

Spring 2022 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. Advising and registration for Fall 2021 can begin as early as **November 5, 2021**. Be sure to read this checklist for important details about how to successfully transition to CSUN.

ACTIVATE YOUR CSUN ACCOUNTS

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!

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. This training must be complete before enrollment into classes by an advisor. The Not Anymore Training link can be found in your CSUN portal, under "MyChecklist". For assistance accessing the link view the [Title IX- Not Anymore Training Tutorial](#).

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 degree applicable classes and having at least 12 units to meet their visa requirements. Completion of the Response Questionnaire 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 schedule and discuss any of your questions/concerns. Invitations to schedule an appointment to attend a workshop will be sent once the Title IX Training and Response Questionnaire are complete. Students who cannot attend the Academic Advisement Workshop, due to the time difference while in a virtual environment, can review the first semester advisement process and policies by completing the [Online Pre-Enrollment Workshop](#).

**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. Students should declare their intent to withdraw as early as possible, but no later than the Friday of week 4. 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 TRANSCRIPTS

Send your final official transcripts to CSUN's office of [International Admissions](#) as soon as your semester is complete. Transcripts can be mailed, sent electronically, or hand-delivered to CSUN. 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 2022 admission is **November 15, 2021**.

TAKE YOUR PLACEMENT EXAMS (If required)

- **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 majors 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 DPR is very useful in understanding how your specific course work has been applied towards your CSUN degree
- 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.

REGISTER AND ATTEND INTERNATIONAL NEW STUDENT ORIENTATION

The [New Student Orientation](#) is mandatory. During this half-day virtual 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. International New Student Orientation is on **January 20, 2022**; you are not required to attend any other orientation days.

PAY YOUR TUITION AND FEES

Tuition for first semester international students is due after enrollment in classes, but no later than **January 28, 2022**. You can pay tuition online through your portal, by wire transfer, or in person at Cash Services. For more information, visit [Student Finance](#).

UNDERSTAND YOUR HOLDS

All international students will have an "International Advisement Required" hold on their account. The advisement hold requires you to consult with an academic advisor before making changes to your schedule. You are NOT required to get this hold removed.

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 CSU IMMUNIZATION AND ATTESTATION REQUIREMENTS

All students must submit proof of immunization for the following:

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

Additionally, all students must submit their [Covid-19 Attestation](#) through the [myHealth patient portal](#) along with one of the following:

- Covid-19 Vaccine Record
- Medical Exemption Request
- Religious Exemption Request

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 24, 2022
- Saturday-only and Friday-Saturday classes begin Saturday, January 22, 2022.

For a complete list of 2021-2022, important dates, including holidays, visit the [Academic Calendar](#).