

How to Add a Student Dependent

Students now can self-certify if they have a dependent(s) under the age of 18. Students who complete the self-certification may be eligible for additional student services.

1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last)
 - b. Enter your Dolphin Password*
 - c. Click on "Sign in" to log in.

*Both are case sensitive.
3. Once you are logged into myCI, click on **CI Records** in the *My Account* section.

Welcome to myCI



The screenshot shows the myCI sign-in interface. On the left, there is a sign-in form with two input fields: "Dolphin Name" and "Dolphin Password". Below these fields is a blue "Sign In" button. At the bottom of the form, there are links for "Forgot Password?", "Forgot Dolphin Name?", and "Help". On the right side of the page, there is a section titled "NEW TO CSU CHANNEL ISLANDS?" with a blue button labeled "Activate your account" and a "Help" link below it. Below that is an "ANNOUNCEMENTS" section with a link for "2022-06-22 - Important Changes to..."

4. Navigate to:
 - a. Personal Information Tab on the left
 - (a) Under Other Profile Information
 - b. Click on the Drop down menu
 - c. Select Dependents
 - d. Click the blue arrows on the side

Student Center

▼ Academics

Search
Plan
Enroll
My Academics
CI Academic Requirements Report
Degree Planner
Schedule Builder

Other Academic Information ▼ ⓘ

▼ Finances

My Account
Account Inquiry
Enroll In Direct Deposit

Financial Aid
View Financial Aid
Accept/Decline Awards

Other Finance Information ▼ ⓘ

▼ Personal Information

Demographic Data
Emergency Contact
Names
User Preferences
Privacy Settings
Authorize to Release

Other Profile Information ▼ ⓘ
Dependents

▼ Admissions

Apply for Admission

5. Fill out the information in the Confirmation of Student with Dependent Children box.
 - a. Select either no or yes if applicable
 - b. Enter the youngest dependent's date of birth
 - c. Click the Student Certification
 - d. Submit

Go To ⓘ

Personal Information | **Security**

[Addresses](#) | [Names](#) | [Pref Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Identity](#) | [Pronouns](#) | **Dependents** | [Residency Data](#)

Update Dependent Information

Based on answers on your Cal State Apply application, you may qualify for priority registration because you have indicated that you have at least one dependent child. To qualify, you must have at least one dependent child who is currently under the age of 18 for which you will provide more than half of their financial support.

Confirmation of Student with Dependent Children

As of today's date, do you have any children / dependents under the age of 18 who receive more than half of their support from you?

No Yes

Youngest Dependent's Date of Birth: ⓘ

Enter date and
Select Self
Certification

Student Certification: By selecting the check box and clicking the **Submit** button, I understand that it is illegal to report false or misleading information. I have read the information printed and certify under penalty of perjury under the laws of the State of California, that the information provided is true and correct.

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6. Date of Submission Confirmation will show the date in which the self certification process was completed
 - a. If a change needs to be made or a younger dependent needs to be added. Complete the process again. The form will only process if an update has been made. Multiple forms may not be accepted with the same information.

Go To:

[Personal Information](#) | [Security](#)

[Addresses](#) | [Names](#) | [Pref Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Identity](#) | [Pronouns](#) | **[Dependents](#)** | [Residency Data](#)

Update Dependent Information

Date Of Submission: **09/24/2023**

Thank you for submitting your dependent information. Click "Return" to return to the Dependent Information page.