

## **Spring 2024 Advising Checklist New F-1 Undergraduate International Students**

Welcome to California State University, Northridge (CSUN)! This advising checklist will guide you through the necessary steps toward a successful first semester at CSUN. Be sure to read this checklist for important details about how to successfully transition to CSUN.

### **ACTIVATE YOUR CSUN ACCOUNT**

Set up your CSUN portal account and Gmail as explained in the “Activate Your CSUN Account” email from Admissions and Records, this message was sent to the email address you provided on your admission application. For help accessing your username and/or password visit the [Information Technology Help Center](#). Remember to check your [CSUN email](#) account regularly!

### **UNDERSTAND YOUR HOLDS**

All international students will have a “*Required for New International*” hold or “*Required First Time Freshman*” hold on their account. These advisement holds require you to consult with an academic advisor before getting enrolled into courses or making changes to your current schedule.

All international students will have a “*Foreign*” hold on their account. The [International & Exchange Student Center \(IESC\)](#) places the Foreign hold as part of your immigration requirements. For more information, visit [CSUN Health Insurance Requirement](#).

### **COMPLETE THE RESPONSE QUESTIONNAIRE**

The [Response Questionnaire](#) informs the international academic advisor of your intention to attend CSUN and lets them know your schedule preferences/restrictions, which they use as a guide when enrolling you into courses. This practice ensures that students have their most preferred schedule, while still being enrolled into at least 12 units of degree applicable classes. Completion of the Response Questionnaire is required for course enrollment.\*

### **COMPLETE THE TITLE IX – NOT ANYMORE TRAINING**

To promote a culture of respect, raise awareness, and prevent sexual misconduct, all students must complete an online, video-based educational training program. For assistance, view the [Title IX- Not Anymore Training Tutorial](#). Completion of the Title IX Training is required for course enrollment.\*

### **ATTEND THE NEW INTERNATIONAL STUDENT ACADEMIC ADVISEMENT WORKSHOP**

The New International Academic Advisement Workshop will allow you to meet with your academic advisor to review your pre-enrolled schedule and discuss any of your questions/concerns. Invitations to schedule an appointment to attend a workshop will be sent **after** the Response Questionnaire and Title IX Training are completed.

*\*WITHDRAWAL NOTICE: It is the sole responsibility of the student to notify International Admissions and the International Academic Advisement Team of their intent to withdraw from classes, no later than the Friday of week 3. Failure to follow [formal withdrawal procedures](#) may result in an obligation to pay fees, the assignment of failing grades on your academic record, and the need to reapply for admission to CSUN.*

### **SUBMIT FINAL OFFICIAL TRANSCRIPTS**

Send your final official transcripts to CSUN's office of [International Admissions](#) as soon as your semester is complete. Freshmen and lower division transfer students must submit final high school transcripts and all students must submit final transcripts from any colleges attended. The document deadline for spring 2024 admission is **November 15, 2023**.

### **TAKE YOUR PLACEMENT EXAMS (If recommended)**

- **Math:** All freshman students are recommended to take the Math Selection Assessment (MSA) to determine their placement in math for the first semester. Some transfer students may be recommended to take the MSA based on their major's degree requirements. If you are recommended to take the MSA, information will be sent to your CSUN email after you have been enrolled in classes. If you have questions please consult with your academic advisor.
- **English/Writing:** There are currently no writing placement exams offered by CSUN. If you have external placement exams or transfer work that may exempt you from the lower division writing requirement, please submit them to the office of International Admissions. The TOEFL/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 CHEM 100 or the [Chemistry Placement Test \(CPT\)](#) to enroll in CHEM 101/L. If you are interested in taking this exam you must register online before the semester begins and notify your advisor.

### **REVIEW YOUR DEGREE PLANNING TOOLS**

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

- The [University Catalog](#) list all major/degree requirements with course descriptions and explains vital information about university policies and procedures.
- The [Degree Progress Report \(DPR\)/Planner](#) is an audit, which shows all of your completed course work and all of your remaining degree requirements at CSUN.
- The [Degree Road Map](#) outlines the recommended course sequence to complete each degree in two years for transfer students and four years for freshmen students. The Degree Road Map is a guideline and may not fit each student the same.

### **ATTEND INTERNATIONAL NEW STUDENT ORIENTATION**

The [New Student Orientation](#) is mandatory. During this event, we will welcome you to the university, provide additional information to help you transition into CSUN, and provide an opportunity for you to meet fellow international students. Visit [New Student Orientation](#) for date and registration information.

### **PAY YOUR TUITION AND FEES**

Tuition for first semester international students is due after enrollment in classes, but no later than **January 26, 2024**. You can pay tuition online through your portal, by wire transfer, or in person at Cash Services. For more information, visit [Student Finance](#).

### **COMPLETE THE CSU IMMUNIZATION REQUIREMENTS**

All students must submit proof of immunization for the following:

- Measles, Mumps and Rubella (MMR)
- Hepatitis B (if under 18 years of age)

For a step by step guide on how to submit proof of immunization, assistance with submitting proof of immunization, or to obtain any screenings visit the [Klotz Student Health Center](#).

### **ENJOY YOUR FIRST DAY OF CLASS!**

- Weekday classes begin Monday, January 22, 2024
- Saturday-only and Friday-Saturday classes begin Saturday, January 20, 2024.

For a complete list of 2023-2024, important dates, including holidays, visit [the Student Academic Calendar](#).