

## IEP to CSUN – ADMISSION & SEVIS TRANSFER

*The process is the same for all IEP students regardless of having conditional admission or not.*



### 1. I'm ready to move from IEP to CSUN to be a full-time F-1 student. What's the first step?

- If you have not applied to CSUN before, do that first at <https://www2.calstate.edu/apply/international>
- If you have already applied to CSUN (even for a previous semester), work with International Admissions located in Bayramian Hall (BH 160), 818.677.3760, [intladm@csun.edu](mailto:intladm@csun.edu).
- You can look up your individual advisor at <https://www.csun.edu/admissions-records/international/advisors>.



### 2. What documents does CSUN require for admission?

See the list of required documents at <https://www.csun.edu/admissions-records/international/applicants>

Notes to IEP Students who are Conditionally Admitted to CSUN.

- Be prepared submit UPDATED financial information. CSUN requires a CURRENT Bank Statement / Bank Letter / Government Sponsorship Letter, and a CURRENT CSUN Affidavit of Financial Support Form <http://www.csun.edu/anr/forms/affidavit.pdf>
- Very often **unofficial** transcripts are used to obtain conditional admission. If you have a conditional admission letter, look to see if it includes turning in OFFICIAL transcripts for admission to the university.
- If you are using an IEP TOEFL waiver for admission, you do not submit the TOEFL waiver to BH 160. After the last day of IEP, signed TOEFL waivers are sent from the IEP Academics office to BH 160. It takes a few days for BH 160 to receive and process them.

**Remember: CONDITIONAL ADMISSION is NOT the same as (ACTUAL, REAL, OFFICIAL) ADMISSION to CSUN!**

### 3. How can I transfer to CSUN?



Once officially admitted to CSUN, submit the Request form “IEP Transfer in SEVIS to CSUN” by email or in person.

- Submit form to ARC (Admissions, Registration, and Client Services), located on the Second Floor of the Extended University Commons (EU) Building. Open 8:00 am to 5:00 pm, Monday through Friday ~ (818) 677-2504 ~ [danielle.g.keesee@csun.edu](mailto:danielle.g.keesee@csun.edu) ~ [lesa.green@csun.edu](mailto:lesa.green@csun.edu) ~ [ayda.vardumyan@csun.edu](mailto:ayda.vardumyan@csun.edu) ~ [collexl@csun.edu](mailto:collexl@csun.edu)
- Your I-20 can be transferred in SEVIS only AFTER you are officially admitted to CSUN in SOLAR.

### 4. When can I transfer?



**Within the 60 days following the last day of the IEP session**

- Transfers from IEP to CSUN occur after completing a summer session, at the end of spring (in May) or the end of fall (in December).
  - You cannot transfer out after completing a session in March or October.
- You must TRANSFER to a new school within 60 days after you finish at your current school, but once transferred in SEVIS, you can relax and wait for the new school to begin. Once you are transferred in SEVIS, you can travel in and out of the U.S. as often as you wish (or not leave the U.S. at all. Your choice).

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### 5. Where can I get my transfer I-20?



**International Admissions (BH 160) will have your new (transfer) I-20.**

You can look up your individual advisor at <https://www.csun.edu/admissions-records/international/advisors>.

Look for your International Admissions Advisor by your last name.

- Although you receive your transfer I-20 from BH 160, after that, your international office for all SEVIS-related matters is the International and Exchange Student Center (IESC). <https://www.csun.edu/international/new-students> 818.677.3053

### 6. I plan to travel before CSUN starts. Can I get a travel I-20?



**Yes, but do NOT make airline reservations to leave the US on the last day of IEP if you want to have your transfer I-20 with you when you leave. Give International Admissions, in BH 160, a few days, at least, to process your I-20.**

- Work with International Admissions regarding how to receive your transfer I-20. It can be picked up or sent to your country (if you cannot wait to get your I-20 from them before leaving the U.S.)

### 7. Can I transfer out early?



**NO.**

- **However, if you are admitted to CSUN before your last IEP session ends, your transfer can be entered in SEVIS early, and a RELEASE DATE can be set up for an automatic transfer on a future date.**
- **The earliest your I-20 can be RELEASED in SEVIS is the last day of IEP, and it is impossible for your new school (CSUN) to access your SEVIS record to issue your I-20 before the release date.**
- The advantage to requesting a SEVIS transfer early: IESC can see your name in their SEVIS database as soon as your transfer is entered into the Tseng College SEVIS database. And although you cannot receive your I-20 early, you can take care of IESC requirements early. IESC only allows students who have been transferred into CSUN in SEVIS to attend their mandatory orientation, submit required documents, etc.
- This means that it may be possible to register (enroll) into CSUN classes even before IEP has ended or before your I-20 has actually been released to CSUN!
- Of course, when transferring after IEP ends, you can simply be transferred in SEVIS upon request. Just make sure to transfer out before your 60-day grace period ends.

### 8. I paid IEP tuition for next session already, how can I get that money?



**Contact Tseng College Finance for refunds or to move IEP tuition paid to CSUN tuition.**

[tsengfinance@csun.edu](mailto:tsengfinance@csun.edu) Located in EU 240 (818) 677-4174

- Make sure any past due IEP tuition or other IEP fees are paid before transferring from IEP to CSUN.

### 9. Misc.

- Your presence in the U.S. is not necessary for a SEVIS transfer; you can arrange a transfer regardless of your physical location.
- You can leave the U.S. without your transfer I-20 with no problem, but you must have the I-20 from the Transfer-In school (CSUN) when re-entering the U.S.
- No signature is required on page 2 of your I-20 when you travel between IEP and CSUN. This is only true when travelling between schools. Once CSUN begins, make sure to request a travel signature from IESC before travelling!