

How To Create a New CSUN Account (Steps to Submit Non-Degree Student Application)

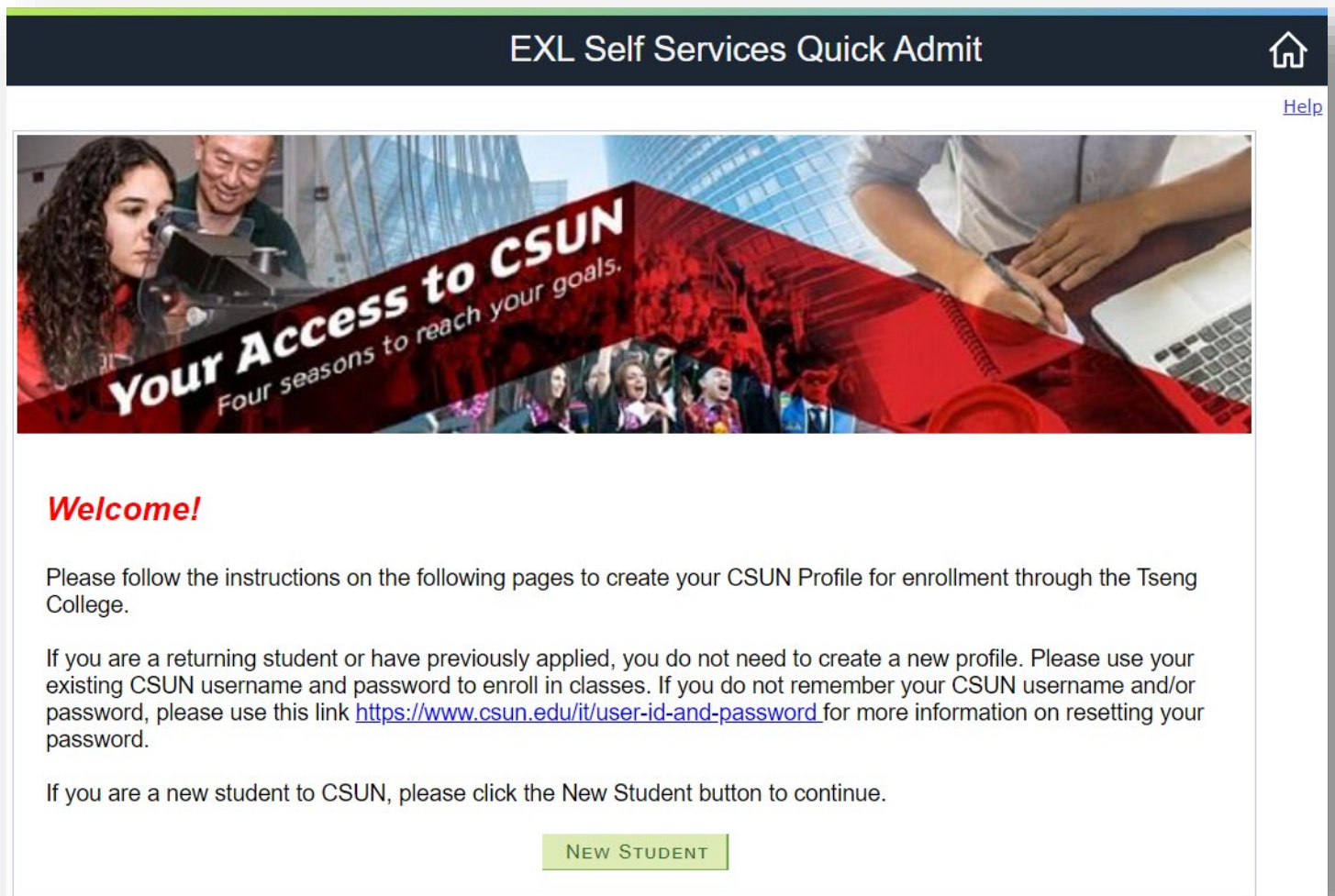
Follow the steps submit the non-degree student application:

Step 1

When you click on the [non-degree student online form](#), you will go to the webpage in Step 2 (below).

Step 2

Click **NEW STUDENTS**.



EXL Self Services Quick Admit

[Help](#)

Your Access to CSUN
Four seasons to reach your goals.

Welcome!

Please follow the instructions on the following pages to create your CSUN Profile for enrollment through the Tseng College.

If you are a returning student or have previously applied, you do not need to create a new profile. Please use your existing CSUN username and password to enroll in classes. If you do not remember your CSUN username and/or password, please use this link <https://www.csun.edu/it/user-id-and-password> for more information on resetting your password.

If you are a new student to CSUN, please click the New Student button to continue.

NEW STUDENT

Step 3

Enter in all the required data indicated by an asterisk (*), then click **CONTINUE**.

IMPORTANT: The information **MUST** be your personal information, to establish a student record.



Please enter the following data to create your CSUN profile for enrollment through the Tseng College.

* indicates required data

Name Prefix:

*First Name:

Middle Name:

*Last Name:

To prevent a duplicate record from being created, please enter your Social Security Number (SSN). If you prefer not to enter your SSN, please check the box.

Prefer not to provide Social Security Number

Social Security Number:

*Country:

*Address 1:

Address Line 2

Address Line 3

Address Line 4

*City:

State:

Postal Code:

*Date of Birth:

*Gender:

A mobile phone number and/or an email address are required to receive a temporary password for MyNorthridge Portal.

*Contact Phone:

Additional Phone

*Email Address:

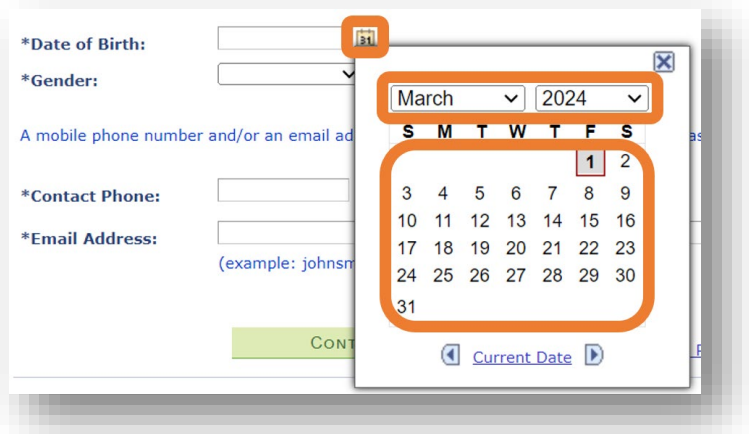
(example: johnsmith@company.com)

CONTINUE

[View Privacy Policy](#)

Additional support for each section (see next page):

- For ***First Name**, enter your given name. Note: There are character limits for all three name boxes. If your name does not fit in the space provided, remove the spaces, but capitalize the first letter of each name to distinguish the combined names.
- For ***Last Name**, enter your family name. Note: There are character limits for all three name boxes. If your name does not fit in the space provided, remove the spaces, but capitalize the first letter of each name to distinguish the combined names.
- For **Social Security Number**, if you do not have or wish to provide the number, then mark the “Prefer not to provide Social Security Number” box
- For the ***Country** section, select your home residency country from the list.
- For ***Address 1**, enter your home residency country street address; use additional address row, as needed.
- For ***City**, enter your home residency city.
- For **State**, select your state or province from the list. This is an optional field.
- For **Postal Code**, enter your home residency postal code. This is an optional field.
- **IMPORTANT** > For the ***Date of Birth** section, enter your date of birth, using the calendar button, to avoid errors with the date format. Note: select Month, Year, and Day on the calendar.



- For ***Gender**, select your gender from the list.
- For ***Contact Phone**, enter your **mobile number** and include your **country code**. **DO NOT INCLUDE SPACES**. [Example: Korea Country Code: +82; enter: +821234567890]
- For ***Email Address**, enter your email address.

Step 4

Select **Program to Enroll** from the list.

Note:

- Select **The Tseng College - Non-Credit**, if planning to enroll for Continuing Education Units.
- Select **The Tseng College - Undergraduate Credit**, if a baccalaureate degree is NOT earned OR
- Select **The Tseng College - Graduate Credit**, if a baccalaureate degree IS or will be earned prior to the term you plan to enroll.

How to select Program to Enroll:

- **Undergraduate Credit:** *If you have not earned a baccalaureate degree*
- **Graduate Credit:** *If you have earned a baccalaureate degree or will receive one prior to the selected term, even if you are enrolling in undergraduate classes*
- **Non-Credit:** *If you are taking a course that is for Continuing Education Units*

How to select term to enroll

- Please select the term in which you plan to enroll or the current term.

*Program to Enroll:

*Term to Enroll:

Select the appropriate **Term to Enroll**, then click **SUBMIT**.

How to select Program to Enroll:

- **Undergraduate Credit:** *If you have not earned a baccalaureate degree*
- **Graduate Credit:** *If you have earned a baccalaureate degree or will receive one prior to the selected term, even if you are enrolling in undergraduate classes*
- **Non-Credit:** *If you are taking a course that is for Continuing Education Units*

How to select term to enroll

- Please select the term in which you plan to enroll or the current term.

*Program to Enroll:

*Term to Enroll:

Step 5

The following **Congratulations** screen will be displayed, along with a message. *Note: Please allow 24 hours to receive an email.*



Congratulations!

You have successfully created your CSUN Profile for enrollment through the Tseng College. You will receive an email shortly from the Tseng College Office of Admissions, Registration and Client Services (ARC) that contains your new CSUN Username, Email, and Student ID number. If you do not receive this email within 24 hours, please contact the Tseng College at (818) 677-2504 or collexl@csun.edu.

Step 6

The following automated email will be sent to the email you provided. Use your student profile information to “Activate Your CSUN Account”.

Save your CSUN User ID/Username, CSUN Email Address, and CSUN Student ID (including your newly created password, after activation) in a secure place.

Note: Check your spam/junk folder, if you do not receive this email in your inbox.

