

EXCHANGE STUDENT APPLICATION CHECKLIST 2013-2014

Student's Name: _____
Last / Family Name First / Given Name Middle Name

To qualify for the Exchange Program students must be nominated by a current partner university, submit a complete application, be academically qualified, and meet TOEFL / English Proficiency Requirements.

Effective 2013: The Exchange program can no longer waive non-resident tuition for USA Citizens. USA citizens can still participate in the exchange, however non-resident tuition will be charged at the rate of \$372/unit (approximately \$4464/semester). This includes students who have dual citizenship (USA + another country).

Please submit the following documents to apply for the Exchange Student Program at California State University, Sacramento. Applications cannot be reviewed until ALL documents are received:

Exchange Student Application Form: Complete all sections of this Exchange Student Application. Please TYPE your answers if possible, or print clearly using black ink. Then submit this checklist page and pages 1-3 of the application. Keep a copy of the application for your records (including your class list so you remember which courses you selected).

Letter of Nomination for the Exchange Program: Please submit a letter from the Study Abroad Advisor at your school stating you are an official nominee from your university for the Exchange program at California State University, Sacramento.

English Proficiency score report: TOEFL examination scores are required for all students except students from Australia, Bahamas, Canada, Ghana, Guyana, Ireland, Jamaica, New Zealand, Nigeria, Scotland, South Africa, the United Kingdom, and Wales. Minimum TOEFL scores for the Exchange program are:
Undergraduate 64 IBT TOEFL or 6.5 IELTS; **Graduate** 80 IBT or 7.0 IELTS (for most academic fields).

Official University Transcripts: Submit a transcript from ALL Universities attended
***Students in their first year of studies:** Students without at least 1 semester of official university grades when applying should submit a short written grade evaluation from each of their current instructors in addition to the university transcript to determine academic eligibility.

Graduate Students – Statement of Purpose: Students currently enrolled in a Master's program may be eligible for Master's level courses while on exchange. Master's students should submit a 1 page statement describing their previous course of studies and educational goals while on exchange for review by the academic department.

Financial support documentation: See page 2 of the application for an estimated budget. Submit financial supporting documents as proof of the finances available for your exchange (ie bank statements, scholarships, educational loan etc.).

List of prospective classes

Copy of passport: Biographic information and photo pages.

SUBMITTING YOUR APPLICATION:

- **If your application is being submitted by your Study Abroad Advisor**, then all documents may be sent as scanned email attachments to Tracey Culbertson at tculbert@csus.edu. Transcripts sent as scanned attachments from the campus designated Study Abroad Advisor are treated as "official".
- **If the application is being submitted by a student directly**, then all documents except the Official Transcript may be sent as scanned email attachments. The Official Transcript will need to be mailed separately to the address below.
Tracey Culbertson, Coordinator of International Students & Scholars
Office of Global Education, Lassen Hall Room 2304
California State University, Sacramento
6000 J St, Sacramento, CA 95819-6012 USA

<u>APPLICATION DEADLINES:</u>	<u>FALL (Classes begin late August)</u>	<u>SPRING (Classes begin late January)</u>
• Priority Review:	March 1 – April 1	September 15 – October 15
• Final:	May 1	November 1



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
EXCHANGE PROGRAM APPLICATION

Please Type your responses or print clearly using black ink

1. Name (as listed in passport): (Last / Family name) (First / Given name) (Middle name)

2. Name of Home University:

3. I am applying for: FALL semester only (August - December) SPRING semester only (January - May)
2 semesters: FALL + SPRING semester (August - May) SPRING + FALL semester (January - December)

4. Current Mailing Address: (Street Information) (Apt Number)

(City) (State / Province) (Country) (Postal Code)

5. Permanent Home Address (only if this is a different from your current mailing address listed above):

6. E-mail Address:

7. Home Telephone Number: (Country code) (City code) (Phone Number)

8. Date of Birth: (MONTH) (DAY) (YEAR)

9. Gender: FEMALE MALE

10. City of Birth:

11. Country of Birth:

12. Country of Citizenship: Note: If a USA citizen, see additional financial costs on next page.

13. Country of Legal Permanent Residence:

14. Name of Academic Major / Field of Study on our campus:

15. Housing: See description of on campus/off campus housing options on the last page of the application.

Yes I wish to live in the American River Courtyard on campus. -OR- No, I will live off campus.

My information will be given to the Housing office and I will be emailed in mid-May / mid-November with instructions on how to apply online.

16. Date of Graduation from High School (month and year):

17. Number of university semesters you will have completed when you arrive at our university:

18. Colleges and Universities Attended (Do not include high school):

Table with 3 columns: Name of Institution, Enrolled from/to, Degree Received or In Progress

(Transcripts must be received for each institution listed above.)

HEALTH INSURANCE: As an international student, you are required to purchase and maintain health insurance that meets or exceeds the following: (1) pays a minimum of \$50,000 per accident or illness; (2) pays a minimum of \$10,000 for expenses associated with medical evacuation; (3) covers the cost of repatriation of at least \$7,500; (4) shall not have a deductible that exceeds \$500 per injury or illness; (5) provides equal benefits for both sexes (covers maternity costs without additional payments); (6) covers pre-existing conditions after no more than a six months' waiting period.

FINANCIAL SUPPORT: You will have to show proof that you have available to you the funds to spend a semester or a year at California State University, Sacramento. The costs of living in Sacramento are estimated at:

	<u>One Semester (five months)</u>	<u>One Year (ten months)</u>
Books and Supplies	\$ 400	\$ 800
Food and Housing	\$ 5,500	\$ 11,000
Insurance	\$ 440	\$ 870
<u>Other expenses</u>	<u>\$ 1,500</u>	<u>\$ 3,000</u>
Total	\$ 7,840	\$15,670

USA Citizens: Registration fees are covered by the exchange, however US citizens must pay Non-Resident Tuition.
Add \$4464 (12 units) Add \$8928 (24 units)

Indicate the sources and amounts of financial support available to you while studying at California State University, Sacramento:

Your own funds: \$ _____
 Funds from sponsoring parents, friends, relatives: \$ _____
 Government scholarship or sponsoring agency: \$ _____
Total amount: \$ _____

(Total should be at or higher than amounts listed in the above estimate of expenses)

Certification of Financial Sponsor: All students who have financial sponsors should have their sponsor complete this section.

"I guarantee the sum of (U.S. dollars) \$ _____ will be available to the above-named student for his/ her study in California."

Name of sponsor: _____ Relationship to student _____

Sponsors signature: _____

Verification by Bank Official: Submit a bank statement / loan documents – OR - have your bank official complete this section.

"I certify that the sponsor named above has deposited in this bank the equivalent of (U.S. dollars) \$ _____."

Name, title and signature of bank official _____

Name and address of bank _____

Bank stamp or seal _____ Date _____

STATEMENT OF UNDERSTANDING: I understand that if I am admitted to the California State University, Sacramento as an international student, my status will be of a non-degree student. Should I wish to change my status to a degree program in the future, I will need to satisfy the requirements that California State University, Sacramento has established for admission to a degree program.

I agree to purchase and maintain health insurance as indicated above for myself and for any dependents with me in the US for the full length of my stay. I understand that failure to do so is a violation of my visa status and will lead to termination of my student status and my stay in the US.

Signature of Student: _____ Date: _____

Please continue to complete your Class List, review tips on choosing classes and housing information

CLASS LIST: List at least 8-10 classes you wish to take in priority order.

The Class Schedule is available here: <http://www.csus.edu/class-schedule/>.

Please read the “**Tips on Choosing your Classes**” on the next 2 pages before completing this form.

Please list the **Department**, **Course #**, **Full Class title** & **Pre-Requisites (PR)** for each of your choices.

Pre-Requisite (PR): If a pre-requisite is listed in the class description, or in the class tips section for business classes, then please write the class you have completed at your home university which meets the listed pre-requisites courses.

DEPARTMENT NAME - COURSE # - FULL CLASS TITLE

1. _____

PR? What equivalent course have you taken at your university? _____

2. _____

PR? What equivalent course have you taken at your university? _____

3. _____

PR? What equivalent course have you taken at your university? _____

4. _____

PR? What equivalent course have you taken at your university? _____

5. _____

PR? What equivalent course have you taken at your university? _____

6. _____

PR? What equivalent course have you taken at your university? _____

7. _____

PR? What equivalent course have you taken at your university? _____

8. _____

PR? What equivalent course have you taken at your university? _____

9. _____

PR? What equivalent course have you taken at your university? _____

10. _____

PR? What equivalent course have you taken at your university? _____

Keep a copy of your class list for your records.
Submit the checklist and pages 1-3 of the application form. The following pages are for your information only.

TIPS ON CHOOSING YOUR CLASSES:

The Class Schedule is available here: <http://www.csus.edu/class-schedule/>

Note: The Class Schedule is posted in March for the following year. If you are applying for Fall semester and the schedule for your year is not yet posted, please use the fall schedule for the previous year.

How many classes should I put on my application?

Students should list a minimum of 8-10 classes they are interested in taking in their first semester only. If you are coming for a full year, enrollment for your 2nd semester classes will take place at the end of your first semester on campus.

Will I be enrolling myself into my classes?

No. Global Education staff will begin enrolling you into your classes prior to your arrival based on your list of preferred courses, space availability in the class, and whether or not you meet any pre-requisites listed for the class. You will receive your class schedule at orientation. Exchange students do not have permission to use the registration system until after the International Student Orientation in August or January.

What do the Class Numbers mean?

- **Classes numbered 1-99** are entry level courses for first and second year university students. These classes offer a broad and/or introductory look at the subject.
- **Classes numbered 100-199** are for third and fourth year university students with previous knowledge of the subject. These classes teach the subject at a more in depth and/or advanced level.
- **Classes numbered 200+** are for graduate Master's level university students only.

Where is the description of each course?

The Class Schedule will list a brief description for each class being offered. This is the approved class description and matches our university catalog. An in depth syllabus for the class is available on the first day of instruction.

What is the minimum/maximum number of courses I must take each semester? (Note: Most courses are 3 units each).

- Undergraduate International Students must take at least 12 units of courses to be full-time. Maximum is 15-16 units.
- Graduate level students must take at least 9 units of courses to be full-time. Maximum is 9-10 units.

May I take courses outside my major? Yes! You are required to take at least 6 units in your "major" / primary academic field of study. You may take additional courses in other areas of interest as part of your American Cultural experience as long as you meet any listed requirements for the class. Popular choices are Kinesiology classes (ie fitness classes), History, Government, Humanities, English and Ethnic Studies. Please include courses taken for interest in your class list.

What is a "Pre-Requisite"?

A Pre-requisite is a course that must be completed prior to your enrollment. In the class description, if the course you wish to take lists a "pre-requisite" then please look at the description of the pre-requisite course. If you have previously taken a similar course at your home university, then you meet the requirement. Write the course you took at your home university on the Pre-Requisite line. If you have not previously taken a similar course, then you do not meet the requirement. You will not be able to enroll in courses that you do not meet the listed requirements.

English Courses: I encourage students whose 1st language is not English to consider enrolling in an English courses to improve your English skills. Some of these courses may be of interest to you:

- **English 60M: Reading for Speed and Efficiency for Multilingual Students.** 2 units.
- **English 85: Grammar Multilingual.** 2 units
- **English 10M + 11M Academic Literacies. (Students arriving in August only).** 2 semester class - 3 units each semester. This is a yearlong English writing class which begins in Fall and continues in spring semester.
- **English 87: Basic Writing Multilingual. (Students arriving in January only).** 3 units. English writing class.

Can I change my class list later?

Yes, before registration begins, you will be asked for any updates to the class list you submitted with your application. However, please try to submit your best class list on this application form to minimize changes later.

When will I find out my class schedule?

The registration process usually takes several weeks to complete. All students will receive their final class schedule at the International Student Orientation in August / January.

CLASSES FOR BUSINESS MAJORS

BUSINESS COURSES: Business courses are listed separately by department. You will find business courses listed under the following department headings:

- Accountancy
- Business Admin – MGT
- *Business Honors (these courses are not open to Exchange students / non-degree students)*
- Decision Sciences
- Economics
- Entrepreneurship
- Finance
- General Management (*there are several pre-requisites for GM classes - see the list at the bottom of the page*)
- Human Resources & Organizational Behavior
- International Business
- Management Information Systems
- Marketing
- Operations Management.

Pre-Requisites: Business courses often do not show their pre-requisites in the Class Schedule descriptions. However, each area of Business does have either a lower level course numbered 1-99 – OR - a “101” entry level course. These lower courses, or their equivalent, must be completed before you are eligible to take higher level courses.

Courses numbered 1-99: These entry level business classes can be taken by Business majors or Non-Business majors:

- MIS 1: Operating Systems and Electronic Communication (1 unit)
- MIS 2: Spreadsheets (1 unit)
- MIS 3: Word processing and Presentation Graphics (1 unit)
- ACCY 1: Accounting Fundamentals (3 units)
- ACCY 2: Managerial Accounting (3 units) - (*Pre-requisite for this class is ACCY 1*)
- ECON 1A: Introduction to Macroeconomic analysis (3 units)
- ECON 1B: Introduction to Microeconomic Analysis (3 units)
- MGMT 10: Business Law (3 units)
- MATH 24: Modern Business Math (3 units)
- STAT 1: Introduction to Statistics (3 units)

Upper division courses number 100-199: These classes are only for business majors. The classes listed below are the entry /pre-requisite courses for each business department. Students must have taken the equivalent of the listed course before they are authorized to take a higher level course in each individual department.

- DS 101: Data analysis for managers (3 units) - (*Pre-requisite is Math 24 & STAT 1*)
- ENTR 187: Entrepreneurship (3 units)
- ENTR 189: Corporate Entrepreneurship (3 units)
- HROB 101: Management of Contemporary Organizations (3 units)
- INTL 190: International Business (3 units)
- FIN 101: Business Finance (3 units)
- MGMT 102: Business Communication (3 units) (*Advanced English proficiency is required*)
- MIS 101: Computer Information Systems for Management (3 units)
- MKTG 101: Principles of Marketing (3 units)
- OPM 101: Operations Management (3 units) – (*Pre-requisite of a statistics course and the equivalent of “Decision Sciences 101” which would be an advanced statistics / data analysis course*).

General Management courses: General Management courses are only open to students who have already completed the equivalent of ALL of these courses already: DS 101, HROB 101, FIN 101, MGMT 10, MKTG 101 and OPM 101.

All other Business courses numbered 103 – 199 require completion of one of the above listed pre-requisite course.

For example, if you wanted to enroll in Marketing 122, you must have taken the equivalent of Marketing 101 entry level course first.

Business Courses numbered 200+ are for Master’s students only.

HOUSING INFORMATION: LIVING ON / OFF CAMPUS

Please read the housing information below and choose if you are interested in on campus or off campus housing on #15 of the application. If you choose to live on campus, your information will be shared with our housing office. The housing office staff will contact you directly with additional instructions about how to sign up for campus housing online, once the application is available in mid-May / mid-November. **Note: We have a special application process to assist exchange students with on campus housing, so you will not need to apply online before being contacted by the housing staff as they will be tracking you differently.**

LIVING ON CAMPUS

Great Choice! Exchange and Non-degree students find living on campus not only convenient but also the easiest way to make lots of new American friends and keep in close contact with your fellow Exchange students. Students on a one semester program are especially encouraged to live on campus. By living in the American River Courtyard, you will enjoy the convenience of easy access to the university and university events (concerts, theater, movies, clubs, etc.), a social environment of activities planned with American and other international residents, and you will not need to worry about furniture or transportation to the campus for classes.

On Campus “American River Courtyard”: The American River Courtyard houses over 600 students. The American River Courtyard offers apartment style living for 4-5 students per apartment. Each apartment is fully furnished with:

- Room types: 4 or 5 Single student bedrooms per apartment or 2 shared student bedrooms (2 students / bedroom).
- Each bedroom is furnished with a bed, mattress, desk, chair dresser, and wardrobe/closet
- Furnished living room with a sofa, coffee table
- Kitchens have a refrigerator, microwave, and sink. (A limited number of apartments also have an oven/stove).
- 2 Bathrooms per apartment with a sink, toilet and shower.
- Computer lab on site and free Wi-fi access throughout the building
- Laundry facilities, game room / TV room, Swimming pool, tennis and basketball courts

Pictures & floorplans: http://www.csus.edu/housing/Living_in_the_Halls/American%20River%20Courtyard.html

Dining: A campus meal plan is required for all residents to dine in the campus dining commons. Students have the option to choose meal plan A (10 meals/week), plan B (15 meals/ week) or plan C (8 meals/week).

Costs: The cost varies by room type and your choice of meal plan. Costs range from approximately \$5200 – 6300/ semester or \$9400- 11500/year. This cost covers living on campus during the semester. There are additional costs to move in early or to stay on campus during university vacation periods (ie winter break / summer break – students usually use this time to travel around the US).

LIVING OFF CAMPUS

If you choose to live off campus, then you will need to make your own housing arrangements. Here are some tips to get you started on your search. Please do not sign any lease agreements until after you have been accepted to the exchange program by our university.

THE UPPER EASTSIDE LOFTS: The Upper Eastside Lofts are a modern, loft style (tall ceilings, very open space with few walls) housing complex affiliated with the university. The Lofts are located a few blocks away from the south side of the university campus – about a 10-15 minute walk from the campus. The Lofts offer furnished accommodations. This complex is just for university students, so they often have social activities scheduled and student resident staff living on site. Rent varies by floorplan: \$500-1069/month. For full details, floorplan options and prices, please see their website at www.uelsacramento.com.

- Note: Please make sure to read the terms and dates of the lease before you sign it. Most leases are August – August, but they can adjust it for exchange students. They may ask for a US financial guarantor when signing. I cannot be your financial guarantor. Please inform the Loft management when you apply that you are an international exchange student. They will give you alternative options such as pre-paying your rent for the semester or submitting a security deposit which would be refunded to you at the end of your stay.

THE ELEMENT: The Element is not affiliated with the university. It is a privately operated, off campus student apartment complex about 1.5 KM from the university. The Element is popular with exchange students as it offers furnished apartments. Unless you choose to live in a 1 bedroom, students lease their own bedroom and then share the rest of the apartment with roommates. You do not have to find your own roommates; the Element will place you into available apartments with other students. It is also across the street from a new Target store (for easy shopping and grocery access). Rent varies by floorplan: \$550-900/month. For more information, go to www.elementstudentliving.com.

OTHER OFF CAMPUS RENTAL LISTINGS: There are several apartment complexes available close to the university campus. I do not recommend that you sign a lease at another location before you have a chance to visit the apartment complex / house in person after you arrive in Sacramento. The website www.the-deans-list.com is a popular place for students to find open apartments and search for roommates / rooms for rent.