


STEP 1 – Begin the Application

- Go to <http://www.calstate.edu/ip/prospective-students/> and click on 'Apply Now' on the top right side of the website to begin application.
- Create** an online personal account and review eligibility requirements on the CSU IP website.
- Download &** read the PDF 'CSU IP Applicant Guide' from <http://www.sonoma.edu/is/abroad/>.
- Complete** the application **AS BEST YOU CAN** and note any questions you have and click '**SAVE**'. **Do not click SUBMIT!** Bring these questions and any other concerns you have to the 'Application Workshop'.
- Begin** 'Statement of Purpose' and visit the 'Writing Center' in the Library for assistance if needed.
- Attend** 'Application Workshop' with a **PRINT OUT** of your completed application (or bring your laptop with the online application open), including your 'Statement of Purpose' and bring any questions you may have. Final submission of application will be discussed at the workshop.
- Join** the SSU Study Abroad Applicant Group on www.facebook.com – go to: <http://www.facebook.com/groups/ssustudyabroad2012.2013>, you will see this image: 

STEP 2 – Submitting Application - Deadlines: Priority - Dec. 1, Final - Dec. 15

- Schedule** your 'Application Approval Appointment' or 'AAA' with Marisa Thigpen, avail. Nov. 1 – Dec. 15
- Submit** your application online before for your 'AAA' (*Don't worry. This is not the final submission. We will be taking one last look at it together at your one-on-one appointment.*)
- During the 'AAA' Marisa will either approve the application and you can officially submit it online, or she will temporarily 'revoke' it so you can make the appropriate changes before submitting the final application online by **Thursday DECEMBER 15th, 2011**.
- Submit** Study Abroad Application **ONLINE**. **Must be submitted online no later than 11:59 p.m. on Thursday DECEMBER 15th, 2011 to be considered ON TIME.**

STEP 3 – Turn in Application Documents – Deadline: Dec. 15, 2011

**To ensure a successful application, please note that all items listed below can be turned in as soon as each one is completed. DO NOT hold documents – we have A LOT of documents to process so please help us by turning in documents as you receive them.*

- 2 Faculty Recommendation Forms (letters are not required!) (Faculty members may type or hand-write). Please turn into International Services Salazar 1070. Student or faculty member may turn-in.
- 1 Foreign Language Recommendation Form (*required if studying in: Chile, Paris, Spain, Intermediate or Advanced Language Program in Aix-en-Provence, Germany or Mexico*). Please turn into International Services Salazar 1070. Student or faculty member may turn-in.
- Submit your **OFFICIAL** transcripts from all previous institutions to International Services **in person**. **DO NOT** have transcripts sent to us directly; have them sent to your home address and hand-carry to the office. *SSU International Services will request your SONOMA transcript for you after your application is complete and after Fall 2011 grades have been posted.*
 - Hutchins students need to obtain GRADE EQUIVALENCIES from the Hutchins Office for LIBS 101, 102, 201 & 202 (if completed Fall 2011 or earlier – Fall 2011 equivalencies are due by Jan. 15.)

2 PROFESSIONAL passport photos for International Services (approx. 2" x 2") – can be taken at International Services at a very affordable price.

- If you don't already have your passport, you will need an additional 2 passport sized photos for your passport application.
- It is recommended to have 6 - 8 additional passport photos for other possible visa and document requirements. **PROFESSIONAL PHOTOS ONLY!**

1 signed BLACK & WHITE copy of the picture & information page of your passport. **IMPORTANT:** it must be valid until 6 months after your program end date. This is December 2013 for students participating in Fall 2012 – Spring 2013 programs. If you do not have a passport, see below for more information. You will need to submit proof of your passport application in lieu of the photocopy.

STEP 4 – Group Meeting & Interviews

After online application is **SUBMITTED, there will be a FINAL GROUP** meeting with International Services. There will be three meetings to choose from during the second week of class, January 23rd, 2012. Please RSVP for the meeting of your choice through the Facebook group mentioned above.

- All important information will be sent through the Facebook group so it is very important that you join the group. If you are not on Facebook for personal reasons, please speak to Marisa about your concerns.
- Interviews will take place the week of Jan. 30 - Feb. 3, 2011 (third week of class)

*SSU PRIORITY DEADLINE – Thursday, Dec. 1st 2011**

*Official CSU IP Deadline – Thursday, December 15th 2011 (11:59 p.m. online)
Fall 2012 - Spring 2013 Academic Year Programs*

Australia & South Africa ONLY - Spring 2013 - Fall 2013 academic year programs

SSU Priority Deadline - April 15th 2012, Official CSU Deadline May 1st 2012**

Due to a high volume of applications the Priority Deadline allows the advisor more time to review your application.

Be sure to consult the **CSU International Program Applicant Guide** for frequently asked questions and interview and essay tips! **Online at:** <http://www.sonoma.edu/is/abroad/>.

GET A PASSPORT! Because of the time involved in obtaining a passport, applicants are **STRONGLY** advised to apply for one even before selection results are known. (The process can take up to 3 months.) Information on how to get a passport can be found at <http://travel.state.gov/passport>. Please type your name as it appears on your passport (if you have not applied for a passport you should do so immediately!).

OTHER RECOMMENDED FACEBOOK PAGES – “Like” to get connected to more opportunities!

INTERNATIONAL SERVICES FACEBOOK PAGE – Get updates and invitations to internationally related activities and events like scholarships, teaching abroad, etc. Go to: <http://www.facebook.com/SSUInternationalServices>

STUDENT CLUB FACEBOOK PAGE – The **International Education Exchange Council (IEEC)** is a Sonoma State University recognized student club which is a network of students applying to study abroad, study abroad program alumni and international students. Go to: <http://www.facebook.com/SSUIIEEC>