Please read the following instructions and criteria. Have all required documentation available before beginning the application. For your award application, you will be using a modified version of the system to request a permission number. Therefore, ignore an email you receive regarding an application for a permission number. This email is intended to acknowledge receipt of your award application and submission of the requested information.

Minimum Criteria:
- Accountancy students must be enrolled in ACCT 351 or higher
- Information Systems majors must have completed IS 312
- A CSUN and overall GPA of 3.0 or higher

Application Instructions:
1. Access [https://csunsaps.com](https://csunsaps.com) and select “I’m a Student”
2. Login with your CSUN User ID and Password
3. Click “Request a Permission Number”
4. Click “Accept”
5. Select the Term: “2193 – Spring”
6. Select the Department: “Accounting and Information Systems”
7. Select a Course:
   - Accountancy students (or double majors): Select “ACCT 499 A - Accounting Award Application”
   - Information System majors: Select “IS 499 C - Information Systems Award Application”
   - Master of Professional Accountancy (MPAcc): Select “ACCT 699 - MPAcc Award Application”
8. In the Comment/Notes box, you must provide the following information:
   - Student club participation (e.g., student organization membership/officer/director, etc.)
   - Any offer received from an employer in the last year (e.g., SLP/internship/full-time)
   - Expected date of graduation
9. Before submitting your application, you must attach the following:
   - Your professional photo in .jpg format
10. Click the course section box under “Section Available”
11. Click “Submit Request”

Please note: You must purchase a ticket and be present at the Awards Banquet in order to receive the award (if awarded). To purchase the ticket, please visit: [https://www.csun.edu/acctis/annual-awards-banquet](https://www.csun.edu/acctis/annual-awards-banquet)

Dr. Rishma Vedd, Department Chair. Accounting & Information Systems