

IV. SPECIAL PROCEDURES AND POLICIES

A. Reapplication

(Only for students reapplying to the same country and program they were admitted to last year)

A student who **withdraws** from IP after selection, but prior to departure for overseas, and who wishes to reapply to the same country and program for the following year is eligible to reapply. Students applying to different countries or programs for a second year must reapply altogether as brand new IP applicants. The student reapplying to the same country and program they were accepted to last year, but did not participate, must complete the following steps:

- Meet with IP Coordinator.
- IP Coordinator should inform OIP that student is reapplying in the “comments” section of the Transmittal Form.
- Submit online application and indicate in the first sentence of the “Statement of Purpose” that the student is reapplying.
- Student must request an updated transcript from his/her current institution.
- Community and Junior college transcripts may need to be re-requested, as originals may have been sent to overseas institutions. Coordinator should check with OIP to see if original transcripts are still on file.
- If the student changes his/her major or program, he/she must rewrite the “Statement of Purpose;” otherwise rewriting the “Statement” is optional.
- New Faculty Recommendations/Language Evaluations are not required for students reapplying for the same country and program unless the student changes his/her major.
- The student reapplying to the same country and program he/she was selected for does not need to go through the campus interview process a second time.
- The above materials must be submitted by February 1 (May 1 for Australia, New Zealand, and South Africa).

Such applications will be given priority, but admission cannot be guaranteed. Applicants will be informed of selection at the same time as other applicants (early April for most programs; Mid August for Australia, New Zealand and South Africa).

If a student was **denied** acceptance the previous year and wishes to reapply the following year, the student must submit a new online application, provide new faculty recommendations and undergo a campus interview. The student may not be required to send transcripts, if OIP still has the originals on file.

Students who wish to **reapply** for participation more than a year after their original application and acceptance must submit a new application online, as must all students not initially accepted who reapply.

B. Renewal Application

Note: No exceptions will be made to the deadlines listed here.

IP participants receive information at their overseas centers about reapplying for a second year. A renewal applicant must submit his/her renewal application to the Resident Director (or overseas Program Assistant) by **February 15**. The Resident Director (or overseas Program Assistant) must complete a section of the renewal application and deliver the renewal application to OIP by **March 1**.

Copies of the Renewal Application and RENEWAL APPLICATION EVALUATION will be forwarded to the ACIP member at the student's home CSU campus. The ACIP member acts on behalf of the campus selection committee in making a recommendation about the student's participation for a second year and returns the RENEWAL APPLICATION EVALUATION to OIP by **March 20**.

As part of this recommendation, the ACIP member consults the student's major department advisor and/or chair to determine whether the department supports the application. Any special policies or conditions that apply should be recorded on the form and returned to OIP by **March 20** for final disposition. Renewal applicants are included in the list of selected students sent to each campus in early April.

**Renewal applications are not accepted for the following programs: Australia, Canada, Japan, Korea, New Zealand and the United Kingdom.*

**No applicant for renewal will be selected whose admission would displace a qualified first time applicant.*

C. Second-Year Transfer Application

IP participants, who wish to apply for a second consecutive year of overseas study, but at an overseas center other than the one where they are currently studying, must complete the standard online application (not the Renewal Application) by **February 1**.

Transfers occur relatively rarely and are subject to many special considerations. Each case is referred to the campus selection committee for special handling after discussion between the ACIP and OIP staff. Evaluation is handled on a case by case basis, and may include a requirement for interview at the intended overseas center if a language qualification is a factor.

Transfer applicants should complete the following steps:

- Submit online application by February 1st.
- Meet all eligibility requirements for the program to which they are applying. (Requirements are provided in the country brochure and on the IP website.)
- One of the Faculty Recommendations should come from the Resident Director or IP Program Assistant at their current study center. The other can be completed by one of the student's professors at the overseas center, but must be completed in English.
- If a student has changed his/her major, he/she will need a third faculty recommendation from a CSU faculty member in the new major department at his/her home CSU campus.
- Student may need to request new community or junior college transcripts if OIP does not have the originals on file.

D. Maximum duration of IP studies

CSU students may participate for a maximum of two years in the International Programs, whether consecutively or otherwise. Renewal or transfer applications for a third year of study under the auspices of IP will not be approved under any circumstances.

E. Note About Financial Aid

Students who receive financial aid should be aware that federal financial aid can only be applied to up to twenty-five percent of the degree program. For undergraduates this is one year of a four-year degree program. Thus, if any undergraduate student applies to study abroad for a second year he/she would be ineligible to receive financial aid while participating in the IP program. Graduate students, are generally not eligible to receive financial aid while participating in the IP program because most graduate programs are two-year programs and the one-year IP program would exceed the twenty-five percent limit.