

EXCHANGE STUDENT APPLICATION CHECKLIST Fall 2024 - Spring 2025

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

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. **Applications will be reviewed once ALL documents are received.**

USA Citizens: Students who have USA citizenship are not eligible to participate in the Exchange program. This includes students who have dual citizenship (USA + another country).

APPLICATION DEADLINES:	FALL (Classes begin late August)	SPRING (Classes begin late January)
• Priority Review:	February 15* – April 1	September 15* – November 1

**Housing application for Fall 2023 opens 3/1; Spring opens 10/1. Students who are seeking on-campus accommodations are strongly encouraged to apply by these dates.*

A complete application includes:

- Nomination Letter:** A letter/email from the Study Abroad Office at your school nominating you for the Exchange Program.
- Exchange Student Application Form:** Please TYPE your answers (preferred) or print clearly using black ink.
Submit pages 1-6 of the application (through the class list pages). Keep a copy of the application for your records.
- List of 10-12 prospective classes. Tips for selecting classes are on pages 7-10**
- Copy of passport:** Biographic information and photo pages.
- English Proficiency:** TOEFL or IELTS test results are required for applicants from all countries where English is not the primary language (ie Australia, Canada, United Kingdom are exempt). Minimum scores to qualify for the Exchange program are:
Undergraduate 64 IBT TOEFL or 6.0 IELTS; **Graduate** 80 IBT or 6.5 IELTS (for most academic fields).
- Official University Transcripts: Submit an official transcript from all Universities attended.**
 - ***Students in their first year:** Students without at least 1 semester of official university grades when applying should submit a short written grade evaluation from each of their instructors in addition to a transcript with classes listed. The instructor's evaluation will be used to determine academic eligibility when grades are unavailable by the application deadline.
- 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 their educational goals while on exchange for review. Note: Master's students must be approved by the graduate department to enroll in graduate level courses in addition to being admitted to the exchange program.
- Financial support documentation:** An estimated budget is available on page 3. Financial support documents (ie bank statement, scholarship, education loan) are required as proof of your available funds and are required at the time of application.

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 Kunyi Cheng (kunyi_cheng@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. A paper copy of the Official Transcript will need to be mailed separately to the address below.

Study Abroad
International Programs & Global Engagement
California State University, Sacramento
6000 J St, Sacramento, CA 95819-6012
USA

FINANCIAL SUPPORT: International students must provide proof of available financial support for an exchange program at California State University, Sacramento. The minimum amount required is shown in the estimated budget below. Students using funds from family or other financial sponsors, should have their sponsor complete the Financial Sponsor section. As the source and amount of funding will be listed on the DS -2019 immigration document, the same source of funding should be presented to the US Consulate/Embassy during the visa application process.

Exchange program minimum estimate of expenses for one semester or one year:

	<u>One Semester (5 months)</u>	<u>One Year (10 months)</u>
Books and Supplies	\$ 400	\$ 800
Food and Housing	\$ 6,000	\$ 12,000
Insurance*	\$ 775	\$ 1,550
International Student Service Fee	\$ 30	\$ 60
International Student Orientation Fee	\$ 75	\$ 75
Other miscellaneous/ personal (approx.)	\$ 1,500	\$ 3,000
Total	\$ 8,780	\$ 17,485

*Insurance rates are subject to change.

FINANCIAL RESOURCES: In this section, please indicate the sources and amounts of financial support available to you while studying at California State University, Sacramento:

Your own funds: \$ _____ (submit a copy of your bank statement)

Funds from sponsoring parents, friends, relatives: \$ _____ (submit a copy of your sponsor's bank statement)

Government scholarship* \$ _____ (submit a copy of the scholarship approval letter)

Educational Grant/Educational Loan \$ _____ (submit a copy of the educational loan approval letter)

Other: List source here _____ \$ _____ (submit documentation from source)

Total amount of funding available: \$ _____ (at least \$8780/semester or \$17485/year required)

*Note: Students using funds from US or Foreign Governments will be subject to the 212(e) 2 year home residency requirement upon completion of their J visa program as required by the US Department of State.

CERTIFICATION OF FINANCIAL SPONSOR: If a parent, friend, relative or other financial sponsor is providing funding for your program, the sponsor must complete this section and provide a written signature.

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

Sponsor's name: _____ Relationship to student _____

Sponsor's signature: _____

VERIFICATION BY BANK OFFICIAL: If it is difficult to obtain a bank statement, a bank official may instead complete this section as verification of available funding.

Bank official, please complete this section:

Account holder's name: _____

"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 _____

COURSES IN PROGRESS: Please look at your official transcript. If your transcript does not list all of the courses you are currently enrolled in, please list those courses here so they may be included and reviewed.

1. _____
2. _____
3. _____
4. _____
5. _____

HEALTH INSURANCE REQUIREMENT: Sacramento State requires the campus health insurance policy. Students will be automatically registered in the health insurance plan at the time of enrollment and a charge will appear on your account. Please do not purchase separate health insurance at this time. Once the automatic enrollment process is finalized, students will be notified via email.

Health Insurance coverage is provided by GeoBlue. More information can be obtained on our website at:

https://www.csus.edu/international-programs-global-engagement/international-student-scholar-services/_internal/_documents/international-student-insurance-plan.pdf

Semester	Charge	Start of Coverage	End of coverage
Annual	\$1,550.00	August 1, 2023	July 31, 2024
Fall 2023	\$775.00	August 1, 2023	January 21, 2024
Spring/Summer 2024	\$775.00	January 22, 2023	July 31, 2024

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

I agree to being automatically enrolled in the required campus health insurance policy. I acknowledge external coverage cannot be accepted to waive this requirement. I understand that failure to carry this insurance is a violation of my visa requirements and will lead to termination of my student status and stay in the US.

PLEASE PRINT THE APPLICATION FORM, THEN SIGN BELOW

Sign here

Signature of Student: _____ Date: _____

Please continue for additional application information:

- Page 5-6: Prospective Class List
- Page 7-10: Tips on Selecting Classes

Name: _____
 (Last / Family name) (First & Middle names / Given names)

PROSPECTIVE CLASS LIST

HINT

Pages 7-10 include tips about how to choose your classes. Please read these tips before making your selections below.

DIRECTIONS:

1. The **Class Schedule** is located here: <https://www.csus.edu/class-schedule/>
2. Submit a list of at least 10-12 classes.
3. List classes for your 1st semester of study in priority order. 2nd semester courses are chosen later.

COURSES WITH PRE-REQUISITES: If there is a pre-requisite for a class, it will be listed in the course description (exception business classes – see page 9-10 for business pre-requisite information). If a pre-requisite is listed, then on your class list below please include the name of course you have already completed at your home university which is similar to the pre-requisite course.

Example: ***ART 20B - Intermediate Drawing (3 Units)***. *Extension of drawing experiences initiated in ART 20A, with emphasis on surveying materials and concepts pertinent to contemporary and historical drawing. Prerequisite: ART 20A or equivalent*

- Notes: ART 20A is listed as a pre-requisite of ART 20B. Only students who have previously taken a university course similar to ART 20A are eligible to enroll in ART 20B. You will need to look up ART 20A to see if you have previously taken a similar course. If you meet the requirement, then write the information on your class list like this:

	<u>DEPARTMENT NAME</u> -	<u>COURSE #</u>	-	<u>CLASS TITLE</u>
Example:	ART	20B		Intermediate Drawing (3 units).
Pre-requisite taken:	<u>Introduction to Drawing</u>			Semester taken: Fall 2018

Please list in priority order the Department name, Course #, Class title & Pre-Requisites information for at least 10-12 classes. Students will be enrolled into classes on a space available basis.

1. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

2. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

3. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

4. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

Name: _____
(Last / Family name) (First& Middle names / Given names)

5. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

6. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

7. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

8. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

9. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

10. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

11. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

12. _____

Is there a pre-requisite listed in the class description? If yes, what course did you take at your university that meets the requirement?

Pre-requisite taken: _____ Semester taken: _____

Please make sure to submit a list of at least 10-12 classes!

Please keep a copy of your class list for your records.

TIPS ON SELECTING CLASSES –

This information will guide you in selecting classes at the appropriate level. Please read this information completely before completing the Class List page. These pages do not need to be submitted with your application.

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

The “**Class Schedule**” lists classes scheduled to be taught. Please select classes only from the “Class Schedule” and not from the University Catalog (which lists both current and historical courses not being taught that year). Changes to the schedule may occur (new classes added or classes may be cancelled).

COMMON QUESTIONS & ANSWERS:

1. How many classes should I put on my application?

Students need to provide a minimum of 10 class options on their class list. All classes should be for the 1st semester of study only. Students on a yearlong program will make selections for their 2nd semester later.

Some fields of study have similar courses – for example:

- Business students should look at all business area departments (see page 9)
- Communication Studies, English, Film, and Journalism students should review options in all of these areas for classes
- Engineering students should review specific engineering departments (ie Civil) and the general “Engineering” department
- Law students should consider courses in Criminal Justice, Government and History

2. 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 from the university catalog. A detailed syllabus is available on the first day of instruction only.

3. Can I change my class list later?

Students should try to make the class list on their application as accurate as possible to minimize changes. This list is used when evaluating your intended program during the admission process and in determining your “major”.

4. What do the Class Numbers mean?

Undergraduate students at the Bachelor’s degree level may choose courses numbered 1-199.

Classes numbered 1-99 are entry level courses offering a broad view or introduction to a subject.

- **Classes numbered 100-199** are for upper level students in their 3rd– 4th year at our university. (Exchange students in their 2nd-4th years are usually eligible for classes 100-199). These classes are offered at an in-depth and/or advanced level.

Graduates students in a Master’s program may choose courses numbered 200+

- **Classes numbered 200+** are for graduate Master’s level university students only. Students may also choose some courses numbered 1-199 if their home university will accept undergraduate level courses for credit.

5. Will I be enrolling myself into my classes?

No. International Programs & Global Engagement staff will begin enrolling students into classes prior to their arrival based on the list of preferred courses, space availability in the class, and whether or not any pre-requisites listed for the class have been met through previous coursework. Staff will reach out independently to students with a specialized course schedule. **Exchange students are advised to stay in the courses selected by International Programs staff. Changes to a course schedule can be made at the International Student Orientation in August/ January.**

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

- Undergraduate Students must take at least 12 units of courses to be full-time. Maximum allowed is 15-18 units.
- Graduate level students must take at least 9 units of courses to be full-time. Maximum allowed is 12 units.

7. What is a “Pre-Requisite”?

A Pre-requisite is a course that must be completed before enrolling in a higher level class. The class description will list if a pre-requisite is required. If the course you wish to take lists a “pre-requisite” then please review 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 information about the class 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 and should select another class.

8. May I take courses outside my major?

Yes! You are required to take at least 6 units in your “major” 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. Note: Students should also confirm taking courses outside their major field is acceptable with their home university advisors.

Popular choices are History, Government, Humanities, English, Social Sciences and Communication Studies. Please include courses taken for interest in your class list in priority order.

Some Class Suggestions:

- Fitness classes: Explore the fitness activity classes listed in Kinesiology and Dance departments (numbered 1-100).

English Courses: Students whose first language is not English are encouraged to consider enrolling in an English course. Some of these courses may be of interest to you:

English Writing Classes: (course availability may vary by semester)

- **English 1: Basic Writing Skills. 3 units.**
Catalog Description: “Prepares students for the challenging thinking, reading, and writing required in academic discourse. Uses writing as a means for discovery and reflection as well as reading as a source for ideas, discussion, and writing. Concentrates on developing expository essays that communicate clearly, provide adequate levels of detail, maintain overall coherence and focus, and demonstrate awareness of audience and purpose.”
- **English 5M: Accelerated Academic Literacies. 3 units.**
Catalog Description: “Intensive, semester-long course to help students use reading, writing, discussion, and research for discovery, intellectual curiosity, and personal academic growth - students will work in collaborative groups to share, critique, and revise their reading and writing. Students will engage in reading and writing as communal and diverse processes; read and write effectively in and beyond the university; develop metacognitive understandings of their reading, writing, and thinking processes; and understand that everyone develops and uses multiple discourses.”
- **English 10M + 11M Academic Literacies. Yearlong course – only for fall arrivals. 3 units fall + 3 units spring.** Catalog Description: “Year-long course ... to help multilingual students use reading, writing, discussion, and research for discovery, intellectual curiosity, and personal academic growth students will work in collaborative groups to share, critique, and revise their reading and writing. Students will engage in reading and writing as communal and diverse processes; read and write effectively in and beyond the university; develop a metacognitive understanding of their reading, writing, and thinking processes; and understand that everyone develops and uses multiple discourses.”

Other English Classes:

- **English 60M: Reading for Speed and Efficiency for Multilingual Students. 2 units.**
Catalog Description: “Strategies and techniques to promote greater reading efficiency and flexibility as well as to increase reading speed for college-level multilingual readers. Classroom instruction includes drills to develop rate and comprehension as well as supplementary practice in the LSC reading lab. **Note:** Utilizes computers; May be repeated for credit.”

CLASSES FOR BUSINESS MAJORS – Undergraduate level

BUSINESS COURSES: Business courses are listed separately by department under the following department headings:

- Accountancy (ACCY)
- Accountancy Information System (AIS)
- Business Admin – MGT (MGMT)
- **Business Honors (Honors classes are NOT open to Exchange students / non-degree students)**
- Decision Sciences (DS)
- Economics (ECON)
- Entrepreneurship (ENTR)
- Finance (FIN)
- General Management (GM). GM courses require several pre-requisites – see note below.
- Human Resources & Organizational Behavior (HROB)
- International Business (INTL)
- Management Information Systems (MIS)
- Marketing (MKTG)
- Operations Management (OPM)

Class Syllabi: Professors create their own class syllabus every semester and hand it out to students on the first day of class. The College of Business has posted online some previous semester class syllabi here: <http://www.cba.csus.edu/ubac/index.html>. Select Undergraduate and the Course Syllabi link. These are the only syllabi available from the department, and may differ from one professor or semester to another.

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

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 sub-department. Students must have taken the equivalent of the listed course before they are authorized to take other higher level courses in that department. [Example: To enroll in Marketing 122, a student must have completed the Marketing 101 pre-requisite.]

Here are the pre-requisites for each department:

- DS 101: Data analysis for managers (3 units) - *(Pre-requisites for DS 101 are Math 24 & Statistics 1)*
- ENTR 187: Entrepreneurship (3 units)
- ENTR 189: Corporate Entrepreneurship (3 units)
- *GM Courses: See note below*
- HROB 101: Management of Contemporary Organizations (3 units)
- INTL 190: International Business (3 units) *(Pre-requisites: Previous university coursework in Math, Accounting and Finance are highly recommended for this class as the course has a high level of math/finance components)*
- 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-requisites include Business Math, a Statistics course, and Decision Sciences 101. DS 101 may be taken concurrently in the same semester as OPM 101).*

“General Management” GM courses: General Management courses are only open to students who have completed the equivalent of ALL of following courses: DS 101, HROB 101, FIN 101, MKTG 101 and OPM 101.

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

CLASSES FOR BUSINESS MAJORS – Graduate level

Master's level Business Courses are numbered 200 and above and are listed under the heading of "**Masters Business Admin**". Graduate Exchange/Non Degree students cannot enroll into the MBA Accounting program as this is an online only program. In addition, courses from the International Business IMBA or Executive EMBA are not permitted.

Graduate level students can choose courses listed in the "Master's Business Admin" category numbered 210-282. With permission from their home university, MBA students may also enroll in undergraduate level classes numbered 1-199 (see above information for undergraduate students).

Evening classes: Most MBA students are working professionals. Therefore, MBA classes are taught one night per week, Monday – Thursday, in the evenings (usually 6-9 or 6-10pm). Please look at the course times when choosing your classes to ensure you have classes selected for different evenings.

HOUSING INFORMATION

Exchange students can choose to live either on or off-campus. Please see the brochure about student housing for more information regarding on-campus options. Students interested in living on campus should indicate this below. Once you have been accepted into the exchange program with Sacramento State, we will provide you with instructions regarding how to register for on-campus housing.

Do you intend to apply for on-campus housing at Sacramento State? Yes _____ No _____