Application Instructions for Students

This document is for students from partner institutions who are applying to California State University (CSU) Channel Islands (CI) Student Exchange Program.

Dear Exchange Applicant,

Congratulations on being selected by your home institution to apply to CSU Channel Islands (CI). The information below is to assist you with completing the CI Exchange Student application and understanding the application process.

Application Instructions
Please read all of the instructions on the application and each question carefully. Also note the following:

• Throughout the application, dates (such as date of birth) should be formatted as MONTH / DAY / YEAR.

Page 1 of the application:
• For the first portion of the application, check all the boxes in which you plan to be on exchange at CI.
• Your first, middle, and last/family name must be entered as it appears in your passport at the bottom of the profile page (machine readable information). See example below:

![Sample Passport]

• Your city of your birth must also appear as it is stated in your passport.
• For Question 15, provide official for every institution that you list.
• For Question 12, enter a maximum of two subject areas that you will be studying while on exchange.

Page 2 of the application

Verification of Financial Support
This is a critical document so take time to read it carefully. Financial documents submitted must be current at the time of application. If you have any questions about what documents to submit or any part of the application, please contact the exchange coordinator at your home university.
Page 3 of the application:

- After reading this page carefully, provide your signature under “Statement of Understanding.”
- Refer to the section titled “English Language Proficiency Requirements.” You must submit original test scores with this application.
- Go through the checklist under Section VI to make sure that you have submitted all required documents.
- Submit your application to your exchange coordinator at your home institution, they will forward your application to the CI International Programs office.

Deadline for Submission of Application
Return the completed application with required documents to your International Office by their internal deadline date.

On-Campus Housing
Students interested in applying for on-campus housing are advised to wait to receive information from CI regarding the application process. This will take place after you have been admitted.

Acceptance
Acceptance information is provided to applicants approximately 2-4 weeks after the application deadline date so please be patient during this time. Once you have been accepted to CI you will receive an email notification from the CI International Programs office with further instructions.

Registering for Courses
Information regarding course registration will be included in the acceptance information email that will be sent from the CI International Programs office. Please note that you will be dropped from your courses if you do not submit proof of insurance at least one month prior to your arrival.

Orientation
CI will host an orientation session for incoming exchange students which is required that you attend. You will not be allowed to participate in exchange if you miss your orientation session. This typically takes place the Thursday or Friday before the semester begins. A specific date will be sent to you in your acceptance letter.