

Instructions

1. Please bring with this form a catalog and course descriptions from the institution at which you wish to study.
2. Contact the International Center for school accreditation approval, UH-235, 909.537.5193.
3. Petition International Admissions for accreditation approval, UH-171, 909.537.7371.
4. Petition the Chair of the Department of the course for Major approval.
5. Petition the Graduation Supervisor in Records, Registration and Evaluations for General Education credit, UH-171, 909.537.5200, ext. 3222, If applicable.
6. You will need our Financial Aid office to sign off that you have been advised as to your financial aid coverage, If applicable.
7. After you secure all the required signatures, please return to the International Center to complete this process.
8. Education Leave for Study Abroad Programs is approved for up to one year. Upon your return, in order to ensure access to CSUSB registration, you will need to fill out the reactivation form available in our Records Office.
9. You must purchase some form of adequate health insurance for the duration of our time abroad. The International Center has a plan available for those interested.
10. Please be advised that you will need to obtain two (2) transcripts upon completion of your program: one for Records, Registration and Evaluations, and one for your use.