

**APPLICATION FOR INTRASYSTEM VISITOR ENROLLMENT**

*This application is to be used by California State University students in state-supported program who wish to enroll as a visitor at another CSU campus for a specified term. Students who wish to enroll concurrently at their home and host campus should use the AICE form.*

**PART I. TO BE COMPLETED BY STUDENT**

**(A) STUDENT INFORMATION**

- 1. Home CSU \_\_\_\_\_ 2. Student ID# \_\_\_\_\_
- 3. Legal name \_\_\_\_\_  
 Last First Middle Maiden
- 4. Social Security #\* \_\_\_\_\_ 5. Date of birth \_\_\_\_\_  
 \* Not used as an ID number and will not be communicated to third party.
- 6. Mailing address \_\_\_\_\_  
 Street # City State Zip
- 7a. Primary telephone # \_\_\_\_\_ 7b. Campus e-mail \_\_\_\_\_
- 8. Major field and/or credential objective \_\_\_\_\_
- 9. Class level at time of planned enrollment: Freshman Sophomore Junior Senior Graduate Postbaccalaureate
- 10. Are you currently receiving financial aid, tuition benefits, or fee waivers at your home CSU? Yes No
- 11. Do you plan to receive financial aid, tuition benefits, or fee waivers during your Visitor Enrollment term? Yes No

**(B) PROPOSED ENROLLMENT**

- 1. Host CSU \_\_\_\_\_ 2. Term of enrollment: (Fall/Spring ) \_\_\_\_\_ Year \_\_\_\_\_
- 3. Have you previously attended the proposed host CSU? Yes No If yes, indicate term(s) year(s) \_\_\_\_\_
- 4. Planned course(s) at host CSU \_\_\_\_\_

Listing of course(s) planned at host campus: Students must work with their advisor to ensure coursework completed at host CSU meets needed requirements.

Course(s) at Host CSU (Course + Title)	Units	Equivalent Course or Requirement at Home CSU (Course + Title OR Requirement)	Units	Home CSU Approval (Advisor/Chair signature)

I certify that the information I have entered above is true and that I have read and understand the eligibility requirements, enrollment conditions and procedures as stated.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that I have reviewed the student's current academic program plan, and that the courses listed above will be accepted and applied toward the student's degree requirements.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II. TO BE COMPLETED BY HOME CSU**

**(A) REGISTRAR'S CERTIFICATION**

Residence status for fee purposes: Resident Nonresident

International (Visa) student at time of enrollment: Yes No

Maximum total units approved \_\_\_\_\_

I certify that this student's residence and academic status are correct according to the official records of this campus, that the student is eligible as of this date to register as a continuing student, that the student qualifies for temporary transfer in accordance with Section 40808 or 41030 of Title 5, that the student has complied with pertinent health-related requirements, and that this institution approves this request for temporary enrollment for one term only.

**(B) FINANCIAL AID CERTIFICATION**

Student has applied for financial aid during the Visitor Term: Yes No

If Yes, include a copy of the Financial Aid Term Summary.

What enrollment status is the financial aid on the Term Summary based on? FT TT HT

What date is the student's financial aid scheduled to be released? \_\_\_\_\_

Notes \_\_\_\_\_

Financial Aid Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**PART III. TO BE COMPLETED BY HOST CSU**

**(A) APPLICATION DECISION**

Approval for enrollment at host campus: Granted Denied Date \_\_\_\_\_

Remarks \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**(B) REGISTRATION CONFIRMATION**

The student registered: Date \_\_\_\_\_ Number of units \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Host CSU \_\_\_\_\_

## **POLICIES AND PROCEDURES FOR INTRASYSTEM VISITOR ENROLLMENT**

### **Eligibility Requirements**

Student participation in the Intrasystem Visitor enrollment program is at the discretion of the appropriate campus authority at both the home and host campuses.

#### ***Undergraduate***

1. Student has completed at least one term at the home campus as a matriculated student in a state-supported program and earned at least 12 units there. Programs through Extension/Professional and Continuing Education are not eligible.
2. Student has a grade point average of 2.0 in all work completed at the home campus and is in good standing at that campus. Good standing applies to both academic and disciplinary standing.

#### ***Graduate***

1. Student has completed at least one term at the home campus as a matriculated student in an authorized graduate program and earned at least 12 units there. Programs through Extension/Professional and Continuing Education are not eligible.
2. Student has the minimum grade point average required by their home campus and is in good standing at that campus. Good standing applies to both academic and disciplinary standing.

### **Enrollment Conditions**

1. Approval of Visitor enrollment is valid only for the term specified and is subject to space availability and registration priority policies at host campus.
2. Academic advisement is available only at the home campus.
3. Evidence of completion of course prerequisites may be required at the host campus (i.e., personal transcripts or grade reports).
4. Financial aid is available only through the home campus and students eligible for veterans, rehabilitation, social security and other federal, state or county benefits must secure eligibility certification through the home campus.
5. Participation in student activities at the host campus is subject to any limitations that may exist at that campus. Similarly, student union facilities will be available according to policies at each campus.
6. Parking on the host campus will be available on the basis of a term fee within campus parking availability or on a daily fee basis.
7. Information concerning host campus identification card policies will be available at the time of registration.

### **Procedures**

1. Student completes application and submits to the Registrar's/Records office at home campus at least two weeks before first day of classes at both campuses. Contact host campus for deadlines, if any.
2. Home campus registrar designee completes Part II in consultation with Financial Aid Office, and forwards to host campus registrar designee if approved, or returns to student, if disapproved. The approved application may be given to student so that they can submit it to host campus.
3. Host campus registrar completes Part III-A and provides a copy to student with registration instructions.
4. Student registers at host campus presenting approved copy(ies) of the application. Tuition and fees are assessed and charged.
5. Host campus completes Part III-B and submits back to home campus so that (1) Registrar can put on placeholder course; and (2) Financial aid, if eligible, can be processed – including any adjustments to the student's Cost of Attendance budget.
6. The home campus is responsible for all enrollment reporting and processing of aid. Official notification will be provided by the host campus to the home campus if there are any changes to the student's enrollment.
  - A partial reduction of courses/units may impact the student's enrollment status and aid eligibility.
  - A full withdrawal may result in the home campus having to perform a Return to Title IV Aid calculation (or Return to CSAC for State Aid).
7. Permanent academic records will be maintained at the campus where courses are completed. A record of credit earned at a host campus will be available to the student and to the home campus upon request by the student or registrar of the home campus.