

California State University, Northridge

The CSUN College for Graduate, International, and Midcareer Education

Basic Principles for Establishing Agreements with International Recruitment Services

Establishing Agreements with International Recruitment Firms and Institutions:

1. CSUN Recruitment Services Agreements (RSA) are established through The CSUN College for Graduate, International, and Midcareer Education for three-year periods. For new agreements as well as the renewal of existing agreements, the screening process begins with the College asking prospective or renewing firms and institutions to complete or update a CSUN RSA Profile Sheet (Appendix A).
2. When working with recruitment service providers, the College follows best practices and recommendations for the use of international recruitment service providers prepared by the [American International Recruitment Council \(AIRC\)](https://www.airc-education.org/airc-certification).
3. Well-regarded international academic institutions (colleges or universities) that have established memoranda of understanding (MOU) with CSUN can provide recruitment services for students currently enrolled in their institutions. In this case, a similar vetting process will be followed and adjusted as needed. If approved, an agreement will be created in keeping with CSU policies.
4. When the College sends the CSUN Recruitment Services Agreement Profile Sheet (Appendix A) to a prospective or renewing recruitment services firm, the College also asks if the firm or institution in question is certified by the AIRC. If the recruitment service provider in question claims to be AIRC certified, the College requires the recruitment service provider to submit a scanned copy of the current AIRC certification document.

Note: The College currently does not require every recruitment services firm/institution with which it develops a formal agreement to be AIRC certified (<https://www.airc-education.org/airc-certification>). It is expected that AIRC will continue to expand its certification and that many more recruitment services providers will seek certification from AIRC in the years ahead. The College will monitor this growth and move to require AIRC certification when the scope of AIRC's work has grown enough to make it feasible.

5. As part of the review of each recruitment service provider seeking a working agreement with CSUN, the College requires a minimum of three (3) current and professional references from well-regarded colleges or universities with which the recruitment service provider is currently working with. The College requests that these references be directly based on a list of current clients provided by the recruitment service provider in question. The clients are asked to respond to a set of questions provided by the College (Appendix B).

Currently, the College accepts references from well-regarded institutions outside of the U.S., as well as from regionally accredited U.S. institutions. As recruitment services expand into the U.S. market, the College will require all references to be from a regionally accredited U.S. college or university for which the recruitment services provider in question is currently working with.

If the recruitment service provider in question is AIRC certified, the College considers the AIRC certification as one positive endorsement and requires only two additional references.

If the references are not positive, the College will decline to enter into an agreement with the prospective recruitment service provider in question. If one of the three references is not positive, the College may either ask for additional references and/or contact the individual providing the poor reference for a direct conversation. If the College is not convinced that the firm has three or more strongly positive references, the College will decline to enter into an agreement with the recruitment service provider in question.

6. As part of the College's screening process, the College gives preference to those recruiting firms which are currently working with a CSU and/or UC campus and have a positive record of performance with the CSU and/or UC campus in question. If other CSU campuses use the recruitment service provider, the College contacts those CSU/UC campuses (whether or not they are listed among the prospective recruitment service provider's references) to find out what their experience has been and whether or not they would recommend the firm or institution in question.
7. For international recruitment service providers seeking renewal of an agreement with CSUN, the Director of the College's International Partnership and Programs Development (IPPD) unit reviews the work of the firm during the period of the prior agreement. If there are any concerns related to the performance of the service provider in question, the Director of IPPD recommends that the agreement not be renewed. For those recruiting services with which the College has had a successful and positive relationship during the prior agreement period, the Director of IPPD recommends that the agreement be renewed. The Director of IPPD presents the recommendation to renew or not renew to the Deputy Senior International Officer (DSIO). The DSIO makes the final determination; however, the DSIO may confer with the College Dean and/or seek additional information as needed to make a final decision.

8. For international recruitment service providers new to CSUN (or that have not had a formal agreement with CSUN within the last five years), once background research is complete, AIRC certification is verified and the required current and professional references are obtained, the Director of IPPD reviews the information and makes a recommendation to the DSIO of the College to either move forward with an agreement or not. The DSIO of the College makes the final determination about initiating or not initiating an agreement with the international recruitment service provider in question. The DSIO may confer with the College Dean and/or seek additional information as needed to make a final decision.
9. If a new or renewed agreement is approved by the DSIO of the College, that agreement is developed in accordance with the appropriate CSU international agreement template and proceeds through additional campus approvals. Those approvals include Purchasing and Contract Administration, Risk Management and the Provost/Vice President of Academic Affairs prior to the University President's signature. In accordance with EO 1080, and prior to campus approvals, all agreements are reviewed and approved by Academic Affairs for the Chancellor's Office as well as the Office of General Counsel.

CSUN Approach to Training Recruitment Services Firms

1. Once an RSA is approved with a recruitment service provider, the College provides the recruitment service provider with the following three documents: IEP, SAC & SSP Checklist Requirements, Degree Seeking Checklist Requirements and Team Contact list (Appendix C, D, & E respectively).
2. A team member from the IPPD presents a webinar or in-person training session to the recruitment service provider once the finalized RSA is in place. The focus of the training is to provide the recruitment service provider with detailed information on CSUN and its programs. The training also introduces the recruitment service provider and its staff to the ways in which the service can and cannot represent CSUN to its clients and how to use the appropriate web sites to give clients full and current information about a particular CSUN program.
3. As part of its international recruitment trips, the College regularly includes in visits to the recruitment services in the region where CSUN has a current agreement. Follow up training sessions are presented in person at international education conferences and during in-country recruitment trips made by CSUN staff. In-country training sessions are most often hosted at the offices of the recruiting service provider so the service's principals and teams of advisors can participate. The in-country visits provide an opportunity to present training sessions to multiple advisors at the recruiting service provider and to ensure that their understanding of CSUN programs is current and correct.

4. To emphasize continuous training and regular CSUN staff engagement with recruitment service providers, the IPPD staff team sends quarterly newsletters, bi-yearly emails proper to each semester and access to various webinar trainings to all recruitment service providers with which there is a current agreement. These newsletters, emails and webinars contain information about changes in programs and/or requirements, procedures and updates about programs and services.
5. The various units within the College that interact with international students should alert the Director of IPPD whenever an international student seems to have been given incorrect information by a particular international recruitment service provider. If this occurs, the Director of IPPD immediately requests an “extra training session” with the recruiting service provider to correct the errors. The Director of IPPD records whenever such problems occur so such instances can be considered when it is time to renew the agreement with the recruitment service provider in question. In addition, if errors seem to be frequent and/or significant (which is rare), the Director of IPPD alerts the Deputy SIO of the College. The Deputy SIO will then confer with the Director of IPPD (and the Dean as appropriate) to see whether any further action is needed to address the problem and prevent it from recurring.
6. The College’s IPPD unit also creates various procedural documents that can be shared electronically to help guide the advisors of the recruiting firm when engaging prospective students. Technologies such as [Zoom conferencing](#) can also be used for enhancing the frequency of direct training.

CSUN Approach to Commission Payment for Recruitment Services

1. The College engages recruitment services for both matriculating and non-matriculating students at CSUN. For the CSUN Intensive English Program (IEP), the College currently pays 15% of the tuition received from students attending year-round in a non-group format for up to two consecutive terms. In each term, if the total number of new students exceeds 20 for that term, an additional 5% will be paid for all new students enrolled in that first term. For the Semester at CSUN (SAC) program, the College pays 15% of tuition received for students enrolled for up to two consecutive terms. For short-term customized programs, when agreed upon in advance, the College pays 15% of tuition received from students participating in the program. For students matriculating into CSUN degree programs, commission is paid at a flat fee as established in the RSA.
2. The College’s International Recruitment and External Relations Support Specialist (IRERSS) sends an email with student commission eligibility to a recruitment service provider three weeks after the first day of the eligible session or term, which is after the add/drop of a program. This is to ensure that all student movement has been finalized and that students are successfully enrolled.

3. The IRERSS verifies the following: 1) student(s) are enrolled in the specified term, 2) all tuition for the specified term is paid in full (For SAC students only – commission payment is based on all paid tuition, including extra units over the required minimum program tuition fee), and 3) students are appropriately assigned to the recruitment service provider within CSUN’s PeopleSoft database – SOLAR.
4. The recruitment service provider then submits an invoice for payment processing in USD amount.
5. If the invoice is correct, it is then prepared for payment.
6. If the invoice is incorrect, it is edited and sent back to recruitment services firm with revisions. Once the recruitment service provider resends a correct and updated invoice to the College’s IRERSS, payment is processed.
7. Secure long-term records of each payment are kept in PeopleSoft financials.

Recruitment Firm Profile Sheet

Name of Organization (as it would appear on legal documents):
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Insert your Firm/Company LOGO here

Address [Street Address, Unit Number/Suite]:	
[Building/Floor, District]:	
[City, State/Province/Department, Country, ZIP Code]:	
Main Company Phone:	Main Company E-mail:
Alternate Phone:	Alternate Email:
Fax:	Website:

Principle Owner Name:
Title (<i>Example; President, CEO, etc.</i>):
E-mail:
Main Contact Representative:
Title (<i>Example; President, CEO, etc.</i>):
E-mail:

Year established:

Describe the activities of your company:

Recruitment Firm/Company History:

Number of staff:

How many staff are education consultants?

Do you have any branches? If so, where?

Institutions you represent in the USA (please list your most important partners):

Please list CSUs and UCs you currently represent:

Institutions you represent internationally (please list your most important partners):

Number of students you send internationally per year:

Number of students you send to USA per year:

Number of students you plan to send to CSUN per calendar year:

Please list which countries have you recently sent students to:

How do you market your institution to potential students?

Please provide three (3) professional references and contact information from U.S. educational institutions that you currently represent (email and telephone).
These professional references will receive a questionnaire from CSUN's International Programs & Partnership Development division to be completed and returned to CSUN for evaluation.

If your recruitment firm is certified by the **American International Recruitment Council (AIRC)**, please be sure to send a scanned copy of your certificate. The AIRC certificate can substitute one (1) of your professional references:

Institution Name:
Contact Name:
Email:
Phone:

Institution Name:
Contact Name:
Email:
Phone:

Institution Name:
Contact Name:
Email:
Phone:

By my signature below, I hereby confirm that the above information provided is accurate.

Signature: Print Name:	Date:
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Complete and return form by email to Natalie Haban at natalie.haban@csun.edu.
 Be sure to send both the Word document, as well as a signed and scanned PDF copy.

For information about International Programs and Partnerships at CSUN, visit our website at <http://go.csun.edu/international>.

For information about International Admissions for degree-seeking students, visit our website at <http://www.csun.edu/admissions-records/international>.

Additional Contact Information

Vanessa Andrade
 Director, International Programs and Partnership Development
vanessa.andrade@csun.edu

Intensive English Program (IEP) Admissions: iep@csun.edu

Semester at CSUN (SAC) Admissions: sac@csun.edu

Student Success Pathway (SSP) Admissions: iep@csun.edu

CSUN International Degree-Seeking Admissions: intladm@csun.edu

For office use only

Received (Date & Initials)	Three Refs	Initial Contact	Second Contact	Third Contact	Approval Date	SOLAR

Recruitment Firm Reference Questionnaire

Please complete this form and return it by e-mail to natalie.haban@csun.edu and ipp@csun.edu.

Institution: Institution Name Contact Name: Contact Name Contact E-mail: email@address Date: 001/01/2017 Agent under consideration: Recruitment Firm Name
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1. How long have you been working with **Recruitment Firm Name**?
2. Is this recruitment firm responsible and do they work in a timely manner?
3. On average, how many students per term does this recruitment firm send to your institution?
4. Does this recruitment firm follow your procedures (application, commission, etc.) without difficulty?
5. On average, does this recruitment firm send academically engaged students?
6. Do the students from this recruitment firm typically want conditional admission to your university?
(Please indicate if conditional admission is not available at your institution.)
7. Have you ever had any problems with this recruitment firm? Please describe.
8. Do you recommend this recruitment firm?
9. Is there anything else you believe we should consider about this candidate?

International Programs – IEP, SAC, & SSP

INFORMATION ON HOW TO APPLY

(For Recruitment Firms Only)

The CSUN College for Graduate, International, and Midcareer Education offers the following international programs:

<p><u>Intensive English Program (IEP)</u></p>	<p>The Intensive English Program (IEP) is a year-round academic program designed to ensure that students acquire and improve the English-language skills needed for success in the undergraduate or graduate degree program of their choice at colleges or universities.</p> <p>The IEP not only prepares students academically for success in the university, but also offers students many benefits: supplemental after-school classes and tutoring, TOEFL/IELTS test preparation courses, access to our official ETS testing center, conditional admission to the university, TOEFL waivers for undergraduate and graduate studies (upon approval), and a certificate of completion.</p> <p>Applicants must be at least 18 years old.</p>
<p><u>Intensive English Program (IEP) with Conditional Admission</u></p>	<p>Students can become pre-approved for admission to the undergraduate (Bachelor) or graduate (Master) degree program of their choice through IEP’s Conditional Admission plan even if students have not yet met the English-language proficiency admission requirements of their target educational institution.</p> <p>Applicants must be at least 18 years old.</p>
<p><u>Semester at CSUN Program (SAC)</u> (For undergraduate students only)</p>	<p>Semester at CSUN is designed for students who meet the English-language proficiency requirements to study in the university, but do not intend to matriculate (or transfer) to CSUN. With the assistance of SAC academic advisement staff, students are enrolled in CSUN courses and may complete coursework for credit. Credit earned may be transferred back to their home university (upon approval).</p> <p>Applicants must be at least 18 years old.</p>
<p><u>Student Success Pathway (SSP)</u> (First time freshmen students only)</p>	<p>The Student Success Pathway is a pre-bachelor program that provides international students with a pathway into the university. Created for first-time freshmen, the program helps students develop the academic and English-language skills needed to succeed at CSUN.</p> <p>Applicants must be at least 18 years old.</p>
<p><u>Contracted Academic Content & English-Language Instruction Programs</u> (Contract only)</p>	<p>To suit the needs of the groups of students who come to CSUN through a sponsoring organization, IPP designs customized programs of varying lengths and levels.</p> <p>For more information, contact Vanessa Andrade at vanessa.andrade@csun.edu</p>

Email or mail all required documents to:

California State University Northridge (CSUN)
The CSUN College for Graduate, International, and Midcareer Education
ATTN: Admissions, Registration, & Client Services
18111 Nordhoff Street
Northridge, California 91330-8343 USA

For IEP and SSP specific questions or documents: iep@csun.edu

For SAC specific questions or documents: sac@csun.edu

For custom-designed program specific questions or documents: vanessa.andrade@csun.edu

International Programs – IEP, SAC, & SSP

ADMISSION REQUIREMENTS: INTENSIVE ENGLISH PROGRAM (IEP)

INTENSIVE ENGLISH PROGRAM (IEP)

1. Intensive English Program (IEP) Application

Apply online at <http://tsengcollege.csun.edu/programs/IPP/IEP/IEP> > APPLY > Choose term.

2. IEP Application Fee (non-refundable)

Payable online when completing the IEP application. Payment is accepted by credit card or debit card (MasterCard or VISA) only.

3. Evidence of Financial Support

Current official bank statement or bank letter, verifying a minimum balance of **US \$16,000** (for IEP).

**** IF the student is accepted with conditional admission, the student will be REQUIRED to submit a CSUN Financial Affidavit Form (<http://www.csun.edu/sites/default/files/affidavit.pdf>) AT THE TIME OF TRANSFER from the Intensive English Program to their university degree program.*

4. Photocopy of passport

5. First Term Tuition Payment

For tuition and fees, visit <http://tsengcollege.csun.edu/programs/IPP/IEP/IEP> > TUITION & FEES

Tuition payment is accepted by credit card (MasterCard or VISA), electronic check (account and routing numbers required), or international wire transfer. For more information on international wire transfer, please see our [guide](#).

INTENSIVE ENGLISH PROGRAM (IEP) with UNDERGRADUATE Conditional Admission (In addition to #'s 1-5):

6. Intensive English Program (IEP) Application

Apply online at <http://tsengcollege.csun.edu/programs/IPP/IEP/IEPCA> > APPLY > Choose term for either undergraduate or graduate.

7. Cal State Apply Application – International

Apply online at <https://www2.calstate.edu/apply> > APPLY TODAY > International

Note: Review the Admissions Calendars for application deadlines and status by visiting <http://www.csun.edu/anr/AdmissionStatus.html>. Second bachelor's degree option is not available to business majors or any options within the Business Department.

8. \$70 Cal State Apply Application Fee (non-refundable)

Payable online via credit card or PayPal when completing the CSUN application.

9. OFFICIAL Academic Transcript(s) and Certificate(s)/Degree(s)/Diploma(s) issued from High School or College/University in original language AND translated in English.

10. Proof of Graduation issued from High School or College/University in original language AND translated in English.

INTENSIVE ENGLISH PROGRAM (IEP) with GRADUATE Conditional Admission (In addition to #'s 1 - 10):

11. Three (3) Recommendation Letters

12. Statement of Purpose

13. Resume / CV

14. Additional Department Requirements

Review by visiting the [Graduate Programs website](#) or contact the department of interest directly.

Visit the program website for more information at <https://tsengcollege.csun.edu/programs/IPP/IEP>.

For IEP admission questions, email us at iep@csun.edu.

International Programs – IEP, SAC, & SSP

ADMISSION REQUIREMENTS: **Semester at CSUN (SAC)** (For Undergraduate Students ONLY)

- Semester at CSUN (SAC) Program Application**
Apply online at <https://tsengcollege.csun.edu/programs/IPP/SAC/apply> > APPLY > Choose term.
- SAC Application Fee (non-refundable)**
Payable online when completing the SAC application. Payment is accepted by credit card or debit card (MasterCard or VISA) only.
- Copy of English-Language Proficiency Test Score Report.** Please visit <https://tsengcollege.csun.edu/programs/IPP/SAC/admission-requirements> for acceptable English language tests and minimum scores.
NOTE: The acceptable English-language proficiency scores above are for undergraduate applicants only. Graduate applicants wanting to apply to SAC are accepted on a case-by-case basis and must meet the appropriate graduate applicant scores. To review all acceptable English-language proficiency scores, visit our website at <http://tsengcollege.csun.edu/programs/IPP/SAC/programrequirements>.
- Copy of OFFICIAL Academic Transcript(s)** in original language AND translated in English.
- Evidence of Financial Support**
Current official bank statement or bank letter, verifying a minimum balance of **US \$16,000** (for SAC).
- Photocopy of passport**
- First Semester Tuition Payment**
For tuition and fees, visit <https://tsengcollege.csun.edu/programs/IPP/SAC/tuition-and-fees>.
Tuition payment is accepted by credit card (MasterCard or VISA), electronic check (account and routing numbers required), or international wire transfer. For more information on international wire transfer, please see our [guide](#).

SAC is available to undergraduate students who are not formally enrolled in a degree program at CSUN and want to take academic courses for up to two (2) academic semesters of study. Graduate students accepted on a case-by-case basis.

Requirements:

- Age 18 or older
- Have completed high school
- Undergraduate level students (without a bachelor's degree): TOEFL score of 61 (iBT) or IELTS score of 6.0
- Graduate level students (with a bachelor's degree): TOEFL score of 79 (iBT) or IELTS score of 6.5
- Grade point average: minimum 2.0, based on a 4.0 grading scale, from a ministry of education recognized college/university

Note:

- *Students currently enrolled in our Intensive English Program and want to continue in SAC must complete the English-language proficiency requirement and follow the how to apply instructions. Evaluation will be based on SAC program requirements.*
- *Full time enrollment in SAC program is 12 semester units for undergraduate level students and 9 semester units for graduate level students.*
- *SAC program does not guarantee future admission to a CSUN degree program.*
- *Course selection is subject to availability and the approval of the relevant academic department and/or instructor. Academic advisement and registration assistance will be provided for students.*
- *Time allowed for enrollment in SAC program is two (2) academic semesters.*

Visit the program website for more information at <https://tsengcollege.csun.edu/programs/IPP/SAC>.
For SAC admission questions, email us at sac@csun.edu.

International Programs – IEP, SAC, & SSP

ADMISSION REQUIREMENTS: **Student Success Pathway (SSP)** (First-time Freshman)

1. Student Success Pathway (SSP) Program Application

Apply online at <https://tsengcollege.csun.edu/programs/IPP/student-success-pathway> > APPLY.

2. SSP Application Fee (non-refundable)

Payable online when completing the SSP application. Payment is accepted by credit card or debit card (MasterCard or VISA) only.

3. Copy of TOEFL (Test of English as a Foreign Language) Score Report of 50 (iBT) or higher.

Note: iBT = Internet-Based.

OR

Copy of IELTS (International English Language Test System) Score Report of 5.0 or higher.

4. Copy of OFFICIAL Academic Transcript(s) in original language AND translated in English.

5. Evidence of Financial Support

Current official bank statement or bank letter, verifying a minimum balance of **US \$35,000** (for SSP).

6. Photo copy of passport

7. First Semester Tuition Payment

For tuition and fees, visit <https://tsengcollege.csun.edu/programs/IPP/student-success-pathway> > TUITION & FEES

Tuition payment is accepted by credit card (MasterCard or VISA), electronic check (account and routing numbers required), or international wire transfer. For more information on international wire transfer, please see our [guide](#).

SSP is available to first-time undergraduate students who are not formally enrolled in a degree program at CSUN and want to take academic courses towards their degree with English language support services.

Requirements:

- Applicants must be at least 18 years of age by the start of the program
- Have completed high school and be a first-time freshman.
- Minimum of 3.0 high school GPA for undergraduate level students, based on a 4.0 grading system from an accredited institution.
- Meets SSP program's English-language proficiency minimum scores: TOEFL 50 / IELTS 5.0.

Visit the program website for more information at <https://tsengcollege.csun.edu/programs/IPP/student-success-pathway>.

For SSP admission questions, email us at jep@csun.edu.

International Admissions – Degree Seeking

INFORMATION ON HOW TO APPLY

(For Recruitment Firms Only)

Applications for international students are processed through the [Cal State Apply](https://www2.calstate.edu/apply/international) site at <https://www2.calstate.edu/apply/international>.

<p><u>First-Time Freshman</u></p>	<p>An international first-time freshman applicant is a student who wishes to study at our university on an F-1 (student) visa or J-1 (exchange) visa, who is applying to one of our bachelor's degree programs, and who has not completed any post-secondary course work at a college or university.</p>
<p><u>Transfer Student</u></p>	<p>An international transfer applicant is a student who wishes to study at our university on an F-1 (student) visa or J-1 (exchange) visa, who has completed post-secondary course work at a college or university located outside the United States or a regionally accredited community college or university within the United States and has not yet earned the equivalent of a U.S. bachelor's degree.</p>
<p><u>Master's Student</u></p>	<p>An international master's or post-baccalaureate graduate applicant is a student who wishes to study at our university on an F-1 (student) visa or J-1 (exchange) visa, and who is in the process of completing or has completed a post-secondary degree equivalent to a U.S. bachelor's degree. Graduate students may apply for admission to a master's or doctoral degree program at CSUN.</p>

For additional information, please visit the CSUN International Admissions webpage at <https://www.csun.edu/prospective-students/international> or email intladm@csun.edu.

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS: First-Time Freshman

ADMISSION REQUIREMENTS

1. Student has earned a minimum grade point average (GPA) of 3.0 on a 4.0 grading scale, or an average of "B" grades on an "A - F" letter grading scale (CSUN will convert your international GPA when application is submitted).
2. Meets the English language requirement (see below):

Test Name and Website	Minimum Score Required for Undergraduate Students	Send Score Directly To CSUN
<u>Cambridge C1 Advanced English (formerly CAE)</u>	172	Email "Confirmation of Entry" page to intladm@csun.edu
<u>DET – Duolingo English Test</u>	95	Online through your Duolingo Account. See <u>Sending Your Results.</u>
<u>EIKEN CSE – Common Scale for English</u>	2304 (Pre-1)	Contact EIKEN online; they will send the score directly to us.
<u>GTEC CBT – Global Test of English Communication Computer-Based Test</u>	1125	Have GTEC send a copy of your "Official Score Certificate" to CSUN.
<u>IELTS Academic - International English Language Test System</u>	6.0	Have IELTS send a copy of your "Test Report Form" to CSUN.
<u>iTEP Academic - International Test of English Proficiency</u>	3.8	Have iTEP send your score to CSUN.
<u>PTE Academic - Pearson Test of English</u>	50	Online through your PTE Academic Account.
<u>TOEFL - Test of English as a Foreign Language</u>	— Internet Based score: 61 — Paper-based score: 50 We do not accept <u>TOEFL ITP</u>	Use CSUN School Code 4707

Exception: If a freshman applicant has attended a high school in the U.S. for three or more years or has attended a high school where English is the principal language of instruction for three or more years, the TOEFL or other English language proficiency exam is not required. Please note:

- CSUN interprets "where English is the principal language of instruction" to mean that a school is in a country where English is the daily medium of communication for the majority of residents, and that students receive academic instruction in English at all levels of education.
- Countries currently meeting the above requirement are: Australia, Belize, Canada, England, Ireland, New Zealand, Northern Ireland, Scotland, and Wales, plus a few nations in the Commonwealth Caribbean (Antigua and Barbuda, the Bahamas, the Cayman Islands, and Trinidad and Tobago).

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS: First-Time Freshman

ITEMS TO SUBMIT (send all by email to intladm@csun.edu)

- 1) Complete the “International Online Application” at [Cal State Apply](#). Please read the instructions carefully and complete all appropriate sections.
- 2) A \$70.00 (US currency) non-refundable processing fee payable to CSUN must accompany the application.
- 3) [Affidavit of Financial Support \(.pdf\)](#) and bank statement. Both pages of the financial affidavit and the bank statement may be emailed to us at intladm@csun.edu.
- 4) All secondary-school records including certificates, examination grades, degrees or diplomas.
- 5) English **translations** of all academic records including certificates, degrees or diplomas.
- 6) Applicants who have studied **in the U.S.** are required to have the U.S. institution(s) send official transcript(s) directly to CSUN.
- 7) Applicants who have studied **outside the U.S.** are asked to email all documents and transcripts to intladm@csun.edu. No need to mail-in documents.
- 8) Email a copy of the student’s passport information page with documents to intladm@csun.edu.
- 9) Results of the English proficiency exam. Please see chart above for more information on how to submit the student's score.

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS:

Transfer Student

ADMISSION REQUIREMENTS

See below for different student transfer situations

1) Transfer from a U.S. School - Lower Division Student (in first or second year)

If the student has been attending a college or university **within** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- Fewer than 60 transferable semester units earned (less than two full years).
- Meets all admission requirements for [international freshman applicants](#).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSU Northridge will calculate the international GPA.
- Completion of a General Education Written Composition course and a General Education Mathematics course, each with a passing grade of "C" or better. These two courses must be completed post-secondary (after high school) at a recognized institution.

2) Transfer from Outside the U.S. - Lower Division Student (in first or second year)

If the student has been attending a college or university **outside** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- Fewer than 60 transferable semester units earned (less than two full years).
- Meets all admission requirements for [international freshman applicants](#).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSU Northridge will calculate the international GPA.
- Completion of a General Education Mathematics course with a grade equivalent to "C" or better. This course must be completed post-secondary (after high school) at a recognized institution and must be college-level (above Intermediate Algebra).
- An official test score proving English language proficiency (Internet-based TOEFL minimum 61, IELTS minimum 6.0, PTE minimum 45), or be exempt.

3) Transfer from a U.S. School - Upper Division Student (in third or fourth year)

If the student has been attending a college or university **within** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- At least 60 transferable semester units earned (two or more years).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSUN will calculate the international GPA.
- Successful completion of the four Basic Skills courses with a grade of "C" or better:
 - Written Composition (English)
 - Critical Thinking (Logic)*
 - Mathematics (must be college-level, above Intermediate Algebra)
 - Oral Communication (Speech)
 -

**Students applying as Engineering or Computer Science majors do not have to complete Critical Thinking prior to admission.*

International Admissions – Degree Seeking

4) Transfer from Outside the U.S. - Upper Division Student (in third or fourth year)

If the student has been attending a college or university **outside** the United States and wishes to transfer to California State University, Northridge, the requirements are:

- At least 60 transferable semester college units earned (two or more years).
- An overall grade point average (GPA) of 2.00 or greater in all college/university work combined. Admissions advisor at CSUN will calculate the international GPA.
- Successful completion of a General Education Mathematics course with a grade equivalent to "C" or higher. This course must be completed post-secondary (after high school) at a recognized institution and must be college-level (above Intermediate Algebra).
- An official test score proving your English language proficiency (Internet-based TOEFL minimum 61, IELTS minimum 6.0, PTE minimum 45, iTEP 5.0), or be exempt.

ITEMS TO SUBMIT (send all by email to intladm@csun.edu)

1. Complete the "International Online Application" at [Cal State Apply](#). Please read the instructions carefully and complete all appropriate sections.
2. A \$70.00 (US currency) non-refundable processing fee payable to CSUN must accompany the application.
3. [Affidavit of Financial Support \(.pdf\)](#) and sponsor's bank statement.
4. All secondary and post-secondary records including certificates, degrees or diplomas. If the student has not completed a total of two years at a university or post-secondary college inside or out of the U.S., please submit all high school transcripts including verification of high school completion.
5. English **translations** of all academic records including certificates, degrees or diplomas.
6. Applicants who have studied **in the U.S.** are required to have the U.S. institution(s) send official transcript(s) directly to CSUN. If the student is attending a California community college, please see the instructions for electronic transcripts at [eTranscript California](#).
7. Applicants who have studied **outside the U.S.** are asked to email all documents and transcripts to intladm@csun.edu. No need to mail-in documents.
8. Email a copy of the student's passport information page with documents to intladm@csun.edu.
9. Results of the English proficiency exam. Please see chart on next page for more information on how to submit the student's score.

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS: Transfer Student

English Language Tests and Minimum Scores

Test Name and Website	Minimum Score Required for Undergraduate Students	Send Score Directly To CSUN
<u>Cambridge C1 Advanced English (formerly CAE)</u>	172	Email "Confirmation of Entry" page to intladm@csun.edu .
<u>DET – Duolingo English Test</u>	95	Online through your Duolingo Account. See <u>Sending Your Results</u> .
<u>EIKEN CSE – Common Scale for English</u>	2304 (Pre-1)	Contact EIKEN online; they will send the score directly to us.
<u>GTEC CBT – Global Test of English Communication Computer-Based Test</u>	1125	Have GTEC send a copy of your "Official Score Certificate" to CSUN.
<u>IELTS Academic - International English Language Test System</u>	6.0	Have IELTS send a copy of your "Test Report Form" to CSUN.
<u>iTEP Academic - International Test of English Proficiency</u>	3.8	Have iTEP send your score to CSUN.
<u>PTE Academic - Pearson Test of English</u>	50	Online through your PTE Academic Account.
<u>TOEFL - Test of English as a Foreign Language</u>	<ul style="list-style-type: none"> — Internet Based score: 61 — Paper-based score: 500 We do not accept <u>TOEFL ITP</u>	Use CSUN School Code 4707

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS:

Master's Student

TWO APPLICATION PROCESSES

Applicants to master's and doctoral programs must typically apply to both the university and the academic department. Some departments may require a separate departmental application.

- Please note that some graduate programs may have **earlier** filing deadlines than the university deadlines, or they may accept applications only for fall admission.
- Master's or doctoral program applicants must meet any **additional admission requirements** for the specific graduate program. Please review these requirements by locating your program in the [University Catalog \(programs\)](#).

ITEMS TO SUBMIT (send all by email to intladm@csun.edu)

1. Complete the "International Online Application" at [Cal State Apply](#). Please read the instructions carefully and complete all appropriate sections.
2. A \$70.00 (US currency) non-refundable processing fee payable to CSUN must accompany the application.
3. All academic records including certificates, degrees or diplomas Applicants who have studied **in the U.S.** are required to have the institution(s) in the U.S. send official transcript(s) directly to CSUN.
4. English **translations** of all academic records including certificates, degrees or diplomas.
5. Results of the [Graduate Record Examination \(GRE\)](#) or other graduate examinations are required for few graduate programs*. Scores must be sent directly to CSUN from the testing agency. Use CSUN school code **4707**.

Please refer to the following section of this guide for additional detailed requirements.

6. [Affidavit of Financial Support \(.pdf\)](#) and sponsor's bank statement.
7. Applicants who have studied **outside the U.S.** are asked to email all documents and transcripts to intladm@csun.edu. No need to mail-in documents.
8. Email a copy of the student's passport information page with documents to intladm@csun.edu.
9. Results of the English proficiency exam. Please see chart on next page for more information on how to submit the student's score.

*** Most graduate programs at CSUN do not require or can waive the GMAT/GRE. Please check the department for specific GMAT/GRE requirements prior to applying.**

International Admissions – Degree Seeking

ADMISSION REQUIREMENTS: **Master’s Student**

English Language Tests and Minimum Scores

Test Name and Website	Minimum Score Required for Undergraduate Students	Send Score Directly To CSUN
<u>Cambridge C1 Advanced English (formerly CAE)</u>	180	Email “Confirmation of Entry” page to intladm@csun.edu .
<u>DET – Duolingo English Test</u>	105	Online through your Duolingo Account. See <u>Sending Your Results</u> .
<u>EIKEN CSE – Common Scale for English</u>	2630 (1)	Contact EIKEN online; they will send the score directly to us.
<u>GTEC CBT – Global Test of English Communication Computer-Based Test</u>	1200	Have GTEC send a copy of your “Official Score Certificate” to CSUN.
<u>IELTS Academic - International English Language Test System</u>	6.5 or higher	Have IELTS send a copy of your “Test Report Form” to CSUN.
<u>iTEP Academic - International Test of English Proficiency</u>	4.0	Have iTEP send your score to CSUN.
<u>PTE Academic - Pearson Test of English</u>	58	Online through your PTE Academic Account.
<u>TOEFL - Test of English as a Foreign Language</u>	— Internet Based score: 79 — Paper-based score: 550 We do not accept <u>TOEFL ITP</u>	Use CSUN School Code 4707

Exception: If a graduate applicant has earned a bachelor's or master's degree from a college or university in the U.S., the TOEFL or other English language proficiency exam is not required.

Applicants to master’s programs must typically apply to both the university and the academic department. Some departments may require a separate departmental application. **The College of Engineering does not require a departmental application.**

Please note that some graduate programs may have earlier filing deadlines than the university deadlines, and they may accept applications only for fall (not spring) admission.

CSUN International Programs

Team	Area of Responsibility	Contact Person	Phone Number	Email
International Partnerships & Programs Development Recruitment & Development	Director International Partnerships & Programs Development	Vanessa Andrade	+1 (818) 677-5948	vanessa.andrade@csun.edu
	Prospective partnerships, agreements, recruitment, contracted short programs	Boris Polotzek	+1 (818) 677-4726	boris.polotzek@csun.edu
	Agency applications, agreements & commission invoices	Natalie Haban	+1 (818) 677-3113	natalie.haban@csun.edu
International Admissions Degree Students	Associate Director Admissions & Records	Aaron Lindberg	+1 (818) 677-3792	aaron.lindberg@csun.edu
	Degree program admission requirements, evaluations, applications & enrollment questions	Sandra Jardin Lauren Dunn	+1 (818) 677-3769 +1 (818) 677-3760	sandra.jardin@csun.edu lauren.w.dunn@csun.edu
	Degree program admission requirements, document email submission & application status	Team Member	+1 (818) 677-3760	intladm@csun.edu
International Admissions Pathway, IEP & SAC	Associate Director Immigration, SEVIS and international admissions	Ayda Vardumyan	+1 (818) 677-7649	ayda.vardumyan@csun.edu
	Application and enrollment questions – Pathway & IEP	Susana Nieto	+1 (818) 677-2504	iep@csun.edu
	Application and enrollment questions - SAC	Lesia Green	+1 (818) 677-2504	sac@csun.edu
English Programs Student Success Pathway & Intensive English Program (IEP)	Program Lead & Academic Director Intensive English Program (IEP) Student Success Pathway	Shereazad “Jimmy” Gandhi	+1 (818) 677-7372	sj.gandhi@csun.edu
Study Abroad Semster at CSUN (SAC)	Program Manager Semester at CSUN (SAC)	Jessica Isomoto	+1 (818) 677-4882	jessica.isomoto@csun.edu SAC-academics@csun.edu
Student Life	Student Life Services Manager Housing, meal plan, student support services	Yukiko Bryant	+1 (818) 677-3304	yukiko.bryant@csun.edu

CSUN Degree Programs – Graduate and Undergraduate

<http://www.csun.edu/admissions-records/international>

Student Success Pathway (SSP), Intensive English (IEP), Semester at CSUN (SAC) and Custom-Designed Programs

<https://tsengcollege.csun.edu/programs/IPP>