

## CSU International Programs Application Procedures

All materials are online at <http://www.sonoma.edu/sas/is/abroad/forms.shtml>.

### STEP 1 – Application Workshop, First Draft & Application Approval Meeting:

- Complete first draft of CSU IP Application (all pages handwritten on attached application including a typed Statement of Purpose) READ THE CSU APPLICANT GUIDE on the website above for tips and detailed explanation of questions & essay. For Application Approval meeting, the Statement of Purpose will need to be two pages, double spaced, 12 pt font, separate from the application.
- Schedule appointment with Advisor for application review and approval (appointments available November 2, 2009 through January 27, 2010). This will be a 30 minute appointment, please come prepared with your complete the application and any questions you might have. Students with incomplete applications will not be seen and will need to reschedule an appointment. Due to the increased number of student applicants, it may be very difficult to find another appointment before the deadline, **SO COME PREPARED!**
- Contact and confirm your TWO faculty recommenders (three if Foreign Language Recommendation is required). At least one recommendation form should be completed by a faculty member in your major. If undeclared, speak to the Study Abroad advisor about your options.
- Join the SSU Study Abroad Applicant Group on [www.facebook.com](http://www.facebook.com) – search for “**SSU Study Abroad Applicants 2010**” If you need help signing up for facebook or having trouble finding the group, please stop by the International Services front desk.

### STEP 2 – Upon Advisor Approval (after appointment with Advisor):

- Submit Study Abroad Application **ONLINE** (you will receive the website location at your Application Approval Meeting). **Must be submitted online no later than 11:59 p.m. on Monday, February 1<sup>st</sup>, 2010.**
- 2 Faculty Recommendation Forms (typed or hand-written OK). Due by February 1<sup>st</sup>.
- Foreign Language Recommendation Form (if required by Study Abroad advisor). Due by February 1<sup>st</sup>.
- University Transcripts – **OFFICIAL** from SONOMA STATE and ALL previous institutions (Submit in person to International Services). 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 after your application is complete during the first week after the deadline. If you are taking classes at another institution, make sure your fall 2009 grades are included. Hutchins students need to obtain GRADE EQUIVALENCIES from the Hutchins Department Office for LIBS 101, 102, 201 & 202 (if completed Fall 2009 or earlier).
- 2 passport sized photos (approx. 2" x 2") – (can be done at International Services starting early Dec. – please inquire for details) \*It is recommended to have 6 - 8 additional passport photos for other possible visa and document requirements.
- After online application is SUBMITTED, FINAL **GROUP** meeting with Study Abroad Advisor. There will be three meetings to choose from during the first week of February. Please RSVP for the meeting of your choice through the facebook group mentioned above.

*SSU FIRST DRAFT Recommended Deadline – Dec. 15<sup>th</sup> 2009\**  
*Official CSU IP Deadline – Monday, February 1<sup>st</sup> 2010 (11:59 p.m. online)*  
*Fall 2010 - Spring 2011 academic year programs*

*South Africa Program - Spring 2011 - Fall 2011 academic year program*

*SSU Recommended Deadline - April 15<sup>th</sup> 2010\*, Official CSU Deadline May 1<sup>st</sup> 2010*

*\*Due to a high volume of applications the Recommended 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/sas/is/abroad/forms.shtml>

**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. 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!)

**INTERNATIONAL SERVICES FACEBOOK GROUP** – Please join the **SSU International Services** Facebook group to get updates and invitations to internationally related activities and events. Join the group online by searching for **SSU International Services**.

**STUDENT CLUB FACEBOOK GROUP** – Please join the **International Education Exchange Council (IEEC)** Facebook group. 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. Join the group online by searching for “**Sonoma State IEEC**”!