

International Student Guide

Step 1:

Create an International Programs Account at: <https://csumbeeip.com/internationalapplication>

This account will be used to complete the application.

- Input your name exactly as it is on your passport including all names.
- Input your personal email and phone number
- Create your Application Login Information
- Select Register
- Once you select Register you will be taken to the application page 1

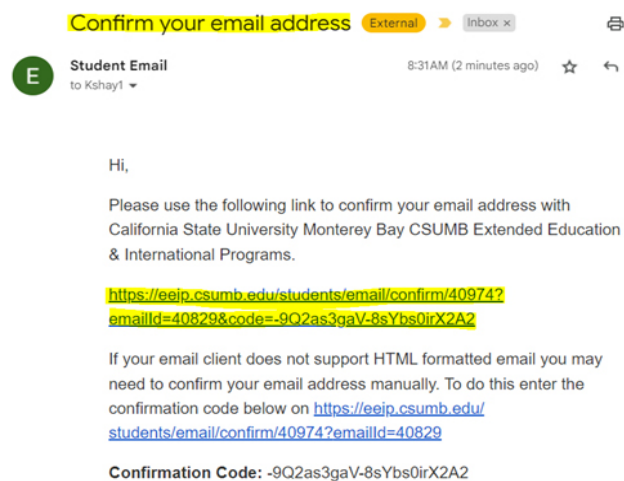
Step 2:

You will want to confirm your email address by clicking on the link that is sent to your email after registering. The email will look like this.

Note:

If you want to log out and log back in to complete the application at a later date, you can use this link: <https://eeip.csumb.edu/students/>

- Log back in with your EEIP Application Login information
- DO NOT try to log in with a CSUMB Otter ID



Step 3:

Summary of documents needed.

Please name files (lastname-firstname-File) ie. last-first-passport.pdf

- Unofficial Transcript
- Passport
- Proof of Language Proficiency
- Financial Affidavit
- Proof of Funding
- If Bringing a Dependent - Proof of relationship (Marriage or Birth Certificate)

You can save your progress as you complete the application. At the bottom of each page of the application are options to Save Draft or continue to the next page.

Save draft Next

Page 1 of 10

International Application

International Programs Application

You will need:

Page 1: Application Information

Page 2: Personal Information

Page 3: Program Information

- Incoming Program School
- Transcript Upload
- Home University Program Coordinator Name and Email Address

Page 4: Passport Information

- (If Not U.S. Citizen)
 - Passport Number (If Not U.S. Citizen)
 - Passport Upload (If Not U.S. Citizen)
 - Dependent Information (If Applicable)
 - Upload proof of relationship (Marriage Certificate or Birth Certificate)

Page 5: Language Proficiency

- Proof of Language Proficiency Upload

Page 6: Financial Information

- Financial Affidavit Upload
- Proof of Funding Upload

Page 7: Health Insurance Information

Page 8: Special Needs or Circumstances

Page 9: Emergency Contact Information

- Name, phone and email of emergency contact.

Page 10: Acknowledgement and Application Submit

Page 1 of 10

Step 4:

Complete student information

Page 2 of 10

Student Information

Name (required)
Provide your legal name as printed on your passport.

First Name

International

Last Name

Test

Gender (required)

Legal Gender as reference to your passport

☐ Male

☐ Female

☐ Non-binary

Contact Information (required)

Email

Phone

617.222.2222

Mobile

Current Address

Address

City / Town

State

Country

Postcode

Permanent Address

Address

City / Town

State

Country

Postcode

Page 2 of 10

Save Draft Previous Next

Step 5:

Complete program information

Page 3 of 10

Program Information

Name (required)

What is it?

Incoming Program Type

Please verify that your program selection is correct before proceeding.

Students have affiliated Exchange Programs if you are studying in an Exchange program with CEI/International Programs (CEI), National Student Exchange (NSE), World Learning (USAFLS), and must verify that you have completed the necessary program requirements.

Students taking Non-Exchange Programs: Study in an exchange program (study abroad), International Programs (CEI), National Student Exchange (NSE), World Learning (USAFLS), and must verify that you have completed the necessary program requirements.

Students are affiliated with an international program if you are studying in any of the following international programs: National Student Exchange (NSE), World Learning (USAFLS), and must verify that you have completed the necessary program requirements.

What is it?

Current University Information

Exchange Program (required)

What is it?

Academic Field

What is it?

Education level

What is it?

Program sponsor (optional)

Please provide the name of your sponsor, if any, and the contact information for the sponsor. If you are not affiliated with a sponsor, please leave this field blank.

Upload file

International Programs/Exchange Coordinator Contact Information

Please provide the contact information for the International Programs/Exchange Coordinator at your university. If you are not affiliated with a sponsor, please leave this field blank.

International Programs/Exchange Coordinator Name

What is it?

International Programs/Exchange Coordinator Email

What is it?

International Programs/Exchange Coordinator Phone

What is it?

Home University Exchange or Agent

Home University Exchange or Agent (optional)

What is it?

Home University Exchange or Agent Email (optional)

What is it?

Home University Exchange or Agent Phone (optional)

What is it?

International Programs/Exchange Coordinator at Agent (optional)

What is it?

International Programs/Exchange Coordinator at Agent Email (optional)

What is it?

☐ I am an International Programs/Exchange Coordinator

Please provide the contact information for the International Programs/Exchange Coordinator at your university. If you are not affiliated with a sponsor, please leave this field blank.

Page 3 of 10

Step 6:

Complete passport information.

Note: if you are not a U.S. citizen you will need to upload a copy of your passport.

Page 4 of 10

Passport Information

Passport Information

Are you a U.S. Citizen (required)

☐ Yes

☒ No

Country of Birth (required)

What is it?

City of Birth (required)

What is it?

Date of Birth (required)

What is it?

Ethnicity (required)

What is it?

Country of Citizenship (required)

What is it?

Passport Number (required)

What is it?

Passport Expiration Date (required)

What is it?

Passport Scan Upload

Upload file

Will you be bringing dependents along that will require a visa?

☐ Yes

☒ No

Page 4 of 10

Save draft Previous Next

Step 7:

If you are bringing dependents (family members) you will need to select “yes” and complete the dependents section. A copy of their passport and a copy of proof of relationship such as marriage certificate or birth certificate will be required.

The screenshot shows a web form titled "Will you be bringing dependents along that will require a visa?". The "Yes" option is selected. Below this is a section for "Dependent Information Needed" with a list of required details: Family Name (last name), First Name, Date of Birth, Country of Birth, City of Birth, Country of Citizenship, Gender, and Relationship to the student. Below this is a "Dependent Information" section with a disclaimer about health insurance. The form includes input fields for "Dependent Email" and "Dependent Phone Number". There are two "Upload File" sections, each with a "Browse" button, for "Dependent Passport" and "Proof of Relationship". The form is labeled "Page 4 of 8" and has navigation links "Save Draft", "Previous", and "Next" at the bottom right.

Step 8:

Upload your proof of English Language proficiency.

Language Proficiency

If English is not your first language, you must demonstrate proficiency in English to be accepted to any of our nondegree programs. Language proficiency must be determined prior to admission. Students may demonstrate proficiency in one of the following ways:

- TOEFL PBT (Paper-Based Exam): 500
- TOEFL iBT (Internet-Based Exam): 61
- IELTS Overall Band: 6.0
- DuoLingo: 95
- Pearson Test of English Academic (PTE): 45
- TOEIC: 700
- DAAD test: B2 level
- CEFR: B2
- Completing a minimum of three years of academic courses with English as the sole language of instruction (Must attach proof with transcript)
- Letter from home university verifying that the student meets our minimum English proficiency requirements.

Step 9:

- Upload Financial Affidavit
- Make sure you download and complete the correct Financial Affidavit as there are two. If you have a sponsor, make sure they also sign the document.
- Proof of funding examples are:
 - Loan or scholarship award letters stamped or certified by a lending institution, government, foundation or agency.
 - Bank letters signed or stamped by a bank official
 - Bank Statements with account holder name, account number, type of account and amount available.
 - Fixed term deposit

Page 8 of 8

Financial Information

Financial Information

Please upload your completed Financial Affidavit to indicate the source of financial support you will be using to fund your tuition. If applicable, indicating evidence that you are a CUMM. You can provide one or multiple forms of support.

[Download our submission paying students](#)

[Download our submission paying students](#)

Financial Affidavit Upload (required)

upload file



Proof of Funding

Upload your proof of funding documents.

Examples of documents which will be accepted:

- Loan or scholarship award letters stamped or certified by a lending institution, government, foundation or agency
- Bank letters signed or stamped by a bank official
- Bank statements with account holder name, account number, type of account and amount available
- Fixed term deposits

Examples of documents which will NOT be accepted:

- Bank letters without the name of the account holder
- Credit card statements, lines of credit, or proof of investments
- Life insurance policies, stocks, bonds, or tax returns
- Employee letter/letter statements

Proof of Funding (required)

upload file



Supporting Financial Information

upload file



Are you receiving any government funding? (required)

☐ Yes

☐ No

Page 8 of 8

[Back](#) [Next](#) [Cancel](#)

Step 10:

Complete health insurance information

Page 7 of 10

Health Insurance

CSUMB Student Health Insurance

F-1 and J-1 Visa International Students: All students in F-1 or J-1 visa status will automatically be enrolled in the CSUMB Student Health Insurance Plan. This insurance meets the minimum requirements for compliance with federal and university regulations regarding exchange visitor programs. The cost of this insurance will be included as a separate item on your charges due, which can be viewed in your student account approximately one month before start of each semester. You **MUST** pay for this insurance by the tuition due date. The mandatory insurance covers you through your entire academic program, we have also added on extra weeks before your arrival and after the completion date of the program at no additional charge. The coverage dates are:

- Fall: August 1st – December 31st
- Spring: January 1st – May 31st
- Summer: June 1st – July 31st

Sponsored Students: Students attending CSUMB from one of these following sponsoring organizations (IREX, World Learning, AMIDEAST) will either be enrolled in CSUMB Health Insurance or an insurance policy designated by the sponsor. Please check with your sponsor for details.

US citizens: will NOT be enrolled in the CSUMB international student health insurance. It is highly recommended that you have full health coverage while studying at CSUMB. You will be responsible for finding and purchasing your own insurance.

For CSUMB Health Insurance rates and information for the current academic year, please visit: <https://csumb.edu/international/resources/health/>

Non U.S. Citizen

- I understand that I will be automatically enrolled in and required to pay for CSUMB health insurance.

U.S. Citizen

- I understand that I will NOT be automatically enrolled but have been encouraged to carry full medical insurance while attending CSUMB.

☐ **Student Health Insurance Acknowledgement (required)**
I understand the above insurance information

Page 7 of 10

Save draft Previous Next

Step 11:

Complete special needs and circumstances section

Page 8 of 10

Special Needs or Circumstances

Special Needs or Circumstances

If you have:

- a physical condition for which accessible, on-campus housing or classroom accommodation might be needed
- a documented disability which may require academic accommodation (e.g. note takers, taped texts)
- a medical condition which might require immediate attention during exchange
- a condition which might affect emotional or mental well-being during exchange

You must contact the Student Disability Resource office at Cal State Monterey Bay as soon as possible and **BEFORE** your arrival.

Student Disability Resources Contact Information:

Student Disability Resources
CSU Monterey Bay, 100 Campus Center, Health and Wellness Services, Bldg 80,
Seaside CA 93955-8001
831/582-3672 voice
831/582-4024 TTY/Fax
<http://csumb.edu/sdr>
student_disability_resources@csumb.edu

☐ **Special Needs or Circumstances Acknowledgement (required)**
I understand that it will be my responsibility to contact and arrange any accommodations with the Student Disability Resources office.

Page 8 of 10

Complete emergency contact information

[illegible]

Submit application

Page 10 of 10

Submit

Acknowledgement

I agree to abide by all laws, rules, and protocols established by the United States Customs and Immigration Service, the governments of the United States of America and the State of California, as well as CSUMB rules and regulations, including but not limited to maintaining full-time enrollment as determined by International Programs, and attending all classes in which I am enrolled. In addition, I agree to communicate concerns while on exchange to designated faculty or staff. I understand that submitting an application is not a guarantee of application acceptance or placement.

I agree to all FERPA, HIPPA, Health and Emergency Treatment Authorization, and health insurance notices that I have been provided in this application.

I further understand that failure to maintain all of the eligibility requirements of the program will result in the cancellation of my program at CSUMB.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

☐ I agree (required)

Signature (required)

Date / Time (required)

31-Jul-2024

5:07 pm

Page 10 of 10

Save draft

Previous

✓ Submit

After you submit your application you will be taken to a new page. This is confirmation of your submission. The International Programs Office will review your application and will reach out to you via email if there are any missing documents or information needed. Please check the personal email address that you used to apply regularly for important communication from our office. Once you are admitted you will receive an admission email with additional pre-arrival requirements to complete.

'CSUMB Incoming Programs (International and NSE Students)' submitted!

- Review submission in printer-friendly format
- New submission