

**The California State University Office of International Programs (OIP)
2009-2010 Renewal Students
Online Packet**

OIP Contact Information: If you have any questions about the instructions or forms listed below, or experience difficulty with any online forms, contact us immediately:

- **Dana Roson**, Assistant Director, Student Services, droson@calstate.edu
- **Jeanine Beu**, Student Services Assistant, jbeau@calstate.edu
- **Phone:** (562) 951-4790

Keep a copy of everything for your records.

ITEM	✓	FORMS and DOCUMENTS TO BE COMPLETED	DEADLINE (Not a postmark date)	ESTIMATED PREPARATION TIME (Does not include mailing time)	LOCATION	SUBMIT TO
1		Mailing Instructions	—	—	Renewal Online Packet	—
2		Information for Renewal Students	—	—	Renewal Online Packet	—
3		Renewal Participant Confirmation form	June 1	1 day	Renewal Online Packet	OIP
4		OIP Agreement	June 1	1 day	Renewal Online Packet	OIP
5		Renewal Program Cost ESTIMATE	—	—	Renewal Online Packet	—
6		Renewal Withdrawal and Refund Information	—	—	Renewal Online Packet	—
7		Renewal Program Cost Payment form	June 1	1 day	Renewal Online Packet	OIP

ITEM	✓	FORMS and DOCUMENTS TO BE COMPLETED	DEADLINE (Not a postmark date)	ESTIMATED PREPARATION TIME (Does not include mailing time)	LOCATION	SUBMIT TO
8		Renewal Financial Data form	June 1	1 day	Renewal Online Packet	OIP
9		Renewal Designation of Beneficiary	June 1	1 day	Renewal Online Packet	OIP
10		Photographs	June 1	1 day	Photo or Copy Shop	OIP
11		W-9S form	June 1	1 day	Renewal Online Packet #1	OIP
12		Academic Advisement form	September 1	30 days	Renewal Online Packet	OIP
13		Change of Address / Contact Information form	Send in 2 weeks prior to any change	1 day	Renewal Online Packet	OIP
14		Renewals Predeparture Withdrawal Notification form	July 1 to receive refund of monies paid	1 day	Renewal Online Packet	OIP
15		Credit/No Credit Course Request form	Request must be made at least 1 month prior to final exam.	Read "Academic Policies" "Credit/No section of your Participant Guide	OIP Website	OIP

If applicable, any request for changes for your Programs Costs must arrive at OIP by June 1, 2009. (housing and insurance for dependents; request for independent housing; etc.)

REFERENCE DOCUMENTS	REVIEW BEFORE	LOCATION	REVIEWED
International Programs Participant Guide http://www.calstate.edu/ip/admitted-students/index.shtml	June 1	OIP Website	✓
IP Insurance Brochure http://www.csuhealthlink.com <small>(Under "Student Insurance" select "Find your school's plans" then select "CSU IP" from the list of Schools. Once there click on the link to the Brochure or Claim Form.)</small>	June 1	OIP Website	

Deadline to withdraw from the program without penalty is July 1, 2009.

Mailing Instructions

How to Mail your documents to OIP

All the due dates and deadlines mentioned in the packet are the dates that the information is due at OIP (**not** the postmarked date). Use the information below to ensure that your documents arrive to OIP by the specified deadline.

All alternates must meet the deadlines if they want to be considered for available spaces.

Plan ahead

- Check how long it will take for a large envelope to reach OIP so your materials won't arrive late. (To be safe, give yourself extra time!)
- Be sure to use the appropriate amount of stamps (you may have to go to the Post Office to have the envelope weighed) to ensure that the envelope will arrive in a timely manner.

Mailing Address:

CSU International Programs
401 Golden Shore, Sixth Floor
Long Beach CA 90802-4210
Phone: (562) 951-4790

Information for Renewal Students

Congratulations on your acceptance to International Programs for the second time. Keep your letter of acceptance in a safe place. In order to participate, please read the following and complete and return the necessary materials **by June 1**. If we do not receive your materials and payment by this date, you may be disenrolled from the program.

Health Insurance

Your current health insurance will end shortly after classes end overseas. For a renewal on your health insurance, you must complete and return a new Designation of Beneficiary form and meet all payment/form deadlines. Your new insurance will be effective with the beginning of classes for the fall. Note: Your insurance is only valid **outside** of the United States, you will not be covered by this policy during the summer while classes are not in session.

Financial Aid

If you plan on getting financial aid during your second year in IP, you must verify that your financial aid file is complete at your home campus well before the start of the next academic year. You may need to ask a member of your family to communicate with your financial aid office on your behalf. Bear in mind that frequently only you will be able to provide the information or documents requested.

It is especially important that you accurately complete your *Financial Data* form and inform OIP of any subsequent changes in your financial aid status. Send a copy of your award letter to OIP **by July 1**.

You should be aware that the rules for the awarding Federal financial aid may be different for renewal (or second year) students than they are for first time participants. You should check with your financial aid counselor as soon as possible to determine the status of your financial aid package.

Housing

You will not be included in any group arrangements for housing and are completely responsible for locating and paying individually for your housing.

Visa/Residence Permits

Renewing your visa or residence permit is your responsibility as well. Contact OIP if you learn that you need any documentation from us to extend your visa.

We appreciate your cooperation and best wishes for another year with IP.



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www.calstate.edu/ip

Renewal Participant Confirmation form

The first thing we will need to know is whether you still plan to participate in the International Programs.

If you do plan to participate in IP, please complete the "Yes!" section of this form.

If do not plan on participating in IP, please complete the "No!" section of this form.

Sign and date the form and return to OIP **by June 1**.



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OIP Agreement

You are required to sign a program Agreement.

This form constitutes the basic agreement between you and the Trustees of the CSU. It is important to understand that this agreement legally binds you to abide by all IP rules and regulations, which are described in your *Participant Guide*, the *IP Bulletin*, and elsewhere.

Read the Agreement carefully, sign and date it, and return it to OIP **by June 1.**

THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
AGREEMENT

This agreement is entered into by and between the State of California through the Trustees of The California State University, hereafter called "Trustees," and _____, hereafter called "Student." (enter your full name)

WHEREAS, the Trustees intend to provide an international education program in _____ for selected students of The California State University and (overseas center)

WHEREAS, Student desires to participate in the program under the terms and conditions hereafter set forth,

NOW, THEREFORE, Trustees and Student agree as follows:

1. Student shall qualify for admission as a student for credit in the International Programs of The California State University by satisfying all requirements, including payment of fees.
2. Student shall pay to Trustees' Office of International Programs by the dates specified the amounts set out in the Program Costs sheet which is attached hereto and by this reference made a part of this agreement. Refund of amounts which Student pays to the Office of International Programs and assessment of charges shall be as provided in the Program Costs sheet.
3. Student shall pay to Trustees' Office of International Programs sums in addition to those specified in the Program Costs sheet as may be necessary due to increases in charges by the host university or housing authority, fluctuation in United States dollar exchange rates, or commitments made by Student while overseas that are subsequently discharged by Trustees, and increases in fees or other charges relating to enrollment in the CSU International Programs. Student shall pay to the Office of International Programs any additional sums within 30 days notification by Trustees.
4. Student shall obtain and provide all materials, meet all deadlines, and otherwise comply with all participation requirements established by the Office of International Programs.
5. Student agrees to expend his or her best efforts in successfully completing the academic requirements of the courses in which Student enrolls.
6. Student understands and agrees that acts, omissions, occurrences, or events beyond the control of the parties hereto may make necessary or desirable the modification, relocation, or cancellation of the program contemplated by this agreement. Trustees shall be authorized to modify or relocate the program contemplated by the agreement with respect to cost, dates and times, and academic content so long as any such modification or relocation is a reasonable substitute for the originally contemplated program. Student acknowledges that courses may be added, cancelled, or changed by the host institution as well as by the Trustees.

International Programs Agreement

Furthermore, Trustees reserve the right to suspend or relocate a program in a host country if, in their judgement, it is deemed advisable to do so in the event of civil disturbance, hostilities, potential hostilities, or warning from the U.S. State Department. Student acknowledges and agrees to cooperate and follow any instructions from the Trustees in connection with a suspension or relocation of a program.

7. Trustees shall enroll Student in the International Programs of The California State University if Student otherwise qualifies for enrollment and shall provide appropriate academic credit for the courses that Student successfully completes.
8. Trustees shall provide or arrange for the provision of those services and benefits stated in the Program Costs sheet.
9. It is understood that the international implications of this agreement are such that the conduct of Student during the course of the program is of utmost importance. Student, therefore, agrees to conform to standards of conduct consistent with the maintenance of a positive reputation of The California State University and to conform to all applicable rules, regulations and policies of The California State University International Programs. Student understands and agrees that in the event the Director of International Programs, in his or her discretion, shall determine the conduct or academic standards of Student are detrimental to the best interests of the International Programs, the Director may terminate the participation of Student in the International Programs. Such termination shall not diminish or otherwise affect Student's obligation to make to Trustees any payments specified in this agreement. Trustees in no event shall be required to refund to Student any payment made by Student to Trustees, but may make such refunds as are consistent with Trustees' policy.
10. Student understands that there are dangers, hazards, and risks inherent in international travel, living in a foreign country, and the activities included in the international education program including but not limited to air, land and sea travel, dietary differences, diseases less common in the United States, differences in legal expectations and protection, building code and other safety differences, any of which could result in serious or even fatal injuries and property damage. Student agrees to assume all the risks and responsibilities surrounding student's participation in the international education program, and understands and agrees that the Trustees cannot and do not assume responsibility for any such personal injuries or property damage.
11. This agreement is subject to all applicable laws and regulations. If performance of this agreement involves violation of applicable law or regulation thereby making it legally impossible to perform and such illegality is not the fault of Student, Trustees shall refund to Student those payments made pursuant to this agreement which are authorized to be refunded in Section 41802 of Title 5, California Code of Regulations. Upon payment of said refund, all rights of Student and Trustees are waived under this agreement.
12. Student agrees that the State of California, the Trustees of The California State University, the International Programs of The California State University, and each and every officer, agent and employee of each of them (hereafter in this paragraph 12 and in paragraph 13 collectively

International Programs Agreement

referred to as “the State”) shall not be responsible for any injury, damage, or loss to Student or Student’s property which occurs from any cause beyond the control of the State, or which does not occur from the sole negligence of the State.

13. Student further agrees to hold harmless, defend and indemnify the State from any and all claims, injuries, damages, losses, causes of action, and demands, and all costs and expenses incurred in connection therewith (hereafter in this paragraph 13 collectively referred to as “liability”) resulting from or in any manner arising out of, or in connection with any negligence on the part of Student, his or her agents, or employees, in the performance of this agreement, irrespective of whether such liability is also due to any negligence on the part of the State.
14. This agreement contains the sole and entire agreement between Trustees and Student and shall supersede any and all other agreements between the parties. Trustees and Student acknowledge and agree that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with his or her or its dealings with the other.
15. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
16. The laws of the State of California shall govern the interpretation of this agreement. Any action brought to enforce any right or obligation under this agreement or any action which arises out of or in connection with this agreement shall be brought in the courts of the State of California.

By signing below, Trustees and Student manifest their agreement to these terms and conditions.

TRUSTEES OF
THE CALIFORNIA STATE UNIVERSITY

STUDENT

Tom Roberts, Director
Contract Services and Procurement

Student’s Signature

April 1, 2009
Date

Student’s Printed Name

Date

The California State University
International Programs
Program Cost ESTIMATE

2009-10 RENEWAL

State University Fee (incls. 10% increase)	\$	3,354.00*
IP Study Abroad Fee		750.00
IP Mandatory Insurance		190.00
TOTAL	\$	4,294.00**

*An additional \$780 is due from graduate/post baccalaureate students, and students seeking a second undergraduate degree.

**Germany renewals – add \$150 for the Student Services Fee+\$80 for group activities (\$230 total).

**Italy renewals – add \$100 for the application and processing fee for the Permesso di Soggiorno permit stay plus \$45 for the technology fee.

PAYMENT SCHEDULE

First Payment	June 1, 2009	\$	250.00
Final Payment	July 1, 2009		
Germany			4,274.00
Italy			4,189.00
All Else			4,044.00

Renewals Withdrawal and Refund Information

Withdrawals

A student who wishes to withdraw from International Programs must complete a *Predeparture Withdrawal Notification* form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate.

Prior to Departure

Students who withdraw from IP before departure retain their status as continuing students at their home CSU campuses.

After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or host university representative and must fill out the required withdrawal form.

Students who discontinue their academic programs without completing the required steps for withdrawal may receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to July 1**.

Students who withdraw or are disenrolled **after July 1**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$250 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.

No refunds will be made for the IP student Abroad fee after departure.

No refunds will be made for health insurance cancellation after departure.

No refunds will be made for nonparticipation in group activities.

Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in IP.



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www.calstate.edu/ip

Renewal Program Cost Payment form

Please review your Program Cost Estimate which is attached to the Agreement. The payment is **due June 1**.

Make checks payable to the **CSU International Programs**.

Please note that you are not charged for group activities. If you participate in any group meals or field trips as a renewal student, you must pay for them directly.



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Renewal Financial Data

You must complete and return the Financial Data form **by June 1**.

If there are any changes to your financial situation prior to your departure you must inform OIP.

Renewal Financial Data

Return by June 1
 Office of International Programs
 401 Golden Shore, Sixth Floor
 Long Beach, California 90802-4210

Name _____ Overseas Country _____

CSU Campus _____ Student ID# _____

MY TOTAL PROGRAM COSTS: \$ _____ (See IP Participant Guide)

MY TOTAL RESOURCES: \$ _____

Please identify funds available now or which you expect to receive to finance your year abroad:

SOURCE	AMOUNT	SOURCE	AMOUNT
Personal Savings	\$ _____	Cal Grant A/B	\$ _____
Parental Support	\$ _____	Perkins Loan	\$ _____
VA Monthly Benefit	\$ _____	Pell Grant	\$ _____
Sub. Direct Loan	\$ _____	SEOG	\$ _____
Unsub. Direct Loan	\$ _____	SUG	\$ _____
Scholarships/Other	\$ _____	EOP	\$ _____
List:		*VA Fee Waiver	\$ _____
_____		*Faculty Fee Waiver	\$ _____

*Send OIP Authorization Letters/forms

Please attach copy of **current** financial aid award letter, or send to IP by July 1.

PLEASE NOTE: Filing the FAFSA late or previous debts and holds at your home campus can seriously delay release of your current Financial Aid Funds.

COMMENTS:

AUTHORIZATION FOR TRANSMITTAL OF FINANCIAL AID

I authorize my home campus or International Programs (IP) to deduct from my financial aid any amount I may have deferred on my prepaid cost for IP, prior to disbursing my aid to me. The amount to be deducted from my aid (if any) will be reported to the CSU campus by IP. Please note: to continue to receive financial aid at your CSU home campus, you must remain in good academic standing with the university. Contact your home campus if you have questions.

The information on this form is complete and accurate to the best of my knowledge. If any of this information should change, I will notify the Office of International Programs.

Signature _____ Date _____



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Renewal Designation of Beneficiary

Please complete this form and return to OIP **by June 1.**

Return by June 1
Office of International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

Renewal Designation of Beneficiary

Name _____
Last First Middle Overseas
Country _____

IP Health Insurance

I hereby designate the following individual as beneficiary in connection with the accidental death provision of the health insurance (benefit amount is \$15,000):

Name of Beneficiary _____

Address of Beneficiary _____

City _____ State _____ Zip _____

Relationship to Insured _____

Signature of Insured

Date

COVERAGE ON THIS POLICY IS IN EFFECT OUTSIDE OF THE U.S. ONLY

NOTE: PARENT MUST SIGN IF INSURED IS UNDER 18 YEARS OF AGE.

Renewal Photographs

Send two (2) official passport photographs to OIP for official use **by June 1**.

The photos MUST meet these requirements:

- 2" X 2" high-resolution color or black and white photos.
- Full face view and have only your head and shoulders at the center of the photo
- Taken on a white background and printed on photo paper.
- Photocopies, scanned or digitally altered photographs **will NOT be accepted**. Photos must be on regular weight photo paper – not color copies on paper or lightweight photo paper. Ink-jet printing is not acceptable.

Request for Student's or Borrower's Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Part I Student or Borrower Identification (All must complete.)

Print or type	Name of student or borrower (see instructions)	Taxpayer identification number
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	

Part II Student Loan Certification (Complete for student loans only.)

I certify that **all** of the loan proceeds are solely to pay for qualified higher education expenses.

Sign Here

Signature of borrower ►

Date ►

Part III Requester Information (Optional)

Requester's name and address	Tuition account number
	Loan account number

General Instructions

Purpose of form. An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS and to furnish a statement to you. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education.

Use Form W-9S to give your correct SSN or ITIN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses (defined on page 2). You are required to provide the requested information.

Note. The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.

and mailing address of the borrower if the request for the borrower's SSN or ITIN is being made because of a student loan.

Note. If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student's parent), complete two Forms W-9S, one for the student and one for the loan borrower.

Taxpayer's identifying number. Enter your SSN or ITIN. If you do not have an SSN or ITIN and you have applied for one or you intend to apply for one soon, write "Applied For" in the space provided.

How to get an SSN or ITIN. To apply for an SSN, use Form SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office or get this form online at www.ssa.gov/online. You may also get this form by calling 1-800-772-1213.

To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number, that you can get from the IRS website at www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

Part II. Student Loan Certification

If your loan is a student loan incurred solely to pay for qualified higher education expenses, sign the certification in Part II. If you do not sign the certification, the lender may not issue or file Form 1098-E for student loan interest on your behalf. Do not sign the certification for a mixed use loan because such a loan is not used solely for qualified higher education expenses. However, you may sign the certification for a revolving line of credit or similar loan if you use the line of credit solely to pay for qualified higher education expenses.

Specific Instructions

Part I. Student or Borrower Identification

You must complete this part.

Name and address. Enter the name and mailing address of the student if the request for the student's SSN or ITIN is being made because of tuition payments. Enter the name

Qualified higher education expenses. These expenses are the costs of attending an eligible educational institution, including graduate school, on at least a half-time basis. Generally, these costs include tuition and certain related expenses. See Pub. 970 for more information.

Part III. Requester Information

This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

Note. For information about electronic submission of Forms W-9S, see the Instructions for Forms 1098-E and 1098-T.

Penalties

Failure to furnish correct SSN or ITIN. If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSN or ITIN. If the requester discloses or uses your SSN or ITIN in violation of federal law, the requester may be subject to civil and criminal penalties.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund.

To reduce your risk:

- Protect your TIN,
- Ensure the requester is protecting your TIN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.



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W-9S form

OIP is required to have a copy of this form in every student's file.

- **Complete Part I only.**
- Please print your name and country where you be studying at the top of the form.

Return to OIP **by June 1.**

Academic Advisement Form

Preparing yourself academically for a second year with IP requires the same, if not greater, care as for the first year. You must complete another Academic Advisement form. Instructions are attached to the form.

If you plan to graduate during your second year with IP, be sure you have met all requirements for graduation including both general education and major department requirements. In filing for graduation, it is your responsibility to meet all your home campus deadlines.

Important:

There are two Academic Advisement forms. Each form consists of four pages. Use the form that list the country where you will be studying. You will find the country names listed at the top of the first page underneath the heading **Academic Advisement Form Instructions**.

Return by May 15
 Office of International Programs
 401 Golden Shore, Sixth Floor
 Long Beach, CA 90802-4210

Academic Advisement Form Instructions

FOR STUDENTS GOING TO CHINA, FRANCE, GERMANY, ITALY, JAPAN AND SPAIN

GENERAL INFORMATION FOR STUDENTS AND ADVISORS

CSU International Programs (IP) participants remain enrolled at their home CSU campus while attending courses abroad and will earn CSU resident credit for courses successfully completed, which can be used towards elective units towards the minimum required for the degree. With careful planning, students can also continue to make progress towards fulfilling major, minor and/or general education (GE) requirements while studying abroad. The attached three-part Academic Advisement form is the pre-departure academic planning process which assists students with completing degree requirements as an IP participant. After completion, the form becomes a written record of the arrangement between the student and his/her CSU campus regarding how courses taken abroad will be applied to the student's major, minor or GE requirements.

It is the student's responsibility to collect and provide course information to his/her advisor. The advisor determines how courses will be credited to the degree and as well as suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value. If no equivalent courses are available at the host university, the advisor can suggest that the student take non-equivalent but related courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

At the conclusion of the student's study abroad experience, OIP reports all courses attempted to the student's home campus. Since courses are posted to the student's CSU transcript and become a permanent part of the student's CSU academic record, courses must adequately represent the courses taken abroad. For this reason, it is important that both student and advisor are clear about the difference between a course equivalent and a course substitution since the latter will often involve the completion of additional campus-based forms in accordance with home campus policies and procedures.

TO THE STUDENT:

1. Before completing the form, review the "Academic Policies" section of the *IP Bulletin* and the "Academic Arrangements" section of your *IP Participant Guide*.
2. Using your academic records, a campus catalog and other materials showing degree requirements, complete Part I and Part II of the form. For Part II, list all courses you need to complete in order to receive your degree—regardless of your IP participation. The course numbers and titles should be taken directly from your CSU catalog, not from the *IP Bulletin*.
3. Make an appointment with your advisor to review and sign Part II and complete Part III with your advisor*. Take the following materials with you: *IP Participant Guide*, *IP Bulletin* and/or other course information (if available), campus catalog, your academic records, and this form. (Also bring an extra copy of Part III.) It may be necessary to meet with an advisor in your minor or for GE requirements as well.
4. When you meet with your advisor(s), bring up any questions you may have about how your work in IP will be applied toward your degree requirements. Be certain that all the details of your discussion are entered on the form (Part III) or on an extra sheet, and that the form is signed by your advisor(s).
5. After meeting with your advisor(s) and obtaining signatures, provide a copy of this form to your academic advisor, a copy to your IP coordinator, and retain a copy for your own records. **Send the original form and an extra copy to OIP.**
6. Since there may be course changes that you may wish to discuss with your advisor AFTER you arrive at your study center, we suggest that you take your advisor's telephone number, fax number, and e-mail address with you in addition to your copies of the Academic Advisement form.

*Regarding Part III of the Academic Advisement form: You do not need advisory approval for courses, which are NOT being used to fulfill specific major, minor or general education requirements. OIP will report elective courses to your campus automatically. If **none** of the courses you plan to take abroad will be used to fulfill specific major, minor or general education course requirements, it is not necessary for you to submit Part III but you are still required to meet with your advisor(s) to obtain his/her signature(s) for Part II of the Academic Advisement form AND return Parts I and II to OIP.

TO THE ADVISOR:

1. Please review Parts I and II of the student's Academic Advisement form and the course information for the study center in the *IP Bulletin* section of the *IP Participant Guide*. Also provide your signature at the bottom of Parts II and III.
2. For Part III, enter the courses you suggest for the student and their home campus equivalents, if any. (Note: Courses are equivalent if they are equal in terms of course **content, level and unit value**. If no equivalent course can be found, suggest course alternatives and inform the student of how non-equivalent but related courses can be substituted for required courses via petitions or course substitution requests (using campus-based procedures and forms) as applicable.
3. Indicate any departmental or campus restrictions or limitations on the crediting of courses in IP (e.g., maximum number of units applicable to the major from IP).
4. If you have any questions, please contact the Office of International Programs at (562) 951-4790 or email <IPacademics@calstate.edu >.

Thank you for your assistance.

Academic Advisement - Part I

To the student: Complete Sections I and II, read Section III and provide your signature at the bottom of this page.

Section I: Student's Academic Information

Student's Legal Name:

(as it appears in your passport) _____
Last Name First Name Middle Name

CSU Campus: _____ Overseas Center: _____

Class level while studying abroad: Junior: Senior: Postbaccalaureate:

If postbaccalaureate, indicate your status: Second Bachelor's Degree: Credential Graduate:
 Conditionally Classified Graduate: Classified Graduate:

Indicate the degree or credential program you will be pursuing while study abroad:

Major(s): _____ Minor(s): _____

Degree: _____ Anticipated completion date: _____
Month / Year

Credential: _____ Anticipated completion date: _____
Month / Year

List any degrees or credentials which you have or will have completed by the time of departure:

Section II: Language Study of the Host Country (Not applicable for students studying in the UK)

Number of years studied in elementary, middle school or high school:

College/University	Dept. and Course # (e.g. SPAN 100)	Course Title	Units	Grade

Section III: Understanding of Academic Policies of International Programs

In accordance with academic policies of the International Programs, I understand that:

- It is my responsibility to collect and save course information (descriptions, syllabi, outlines, exams, papers, etc) and provide these to my department /academic advisor(s).
- The completion of this Academic Advisement form does not replace petitions (or course substitution requests) that might be required by my home campus in order to have courses taken abroad meet specific course requirements for my degree.
- Regardless of the number of units still required for my degree, I am required to enroll in a minimum of the equivalent of 15 CSU semester units at my host university unless I obtain special permission from the Office of International Programs.
- Language acquisition courses in countries where the national language is not English must be taken for a regular (letter) grade except where noted.
- All requirements for courses taken abroad MUST be completed by the end of the academic year of the host university or study center. Uncompleted courses (e.g. not meeting attendance requirements or not taking the final exam) and unauthorized withdrawals of any course while studying abroad will be assigned a grade of "WU" which is equivalent to a grade of F in GPA calculations.
- My final Academic Report, which lists all courses and units attempted, and grades earned can take a minimum of four months to process after my program is complete.

Furthermore, I have read the Academic Arrangements section of the Participant Guide, which further explains the academic policies of the International Programs.

Student Signature: _____ **Date:** _____

Academic Advisement – Part II

_____ Last Name First Name Middle Initial

To be completed by the student and verified/signed by the advisor(s).

Using the course numbers and titles from your **CSU home campus catalog**, list all courses which you must still complete in order to receive your degree. (Do not include course work in progress.) Designate required courses with (R) and elective courses with (E).

1. Major Field : _____

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

2. Second Major or Minor : _____

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

3. General Education

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

Total units still to be completed (sum of 1, 2 and 3 above): _____

Total units already completed (including units in progress): _____

Total units required for degree/credential: _____

To be completed by the student's academic advisor(s):

As the advisor for the above-named student, I have been informed of the student's acceptance in the International Programs. I have also verified the above coursework and informed the student of her/his requirements for the degree.

Advisor for:	Advisor's Signature and Date	Advisor's Printed Name	Advisor's Email Address & Phone Number
Major:			
Second Major:			
Minor:			

Return by May 15
 Office of International Programs
 401 Golden Shore, Sixth Floor
 Long Beach, CA 90802-4210

Academic Advisement Form Instructions

FOR STUDENTS GOING TO CANADA, CHILE, DENMARK, GHANA, KOREA, MEXICO, SWEDEN, TAIWAN AND THE UK

GENERAL INFORMATION FOR STUDENTS AND ADVISORS

CSU International Programs (IP) participants remain enrolled at their home CSU campus while attending courses abroad and will earn CSU resident credit for courses successfully completed, which can be used towards elective units towards the minimum required for the degree. With careful planning, students can also continue to make progress towards fulfilling major, minor and/or general education (GE) requirements while studying abroad. The attached three-part Academic Advisement form is the pre-departure academic planning process, which assists students with completing degree requirements as an IP participant. After completion, the form becomes a written record of the arrangement between the student and his/her CSU campus regarding how courses taken abroad will be applied to the student's major, minor or GE requirements.

It is the student's responsibility to collect and provide course information to his/her advisor before and/or after participation in IP. The advisor suggests appropriate courses to be taken abroad and determines how courses will be credited to the degree. In order for courses to apply towards specific degree requirements, it might be necessary for students (with the help of their advisor) to submit petitions (or course substitution requests) either before or after studying abroad. This is a campus-based process, which allows students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the petitioning process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

At the conclusion of the student's study abroad experience, OIP reports all courses in which the student was enrolled to the student's home campus by using special IP course numbers and exact titles of courses which will be posted to student's CSU academic record.

TO THE STUDENT:

1. Before completing the form, review the "Academic Policies" section of the *IP Bulletin* and the "Academic Arrangements" section of your *IP Participant Guide*.
2. Using your academic records, a campus catalog and other materials showing degree requirements, complete Part I and Part II of the form. For Part II, list all courses you need to complete in order to receive your degree—regardless of your IP participation. The course numbers and titles should be taken directly from your CSU catalog, not from the *IP Bulletin*.
3. Make an appointment with your advisor to review and sign Part II and complete Part III with your advisor*. Take the following materials with you: *IP Participant Guide*, *IP Bulletin* and/or other course information (if available), campus catalog, your academic records, and this form. (Also bring an extra copy of Part III.) It may be necessary to meet with an advisor in your minor or for GE requirements as well.
4. When you meet with your advisor(s), bring up any questions you may have about how your work in IP will be applied toward your degree requirements. Be certain that all the details of your discussion are entered on the form (Part III) or on an extra sheet, and that the form is signed by your advisor(s).
5. After meeting with your advisor(s) and obtaining signatures, provide a copy of this form to your academic advisor, a copy to your IP coordinator, and retain a copy for your own records. **Send the original form and an extra copy to OIP.**
6. Since there may be course changes that you may wish to discuss with your advisor AFTER you arrive at your study center, we suggest that you take your advisor's telephone number, fax number, and e-mail address with you in addition to your copies of the Academic Advisement form.

***Regarding Part III of the Academic Advisement form:** You do not need advisory approval for courses, which are NOT being used to fulfill specific major, minor or general education requirements. OIP will report elective courses to your campus automatically. If **none** of the courses you plan to take abroad will be used to fulfill specific major, minor or general education course requirements, it is not necessary for you to submit Part III but you are still required to meet with your advisor(s) to obtain his/her signature(s) for Part II of the Academic Advisement form AND return Parts I and II to OIP.

TO THE ADVISOR:

1. Please review Parts I and II of the student's Academic Advisement form and the course information for the study center in the *IP Bulletin* section of the *IP Participant Guide*. Also provide your signature at the bottom of Parts II and III.
2. For Part III, enter the courses you suggest for the student and specify how courses will apply to their degree. Inform the student of how courses can be substituted for required courses via petitions or course substitution requests (using campus-based procedures and forms) as applicable. Ensure that approved course substitutions are forwarded to the appropriate office at your campus, (e.g. Evaluation/Degree Progress office).
3. Indicate any departmental or campus restrictions or limitations on the crediting of courses in IP (e.g., maximum number of units applicable to the major from IP).
4. If you have any questions, please contact the Office of International Programs at (562) 951-4790 or email <IPacademics@calstate.edu >.

Thank you for your assistance.

Academic Advisement – Part II

_____ Last Name First Name Middle Initial

To be completed by the student and verified/signed by the advisor(s).

Using the course numbers and titles from your **CSU home campus catalog**, list all courses which you must still complete in order to receive your degree. (Do not include course work in progress.) Designate required courses with (R) and elective courses with (E).

1. Major Field : _____

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

2. Second Major or Minor : _____

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

3. General Education

Dept. /Course #	Course Title	R/E	Units	Dept. /Course #	Course Title	R/E	Units

Total units still to be completed (sum of 1, 2 and 3 above): _____

Total units already completed (including units in progress): _____

Total units required for degree/credential: _____

To be completed by the student's academic advisor(s):

As the advisor for the above-named student, I have been informed of the student's acceptance in the International Programs. I have also verified the above coursework and informed the student of her/his requirements for the degree.

Advisor for:	Advisor's Signature and Date	Advisor's Printed Name	Advisor's Email Address & Phone Number
Major:			
Second Major:			
Minor:			



*401 Golden Shore, Sixth Floor
Long Beach, CA 90802-4210*
562.951.4790 FAX: 562.951.4983
www.calstate.edu/ip

Renewals Predeparture Withdrawal Notification

If you decide not to participate in IP prior to the program departure date, please complete this form and return to OIP.

- Read the refund policy at the bottom of the form.
- Read the "Renewals Withdrawal and Refund Information" page included in this packet for details.

401 Golden Shore, Sixth Floor
Long Beach, CA 90802-4210
562.951.4790 FAX: 562.951.4983
www.calstate.edu/ip

Change of Address / Contact Information Form

Name _____

(please print)

Country / Study Center _____ Year Studied Abroad _____

New Email address: _____

NEW CURRENT ADDRESS (where you can receive mail **before** your departure)

Effective date is: _____

Street: _____

City, State, ZIP: _____

Telephone: _____

NEW PERMANENT ADDRESS (where you can be contacted **after** you return from your year abroad)

Effective date is: _____

Street: _____

City, State, ZIP: _____

Telephone: _____

Signature _____ Date _____

Renewals Predeparture Withdrawal Notification

Name _____
(Please print)

Overseas Country _____ CSU Campus _____

I hereby withdraw from the CSU International Programs for the following reason(s):

Signature _____

Date _____

Address _____ City _____ State _____ Zip Code _____

Refund Policy

Students are entitled to a full refund of all funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to July 1**.

Students who withdraw or are disenrolled **after July 1**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.

Make a copy for yourself and original return to: CSU International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

Change of Address / Contact Information form

It is your responsibility to notify OIP whenever your contact information changes.

Address · Telephone number · Cell phone number · Email address

IT IS VERY IMPORTANT that you update and keep your contact information accurate.

Send OIP a Change of Address / Contact Information form anytime there is a change in your address, telephone number, cell phone number, or email address between now and departure.

We strongly recommend that you change your address with the Post Office as well and request that they forward your mail to your new address.