

1-Semester Exchange Application Process

Step 1

Research & Plan – Use the CI Study Abroad Webpage to find all of the information you need.

Eligibility Requirements – Make sure you meet the requirements

Step 2

Schedule an Appointment - Email international@csuci.edu to schedule an appointment to discuss the application process. Prepare a list of questions for your appointment.

Step 3

Begin Application*

Complete application to the best of your ability. Complete the Statement of Purpose. See guideline on exchange webpage. Each exchange university has its own application documents, refer to the CI one semester exchange webpage.

Step 4

Gather Application Docs – See 1- Semester Application Document Checklist on our website

Step 5

Application Appointment – Bring completed application + supplemental documents with you to review the application.

Step 6

Interview + Results – An interview will be scheduled for you by the Study Abroad Advisor during your Application Appointment. You will be notified of the results about 2 weeks after your interview.

Questions? Please contact the International Programs office: international@csuci.edu

Step 1- Research & Plan

- We encourage all of our prospective students to research the programs they plan to apply for.
- **Make sure you meet the eligibility requirements for the program.**
- Studying abroad requires a lot of responsibility and initiative. Taking the first steps yourselves proves to us that you are capable of thriving independently, which is necessary for a successful study abroad experience. We are looking for applicants who show self-motivation throughout the entire study abroad process.

Step 2- Schedule an Appointment

- Now that you have narrowed down which program best fits you, you can ..
- Email the International Programs office to make an appointment to discuss the application process- international@csuci.edu

Step 3- Begin the Application

- Complete the application to the best of your ability and note any questions that you might have. You will bring these questions with you to your application appointment (Step 5).
- Complete your statement of purpose (1 page). Guidelines can be found on our website.
- *Each exchange university has its own application documents; refer to the 1 semester exchange webpage.

Step 4- Gather Application Documents

- ☐ **1-Semester Application Checklist – print this out.** Found on our 1-semester exchange webpage.
- ☐ **Official Transcript**
- ☐ **Enrollment Verification** (Konkuk Applicants only)
- ☐ **Statement of Purpose**
- ☐ **Letter of Recommendation** from a professor within your area of study.
 - Note: See the application for a specific faculty recommendation outline. If a specific form is not included in the application then the professor may format his or her own letter.
 - *Requests for recommendation letters need to be made at least one month prior to the deadline.*
 - We recommend that you include your statement of purpose and resumé when requesting a letter
- ☐ **Passport Copy**
 - If you do not have a passport yet, you will need to submit proof of your passport purchase receipt.
 - Bring your passport with you to the application appointment (step 5) and the Int'l Programs office will make a copy of your passport for you.
 - **IMPORTANT:** Your passport must *be valid until 3 months after your program end date*; if it is not then you will have to renew your passport.

Step 5- Application Appointment

- ☐ Bring your completed application with application documents to Study Abroad Advisor. The advisor will go over your application with you and then schedule you an interview appointment.