

## 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

California State University  
**MONTEREY BAY**

**Welcome to CSUMB Extended Education & International Programs** - Semester@, Exchange registration

Since you are new around here, we need to get a few details from you before you can access CSUMB Extended Education & International Programs.

Personal Details

First Name (required)  Last Name (required)

Contact Details

Personal Email (required)

Phone (required)

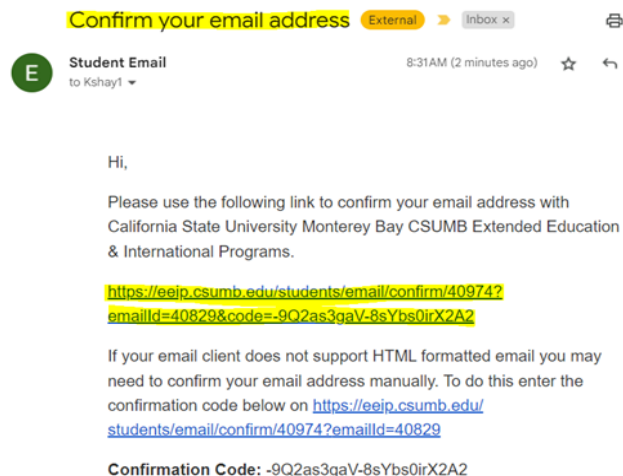
Create a EEIP Application Login

Username (required)

Password (required)  Confirm Password (required)

### 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

California State University  
**MONTEREY BAY**

Log in with CSUMB Otter ID

OR

Log in with your EEIP Application Login (all users)

[Reset your Password](#)

[New User?](#)

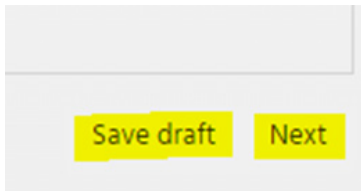
### Step 3:

Summary of documents needed.

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

- Unofficial Transcript
- Passport
- Proof of Language Proficiency
- Financial Affidavit
  - [Semester@ Program affidavit](#)
  - [Exchange Program 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.



## 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 Informatio

- 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

### Step 4:

Complete student information

#### 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

831112222

Mobile

Current Address

Address

City / Town

State

Country

Postcode

Permanent Address

Address

City / Town

State

Country

Postcode

## Step 5:

### Complete program information

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### Program Information

**Term** (required)  
Select Term

### Incoming Program Type

Please verify that your program selection is correct before proceeding.

**Students from Affiliated Exchange Programs:** If you are participating in an Exchange program with CSU International Programs (CSUIP), National Student Exchange (NSE), IREX, World Learning or AMIDEAST please make sure that you have selected the incoming program type that corresponds to your program.

**Students coming from Partner Universities:** If you are an Exchange (non fee paying) or Semester@CSUMB (fee paying) student coming from a partner university, please select your program first and then the name of your university.

**Students Not Affiliated with a Partner University or Exchange Program:** If you are not affiliated with any of the schools listed or an affiliate Exchange program and are attending CSUMB as a fee-paying semester or year long student, please make sure you have selected the Semester@CSUMB program and leave Incoming Programs blank. This includes students working with an agency.

**Drop-down List**  
Semester@ CSUMB (Fee Paying Program)

### Current University Information

**Incoming Programs** (required)

**Area of Study**

**Education Level**

**Transcript Upload** (required)  
Please upload a copy of your academic transcript(s) in English. Please upload a list of courses that you are currently enrolled in, if they are not reflected in your transcripts.

**Upload file**  
Browse

### International Programs/Exchange Coordinator Contact Information

Please list the authorized individual with whom we can discuss academic, health and program related matters. Please put your home university coordinator, advisor or agent in this section. If you are an individual that has no home university coordinator, advisor or agent, please put your own information in this section.

**International and National Exchange Students:** Please provide the name of your International Programs Office coordinator/advisor below.

**Students working with an Agent:** Please enter your agent contact information below. We will use this to verify that you are coming through an agency. However, admission emails and immigration documents will be sent directly to you.

**CSUIP, IREX, World Learning, AMIDEAST or other affiliated programs:** Please provide name and contact information for your affiliated programs coordinator below.

**All other students not affiliated with a partner university, program or agent:** If you are not currently attending another institution or affiliated with one of our partner universities or programs or working with an agent please put N/A in the Name of Home University or Exchange Program field and enter your name and address.

### Home University Exchange or Agent

**Name of Home University, Exchange or Agent** (required)

**Coordinator First and Last Name** (required)  
First Name Last Name

**International Programs, Exchange Coordinator or Agent Phone Number**

**International Programs, Exchange Coordinator or Agent E-Mail** (required)

**Student Acknowledgment** (required)  
I agree with the above statements and understand who my admission, immigration, health and safety information can be shared with during my study.

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## Step 6:

### Complete passport information.

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

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### Passport Information

**Passport Information**

**Are you a U.S. Citizen** (required)  
 Yes  
 No

**Country of Birth** (required)

**City of Birth** (required)

**Date of Birth** (required)

**Ethnicity** (required)

**Country of Citizenship** (required)

**Passport Number** (required)

**Passport Expiration Date** (required)

**Passport Scan Upload**  
Upload file  
Browse

**Will you be bringing dependents along that will require a visa?**  
 Yes  
 No

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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.

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

Yes  
 No

**Required Dependent Information (required)**

Family name(s) exactly how it appears on passport  
First name(s) exactly how it appears on passport  
Date of Birth (Month, Day, Year)

**Dependent Information Needed**

- Family name(s) exactly how it appears on passport
- First name(s) exactly how it appears on passport
- Date of Birth (Month, Day, Year)
- Country of Birth
- City of Birth
- Country of Citizenship
- Gender
- Relationship to I-20/DS-2019 holder

**Dependent Information**

Understand that all dependents and spouses coming on a F-2 or J-2 visa will not be automatically be enrolled in the CSUMB Student Health Insurance Plan. However, J-1 students will be responsible for purchasing the J-2 Insurance plan separately through Cigna Insurance. This insurance plan meets the minimum requirements for compliance with federal and university regulations regarding exchange visitor programs. The cost of this insurance will be paid by J-1 students directly to the insurance company and will be required to send proof of the coverage of the J-2 dependent to a CSUMB ARO. F-1 students can select any health insurance plan for their F-2 dependents. This coverage will also need to be emailed to a CSUMB DSO prior to arrival.

**Dependent Email (required)**

**Dependent Phone Number (required)**

**Dependent Passport Upload (required)**

Upload file

**Proof of Relationship (required)**

Please upload a Birth Certificate or Marriage Certificate

Upload file

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Save draft Previous Next

## Step 8:

Upload your proof of English Language proficiency.

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### 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:

- Earning an Internet-based TOEFL score of 61 or paper-based score of 500
- Earning an IELTS score of 6.0
- DuoLingo score of 90
- Completing a minimum of three years of academic courses with English as the sole language of instruction (Must show proof with transcripts)
- Earning at least a B2 level through test results from the DAAD or Cambridge English Exam.
- Or other English proficiency results as per agreement (must check with Home Institution International Coordinator or Agent for information)

**Have you completed a minimum of three years of academic courses with English as the sole language of instruction?**

Yes  
 No

**File Upload (required)**

Upload file

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## Step 9:

- [Exchange](#)
- [Semester@](#)
- 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

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### 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) and living expenses during your stay at CSUMB. You can provide one or multiple forms of support.

**Exchange: non-tuition fee paying students**  
**Semester@CSUMB: tuition fee paying students**

**Financial Affidavit Upload** (required)

Upload file

 Browse

#### Proof of Funding

Upload your proof of funding documents.

Examples of documents which ARE acceptable:


- 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 ARE NOT acceptable:

- Bank Letters without the name of the account holder
- Credit card statements, lines of credits, or proof of investments
- Life insurance policies, stocks, bonds, or tax returns
- Employer letters/salary statements.


**Proof of Funding** (required)

Upload file

 Browse

**Supporting Financial Information**

Upload file

 Browse

**Are you receiving any government funding?** (required)

Yes

No

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Save draft Previous N

## Step 10:

### Complete health insurance information

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#### 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*

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## Step 11:

### Complete special needs and circumstances section

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#### 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](mailto: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.*

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## Step 12:

### Complete emergency contact information

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#### Treatment and Emergency Contacts

Please list the person who should be notified in case of an emergency.

#### Annual Security and Fire Safety Report Notice of Availability

CSUMB is committed to assisting all members of the campus community in providing for their own safety and security. The Annual Security and Fire Safety Report is available on the IPI's website at <http://csumb.edu/office>. If you would like to receive a hard copy of this information, you can stop by the University Police Department at 100 Campus Center Drive, San Jose, CA 95020, stop into it or you can request that a copy be mailed to you by calling 950-536-2524. The website and report contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about some statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by CSUMB, and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by The California State University Monterey Bay University Police Department.

#### FERPA / Health and Emergency Treatment Authorization

CONSENT TO DISCLOSE INFORMATION by the Office of International Programs.

I understand that under the Family Educational Rights and Privacy Act (FERPA) of 1974, no disclosure of my education records can be made without my written consent unless otherwise provided for in Section 504 of the FERPA Regulations.

I further understand that the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 include restrictions on sharing medical information in order to protect the confidentiality and security of healthcare information.

This release represents my consent for the International Programs staff at CSUMB to disclose information regarding my medical, disciplinary and academic records to the institution to which I am a degree student. Further, I understand that by signing this release, I am giving the Office of International Programs staff my written consent to disclose the above listed information regarding my application. I also understand that I may revoke this release at any time (in written request to the Office of International Programs) except to the extent that action has already been taken upon this release.

Health and Emergency Treatment Authorization

Authorized Individually:

I understand that urgent and emergency medical situations may occur when I am participating in my program at CSUMB. By listing the individuals below, I am authorizing the International Programs staff to share my medical information as needed with the individual(s) listed below in my Emergency Contact information section.

I accept FERPA and Emergency Treatment Authorization (required)

Emergency Contact Name (required)

Emergency Contact Relation (required)

What is your relationship with this contact?

Spouse  
 Parent  
 Friend  
 Other

Emergency Contact Address

Address

City / Town State

Country Postcode

Emergency Contact Phone Number (required)

Emergency Contact Email Address (required)

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Save draft Previous Next

## Step 13:

### Submit application

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## 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

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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