support	Sarah White	+1 (818) 677-4573	sarah.white@csun.edu
Semester at CSUN SAC	Program Manager Semester at CSUN (SAC)	Jessica Isomoto	+1 (818) 677-4882	jessica.isomoto@csun.edu
	Semester at CSUN (SAC) Academic support	SAC Academic Support Team	+1 (818) 677-4882	SAC-academics@csun.edu
IPP Student Life	Manager Student Life Housing, meal plan, student services	Yukiko Bryant	+1 (818) 677-3304	yukiko.bryant@csun.edu
IPP Finance	Student accounts; invoicing	Team Member	+1 (818) 677-4174	tsengfinance@csun.edu

CSUN International Admissions

For CSUN's Degree Programs

<http://www.csun.edu/admissions-records/international>

Department	Area of Responsibility	Contact Person	Phone Number	Email
International Admissions Degree Students	Assistant Director Degree program admission requirements, evaluations, application issues, enrollment questions	Sandra Jardin	+1 (818) 677-3769	sandra.jardin@csun.edu
	Senior Int'l Admissions Advisor Submission of documents by email or to check application status	Fernando Valle	+1 (818) 677-3760	fernando.valle@csun.edu