Begin the online CSU IP Application as early as possible!


Click on ‘Log In’ to create an online personal account and review eligibility requirements on the CSU IP website. Pay particular attention to the Eligibility Requirements as published on the IP website, as well as the information about the academic program.

You do not need to complete the application all at once, but be sure to click ‘SAVE’. Do not click SUBMIT until you are completely finished with the application. Bring any application questions you may have to the IP Coordinator, Monica Schechter.

Begin ‘Statement of Purpose’ early in the application process and visit the ‘Writing Center’ in 10-138 for assistance, if needed. Be sure to have someone proof-read your statement as it is one of the most important sections of your application.

Passport: All applicants are advised to apply for their passports immediately! You must list your passport number on the IP online application and provide us with a copy of your passport.

Student Visa: Students going to countries that require them to obtain a student visa should not plan to travel during the summer prior to the published IP program departure dates. Your presence in California (or your home state) may be mandatory for visa application purposes. Your passport is needed at the Consulate Office in order to process your student visa.

CSU IP Costs: The estimated cost for participation in the CSU International Programs varies from country to country, but, on average, the cost to spend a year abroad on IP is comparable to studying at the CSU for a year. The total cost varies depending on several factors: the cost of living in your host country, the local rate of inflation, the currency exchange rate, the length of the academic year, and your own spending habits.

While overseas you pay for the same expenses you pay for now in California, including rent, food, registration fees (non-resident students pay additional non-resident fees)*, and personal expenses. In addition, there will be costs for transportation and vacation travel.

*$400 fee
**STEP 2**  Submitting Application – **Deadline: February 1st**

Submit CSU IP Application **ONLINE**. Must be submitted online no later than 11:59 p.m. on **FEBRUARY 1ST**, to be considered ON TIME.

*To ensure a successful application, please note that all items listed below can be turned in as soon as each one is completed. **DO NOT** hold documents – we have A LOT of documents to process so please help us by turning in documents as you receive them.*

**STEP 3**  Submitting Application – **Deadline: February 1st**

**a. Submit your OFFICIAL transcripts by February 1st to the International Center (52-E32) from all previous institutions.** We suggest that these transcripts be mailed to you. Keep the transcripts sealed (unopened) and deliver them to the International Center 52-E32 **in person**. We recommend that you request your transcripts NOW, for any colleges you attended prior to Cal Poly. Request your official Cal Poly transcript at your Cal Poly Portal and be sure to **include your Fall Quarter grades**. Students must submit an official paper copy of their transcripts. Again, we request that your transcripts be sent to you, keep them sealed, and deliver them in person to the International Center (52-E32).

**ORDERING OFFICIAL TRANSCRIPTS**

1. Sign in to your my.calpoly.edu portal.
2. Go to the “Academics” tab and then to the “Degree Information” channel and choose “Official Transcript.”
3. Click “Register with Parchment Exchange” and request your transcripts. This will be the only time you will need to register with Parchment Exchange if accessing through your secure my.calpoly.edu portal.

**b. Deliver a copy of your passport to the International Center by February 1st.**

Please see Monica Schechter in the International Center (52-E32) if you need any assistance with your CSU IP application.

**STEP 4**  After Acceptance

Students will receive many documents to complete from the **Office of International Programs**, the program administrators in the CSU Chancellor’s Office in Long Beach. Students are encouraged to meet with their Advising Center to complete the Academic Advising form. Complete a GE Study Abroad Course Form available in the Cal Poly International Center.

**STEP 5**  Cal Poly International Center Fee

Students pay a non-refundable $400 International Center fee after acceptance that will be charged to their student account at Cal Poly.
POLY PLANNER:

- Students who are participating in the Cal Poly affiliate partner programs do not add the courses for the terms they are abroad into the Poly Planner, since they involve transfer credit. You will simply validate the quarters you are abroad, but do not enter specific courses. Please enter your courses into the Poly Planner for the quarters you will be at Cal Poly.

During Your Study Abroad Program:

- If you find that there has been an unexpected change in course offerings (i.e. cancelled course/schedule conflict), you should seek informal advice about any new General Education course choices by emailing or phoning the Cal Poly Evaluations Office (Evaluations@calpoly.edu 805-756-2396). For Major courses please contact your Advisor or Advising Center.

Returning to Cal Poly State University:

TRANSCRIPTS

At the conclusion of the student’s study abroad experience, the Office of International Programs (OIP) evaluates, translates and reports all courses in which the student was enrolled, units attempted, and grades earned to the student’s home campus on what OIP refers to as an “Academic Report”. The Academic Report is the official and the only academic record provided for the entire year abroad. Mid-year reports are not provided.

- The Academic Report is automatically provided to each student (which is sent to the student’s permanent address on file), the student’s Study Abroad Office and the Registration/Records Office at his/her home campus for posting to the student’s CSU academic record.

- Due to the variances in grade reporting procedures, the complexities of translating academic information into CSU terms, and host university office closures between semesters and for holidays, it can take a minimum of four months (and sometimes longer depending on the program and specific circumstances) from the date that the program ended to finalize reports. This means that for programs ending in July (Chile, Germany and Japan), reports may not be sent until November. Note that in the case of France (Paris), Germany, Ghana and Sweden, reports may take six months or longer to process due to differences in reporting systems used by institutions in these countries.

- Once the Office of the Registrar receives the Academic Reports there are two steps. First the Records Unit completes the transcript entry. This can take approximately 2-3 months. Second the Evaluations Unit adds the appropriate credit to your Degree Progress Report. This second step can take an additional 4-6 weeks.

- Given the timing of the transcripts, and the processing time noted above, CSU IP transcripts will not be entered in time for Fall and possibly Winter registration. It may be necessary to ask for permission numbers to register for GE or major courses for Fall and Winter terms.
FINANCIAL AID/SATISFACTORY ACADEMIC PROGRESS:

• The federal government mandates that every financial aid student be subject to Satisfactory Academic Progress (SAP) guidelines in order to continue to receive financial aid. Cal Poly students are required to complete a minimum of 75% of units attempted for the preceding academic year, maintain a cumulative 2.0 GPA and to complete degree requirements in 18 terms or less. SAP is reviewed annually at the end of spring term for the proceeding summer, fall, winter and spring. Students who fail to meet SAP requirements are not eligible for financial aid for the subsequent award year. Students who study abroad and are receiving transfer credit have until the end of the following summer to have transcripts sent to and evaluated by Cal Poly. If transcripts have not been received, or have been received but not yet reviewed at the end of summer, students will be SAP disqualified for fall. Students may appeal their SAP disqualification status by turning in an SAP Appeal Form, completing the requirements in Section A, and explaining their mitigating circumstance.

• Given the timing of the transcripts for this program (CSU IP), and the required processing time noted above, students who receive financial aid will not meet SAP for the Fall term and possibly Winter. You will be notified that you do not meet SAP by financial aid and you will need to appeal for Fall and possibly Winter. Be prepared to complete this process.

• For more information, see the Satisfactory Academic Progress policy: http://financialaid.calpoly.edu/_finaid/policies/sap.htm.