



Incoming Student Exchange Enrollment

CALIFORNIA STATE UNIVERSITY, MONTEREY BAY
 OFFICE OF THE REGISTRAR
 STUDENT SERVICES BUILDING 47
 100 CAMPUS CENTER • SEASIDE, CA 93955
 PHONE (831) 582-3085 • FAX (831) 582-3087

Instructions: This form is for students approved to take courses at CSUMB through the exchange program with either MIIS or the UCSC Marine Program

1. Complete Part 1 (student information), Part 2 (course information), Part 3 (review incoming exchange student information)
2. Obtain signature of approval from CSUMB instructor
3. Submit completed form to the Office of the Registrar

Part 1: Student Information

I am a student enrolled at the following University:

- Middlebury Institute of International Studies University of California, Santa Cruz

Social Security Number:	Name:
Permanent Address:	
Phone Number	Date of Birth:
Student Level:	Gender:
Signature:	Email Address:

Have you earned a Bachelor's Degree?: Yes No

If yes, please provide the name of the institution awarding the degree and the year awarded:

Citizenship/Residency:

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: _____

Military Information:

Are you currently an active duty member or a veteran of the U.S. armed forces? _____

Are you the dependent of a U.S. active duty service member? _____

Part 2: Course Information

CRN #	DEPT	COURSE #	SECTION	UNITS	INSTRUCTORS SIGNATURE

OFFICE USE ONLY:
 Entered By: _____ Study Agreement Entered: _____ Date Entered: _____



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Part 3: Incoming Exchange Student Information

Students enrolled at Middlebury Institute of International Studies at Monterey or in the UCSC Marine Program may enroll, without formal admission payment or additional matriculation fees at CSUMB. Enrolled students 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 home institution.

Students may register for up to four credits per semester as part of the exchange. Students may be eligible to register for more than four units provided there is available space in the course; they have obtained instructor consent, and also the approval of the Dean in the relevant school or department.

When the course is completed, an official transcript will be sent to the home institution. Courses will be listed on the student's final transcript at both institutions.

Students will be enrolled and have access to the University's Student Information System approximately 24-48 hours after submitting their completed Incoming Exchange Registration form to the Office of the Registrar. Students should have access to the ILearn system approximately 24-48 hours after becoming matriculated.

A CSUMB Student ID Card may be obtained by visiting the Campus Service Center any time after enrollment occurs. The student should present a valid MIIS or UCSC ID Card and identify themselves as an incoming exchange student. An official CSUMB Student ID Card will allow access to the CSUMB Library.

Students may also purchase a daily parking permit for from the parking permit dispensers in each parking lot. Students wishing to purchase a semester long parking permit may visit the Campus Service Center. More information regarding parking can be obtained at: <https://csumb.edu/parking>

If a student should need to withdraw from their exchange course, a Class Withdrawal form will be required for our records. This form can be found at the following website: <https://csumb.edu/planning/forms> Please refer to and follow the published Registration Deadlines found at the following website: <https://csumb.edu/planning/important-dates>. Retroactive forms will not be accepted and the student will be graded appropriately.