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## GUIDE FOR INCOMING DIRECT EXCHANGE STUDENTS

### APPLYING TO THE CSULB DIRECT EXCHANGE PROGRAM

In order to apply to CSULB's Direct Exchange Program, you **must** first be nominated by the exchange coordinator at your home university. Once you are nominated for our Direct Exchange Program, you will receive the link to our application from the advisor at your university. Read through the instructions on the front page. This will help you once you have started your application. Then click the "Apply Now" button and begin your application.

CSULB Inbound Exchange	
Long Beach, United States (Exchange Program) (Incoming Program)	
Program Terms:	Academic Year, Calendar Year, Fall, Spring, Summer
Program Homepage:	<a href="#">Click to visit</a>
Program Dates & Deadlines:	<a href="#">Click here to view</a>

Apply Now   Print

Be sure to indicate that you are a Non-CSULB new user.

**Please indicate how you will be logging in:**

- Current CSULB student or faculty member (Username = CSULB ID number; password = mycsulb password.)
- Login credentials to this site that I received by email.
- Non-CSULB new user.

Then fill out the new user form. Please fill out this information based on what is written on your passport. **Do not use nicknames or special characters** (i.e. accent marks, ñ, etc.) when filling out your application.

You will then be emailed log in credentials. Use this information to log into your account and access the application. Once logged in you can edit profile information and confirm all personal details are correct.

Click on 'CSULB Inbound Exchange' located on the left of the screen to access your application to-do list.

You will be required to fill out all the questionnaire items and submit all documents in **PDF format**:

- **Academic Transcripts/Records in English**, including student's name
- **Class Selection Instructions and Agreement**
  - Your study abroad advisor at your home university should also sign this form before you upload it.

- **Class Request Form**
  - You will be selecting classes/modules for the upcoming semester only. We ask that you pick many classes/modules so that we have options in the event that classes/modules become filled. Please fill out ALL fields with DIFFERENT selections.
  - If there are any specific requirements that you need to fulfill while you study with us (number of credits to be taken, number of modules per subject, etc.), please be sure to identify these details.
  - Schedule of Classes: [http://web.csulb.edu/depts/enrollment/registration/class\\_schedule/](http://web.csulb.edu/depts/enrollment/registration/class_schedule/)
  - CSULB Course Catalog: <http://web.csulb.edu/divisions/aa/catalog/current/index.html>
- **Exchange Passport**
  - Be sure your passport is valid for at least 6 months after your intended stay at our university.
  - If your passport is expired or is expiring, upload your current passport anyway. Once you receive your new passport, you can email our office a copy and we will update your application for you.
- **Exchange Program Application**
  - Please fill out this information based on what is written on your passport. Do not use nicknames or special characters when filling out your application.
- **Statement of Financial Obligation**
- **Proof of Finances**
  - You must provide proof of 10,250.00 USD for one semester or 20,500.00 USD for two semesters. You may use a combination of government aid, loans, or scholarships, your own bank statement, and/or your parent’s or legal guardian’s bank statement to provide proof of financial support if need be
  - Bank holder’s name and available amount need to be in English
  - **Credit or investment accounts will not be accepted**

If you click “Save” for each questionnaire, you will be able to continue accessing that questionnaire and you are free to edit it, if needed. However, our office will not be able to access that questionnaire until you press “**Submit.**”

Once you have submitted each questionnaire, we will have access to your entire application and be able to review it. When you are accepted to our university, your application status will be changed to “Accepted.” You will be admitted to our university and receive instruction on how to activate your Beach ID and apply for on-campus housing. Please understand that the admission for all our exchange students is not automatic. It will take time to process all students.

### IMPORTANT DATES

Fall 2020		Spring 2021	
Suggested Arrival Period	August 15 – 17, 2020	Arrival Period	January 09 – 11, 2021
Orientation	August 18-21, 2020	Orientation	January 12-15, 2021
Classes Start	August 24, 2020	Classes Start	January 19, 2021
Holidays (campus closed)		Holidays (campus closed)	
- Labor Day	September 7	- Spring Break	March 29– April 2, 2021
- Veterans Day	November 11	- Cesar Chavez Day	March 31
- Thanksgiving	November 26–27		
Classes End	December 11	Classes End	May 7, 2021
Final Examinations	December 14 – 19	Final Examinations	May 10 – May 15, 2021

Last day of Semester	December 24, 2020	Last day of Semester	May 21, 2021
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## ACTIVATING YOUR BEACH ID

Our Inbound Team will email you instructions on how to activate your Beach ID once you are accepted and admitted to our university. Use the ID number and your birthdate to activate your account. Be sure you are entering your birthdate in the following format: **month/date/year**. If you have trouble activating your account, **please ignore the message you receive to contact the IT help desk. Please contact our office instead.** When asked to create a password, please use the one we provide you. This way, our office will be able to access your account and enroll you into classes/modules.

## ACADEMICS

### Class Selection:

Students can find all class (module) descriptions in the CSULB Catalog listed by subject. The Schedule of Classes will indicate which classes are being offered each semester so they can be sure to select options that are available.

- Schedule of Classes: [http://web.csulb.edu/depts/enrollment/registration/class\\_schedule/](http://web.csulb.edu/depts/enrollment/registration/class_schedule/)
- CSULB Course Catalog: <http://web.csulb.edu/divisions/aa/catalog/current/index.html>

Undergraduate students must be enrolled in a minimum of 12 credits and maximum of 18 credits. Graduate students must be enrolled in a minimum of 8 credits to maintain their visa status. However, if you are a graduate student and you decide to take undergraduate classes here, you will be expected to take 12 units per semester. Most classes are worth 3 credits however some may vary. Students should pay close attention to any pre-requisites that are required for the class.

### Registration:

Based on the class requests that you submitted with your application, our staff will be accessing your MyCSULB account to complete your class schedule for your first semester on campus. It is important to note that **class requests are not guaranteed**. If you see classes/modules in your online schedule **DO NOT CHANGE THEM** until you speak with an advisor. It is always our goal to finalize enrollment prior to student arrival however, due to this specialized process some schedules are finalized during the first 1-2 weeks on campus. While it is not suggested, students will have an opportunity to make changes to their schedules during the first two weeks of class if necessary. If you are staying with our university for two semesters, you will not be able to create your schedule for the second semester until the end of your first semester with us.

### Grading:

Each class will receive a separate grade mark (A, B, C, D, or F). Grades of A, B, and C are considered passing while D and F are considered below average and failing. Each of these marks are then averaged based on the number of credits assigned in what we call a Grade Point Average (GPA). For example, a 1 credit class will not affect the average as much as a 3 credit class. At the end of each term, the grade points earned are divided by the credits taken per class to determine the student's GPA. **Students must maintain a 2.0 GPA or C average to remain in the program.**

### Transcripts:

One original transcript will be sent free of charge to the student's home university. This usually happens within one month after the end of the semester after all grades are posted. Students are also able to request additional copies at a cost from Enrollment Services which are often valuable for future endeavors such as graduate school applications.

## ACCOMMODATIONS

If you are interested in on-campus housing, **apply as soon as you activate your Beach ID** (you cannot apply until it has been activated). *Please understand that placement in on-campus housing is not guaranteed. The sooner you apply, the better your chances of being placed.* If you are placed on a housing waitlist, we recommend that you look into off-campus housing options so that you have a back-up option if necessary.

**NOTE:** CSULB Housing costs do not include winter, spring break, summer, or fall break.

Housing during the fall/spring break is approximately \$200, and \$400 during the winter break.

If you are not placed in on-campus accommodations by the time you arrive at our university, you will have to find temporary housing until you find a more permanent place. Please refer to the **temporary housing options** listed below:

- [Motel 6](#)
- [Hotel Current](#)
- [Best Western](#)
- [Holiday Inn](#)
- [Residence Inn- Marriott](#)

When looking for off-campus options, please refer to the apartments our exchange students frequently stay with:

- [Beverly Plaza Apartments](#)
- [Park Avenue Apartments](#)
- [Elizabeth Manor](#)
- [Pacific View Apartments](#)



And homestay options:

- [CSULB American Language Institute](#)

*The following homestay options are NOT affiliated with CSULB*

- Homestay of Long Beach - [www.homestayoflongbeach.com](http://www.homestayoflongbeach.com)
  - Universal Student Housing - [www.ushstudent.com](http://www.ushstudent.com)
  - Homestay Services International - [www.homestayservices.com](http://www.homestayservices.com)
  - StudentLink International - [www.istudentlink.com](http://www.istudentlink.com)

Also, be sure to visit our [Facebook page](#) to get in touch with exchange students who are leaving our university and offering a place in their apartment. They may also be helpful in referring you to off-campus housing.

## VISA DOCUMENTS

Exchange students must apply for a J-1 visa. Once the admission process has been completed, our office will send your official acceptance letter and DS-2019 form via express mail to your home university's exchange coordinator. These items are required for the visa application. The information in your documents should match your passport. Please let us know **immediately** if they contain any errors.

Information about this visa can be found at this link: <http://j1visa.state.gov/participants/>

It is important to note that all exchange students must comply with their student visa regulations in order to remain active in their exchange program. This includes but is not limited to, maintaining the 2.0 GPA requirement, preventing any disciplinary action, and maintaining a full load of academic credits.

## HEALTH INSURANCE & IMMUNIZATIONS

### Health Insurance:

Students must enroll into our JCB Insurance plan. The policy averages \$500 - \$700 USD each semester. No exceptions or waivers to this coverage are allowed. Directions for enrollment will be sent to students by email after they are admitted into the exchange program.

### Required Immunizations:

All exchange students will be asked to provide proof of the required immunizations which are listed below.

1. Measles/Rubella: Required of **all** students
2. Hepatitis B: required of entering students if they are **18 years of age or younger** on their first day of class.
3. Meningitis vaccine: All students **21 years of age or younger**. We only accept Menactra or Menveo as proof.
4. Meningitis B (Trumemba or Bexsero): **Required for Housing students only**: Students who will be living in housing must complete all doses prior to moving into housing.
5. Tuberculosis: Some Incoming Exchange students will be required to send proof of a tuberculosis screening depending on which country you were born in. Our office will send you a notification if you are required to provide this immunization as the requirements can change from year to year.

If you are missing a required immunization or are unsure about its status, it is recommended you get these vaccinations in your home country as it can be quite expensive to get them after your arrival.

## ARRIVAL

Please consider the following information regarding transportation from the airport and directions to our campus.

California State University, Long Beach  
6300 E State University Drive Suite 230  
Long Beach, CA 90815

We recommend that you use one of the following airport shuttle companies to get to campus after your arrival:

1. Super Shuttle: [www.supershuttle.com](http://www.supershuttle.com)
2. Prime Shuttle: [www.primetimeshuttle.com](http://www.primetimeshuttle.com)
3. Shuttle2 LAX: [www.shuttletolax.com](http://www.shuttletolax.com) (this company shuttles to and from LAX)
4. You may also use a taxi, however, taxi fare from LAX to campus could run anywhere from \$40-60 and shuttles are generally much less expensive.

### From LAX, Santa Monica, West LA

Take the 405 South and exit at Bellflower Blvd. Turn left from the off-ramp and then make an immediate right on Bellflower Blvd. Continue to Beach Drive and turn left into campus. The Visitor Information Center will be on your right.

### From Orange County Airport (SNA)

Take the 405 North. Exits at Palo Verde, Studebaker, and Bellflower Blvd. To get to the Visitor Information Center take Bellflower Blvd. Turn left at Beach Drive. The Visitor Information Center will be on your right.

## ORIENTATION AND CHECK-IN SESSIONS

You are required to be at our university at the set **mandatory orientation date** (usually the Tuesday before classes begin). You will also be assigned an appointment window to be at our office sometime later that week. There, you will need to bring originals of the following documents:

- Copy of Passport
- Original DS2019 form
- Copy of J-1 Visa
- Proof of JCB health insurance

During your appointment, we will check to see if you have all the necessary documents. We will also use this time to address any concerns you may have.

## HELPFUL LINKS

Exchange Student Webpage: <http://www.ccpe.csulb.edu/international/about.aspx?pID=15>

Exchange Application: [http://global.ccpe.csulb.edu/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=10078](http://global.ccpe.csulb.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10078)

Mandatory Health Insurance: <https://student.jcbins.com/206>

CSULB Catalog: <http://web.csulb.edu/divisions/aa/catalog/current/index.html>

Schedule of Classes: [http://web.csulb.edu/depts/enrollment/registration/class\\_schedule/](http://web.csulb.edu/depts/enrollment/registration/class_schedule/)

Housing: <http://web.csulb.edu/divisions/students/housing/>

Housing Application: [http://web.csulb.edu/divisions/students/housing/campus\\_housing/application.html](http://web.csulb.edu/divisions/students/housing/campus_housing/application.html)