

Application for Exchange Enrollment

Instructions: This form is used by CSUMB, MIIS, or UCSC students who wish to enroll in a course through exchange.

Part 1: Student Information

I am a student enrolled at the following University:

☐ CSU Monterey Bay ☐ Middlebury Institute of International Studies ☐ UC Santa Cruz

First Name:		Last Name:	
Address:			
Phone Number:		Email Address:	
Degree program:		Date of Birth:	Gender:

Bachelor's Degree earned: Yes No Institution and year awarded: _____

Country of Citizenship: _____

- ☐ U.S. Citizen ☐ Refugee ☐ F Visa
☐ J Visa ☐ Immigrant I-551 ☐ Other Visa (Specify) _____
☐ None of the Above

If you selected any type of visa or Immigrant I-551 above, please list the date issued: _____

If your permanent home is California, please list County of residence: _____

If your permanent home is outside of California, list the U.S. State/Territory: _____

Part 2: Host Campus Course Information

The host school I plan to attend:

☐ CSU Monterey Bay ☐ Middlebury Institute of International Studies ☐ UC Santa Cruz

Semester/Quarter	Proposed Course (Subj/Course Nbr)	Units	Instructor's Signature	Date

Part 3: Student signature

I certify that the information I have entered above is true and that I have read and understand the eligibility requirements, enrollment conditions and procedures as stated.

STUDENT SIGNATURE: _____ **DATE:** _____

Part 4: To be completed by host campus

Student registered in courses requested: Yes No Quarter/Semester Total units registered _____

Signature _____ Title _____ Date _____

Contact Phone/Email _____ Home Campus _____

REGISTRAR'S OFFICE USE ONLY	
Processed by:	Date:

Application for Exchange Enrollment

CSUMB-MIIS

The exchange agreement between California State University Monterey Bay and Middlebury Institute of International Studies at Monterey enables graduate students at each institution to take certain courses at the other institution. Students pursuing a graduate degree at one institution may enroll, without formal admission payment or additional matriculation fees at the other institution. Students enrolled at the host institution are non-degree students who receive full credit in the course. Students will be responsible for any additional special course fees associated with some classes.

Access will be limited to students determined to be qualified by the course instructor and availability of space in the requested course, with the understanding that priority will be given to students of the home institution. Students may register for up to four credits per semester as part of the exchange. When the course is completed, students are responsible for requesting an official transcript be sent to their home institution.

CSUMB-UCSC

The exchange agreement between California State University Monterey Bay and the University of California Santa Cruz enables graduate students at each institution to take certain courses at the other institution. Students pursuing a graduate degree at one institution may enroll, without formal admission payment or additional matriculation fees at the other institution. Students enrolled at the host institution are non-degree students who receive full credit in the course. Students will be responsible for any additional special course fees associated with some classes.

Access will be limited to students approved as qualified by the course instructor and subject to the availability of space in the requested course, with the understanding that priority will be given to students of the home institution. CSUMB students may register for up to ten quarter credits per year of graduate coursework in any of the following UCSC graduate programs: Environmental Studies, Ecology and Evolutionary Biology, and Coastal Science and Policy. UCSC students may register for up to eight graduate course semester credits per year in CSUMB's Environmental Science Master's degree program. When the course is completed, students are responsible for requesting an official transcript be sent to their home institution.

CSUMB Exchange Agreement Instructions

1. Contact your home campus representative responsible for administering the exchange program to request information on program procedures or permission to participate, as required by your home campus.
2. Review course availability at the host campus and determine course(s) of interest.
3. Contact the instructor of the host campus course for permission to enroll in the desired course. The instructor may provide permission through campus email or signature approval in part 2.
4. If granted instructor permission to enroll, submit this form to the host campus and follow the host campus protocols to register for the course at their institution. Be sure to attach email copies to this form if advisor/instructor permissions were granted via campus email. The host campus registrar or designee should certify your enrollment by completing part 4 of the form or providing an enrollment verification.
5. Submit this form to your home campus to confirm your enrollment at the host campus.
6. Students will be notified of their status in the program and provided direction by the host institution for establishing access to that institution's student information and learning management systems.
7. At the end of the exchange term, students should request a transcript from the host institution to be sent to the home institution. Courses will be listed on the student's final transcript at both institutions

If a student should need to withdraw from their exchange course, they must follow the required steps to drop or withdraw at their host institution and must inform the home institution of their change in enrollment.