

Students Award Application Instructions

Please read the following instructions and criteria. Have all required documentation available before beginning the application. For your award application, you will be using a modified version of the system to request a permission number. Therefore, ignore an email you receive regarding an application for a permission number. This email is intended to acknowledge receipt of your award application and submission of the requested information.

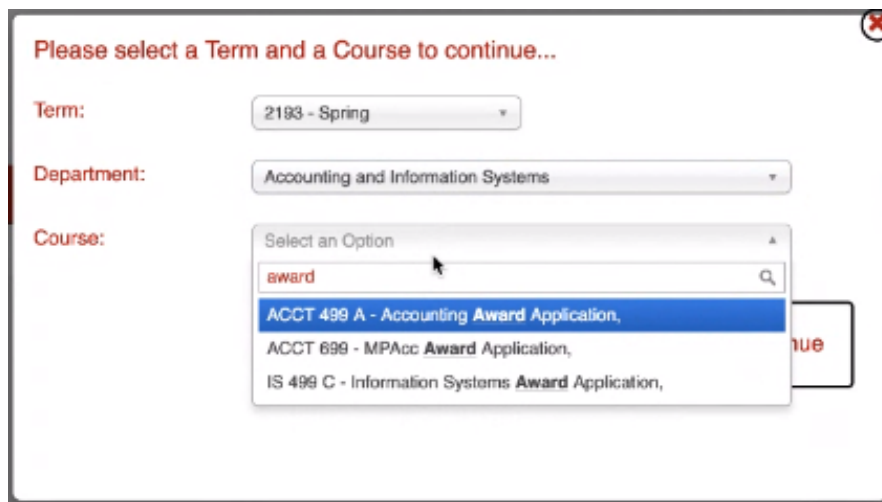
Minimum Criteria:

- ✓ Accountancy students must be enrolled in ACCT 351 or higher
- ✓ Information Systems majors must have completed IS 312
- ✓ ACSUN and overall GPA of 3.0 or higher

Application Instructions:

1. Access <https://csunsaps.com> and select "I'm a Student"
2. Login with your CSUN User ID and Password
3. Click "Request a Permission Number"
4. Click "Accept"
5. Select the Term: "2193 – Spring"
6. Select the Department: "Accounting and Information Systems"
7. Under Select Course, type in "award" to get the below drop downs for your selection:

- **Accountancy students (or double majors):**
Select "**ACCT 499 A - Accounting Award Application**"
- **Information System majors:**
Select "**IS 499 C - Information Systems Award Application**"



The screenshot shows a web form titled "Please select a Term and a Course to continue...". It has three main sections: "Term:" with a dropdown menu set to "2193 - Spring"; "Department:" with a dropdown menu set to "Accounting and Information Systems"; and "Course:" with a search box containing "award". Below the search box, a dropdown menu is open, showing three options: "ACCT 499 A - Accounting Award Application," (highlighted in blue), "ACCT 699 - MPAcc Award Application,", and "IS 499 C - Information Systems Award Application,". A red "X" icon is in the top right corner of the form area.

- **Master of Professional Accountancy (MPAcc)**
Select "**ACCT 699 - MPAcc Award Application**"
8. In the Comment/Notes box, you **must** provide the following information:
 - ✓ Student club participation (e.g., student organization membership/officer/director, etc.)
 - ✓ Any offer received from an employer in the last year (e.g., SLP/internship/full-time)
 - ✓ Expected date of graduation

9. Before submitting your application, you must attach the following:
 - ✓ Your professional photo in .jpg format
10. Click the course section box under “Section Available”
11. Click “SubmitRequest”

Please note: You must purchase a ticket and be present at the Awards Banquet in order to receive the award (if awarded). To purchase the ticket, please visit: <https://www.csun.edu/acctis/annual-awards-banquet>

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