# The California State University
# Application for Intrasystem Visitor Enrollment

**IVE**

(See instructions on next page)

*This application is to be used by California State University students who wish to enroll as a visitor at another CSU campus.*

## PART I.    TO BE COMPLETED BY STUDENT

**(A)**  1.  Home campus_____    2.  Proposed host campus_____

3.  Semester/Quarter of enrollment at Host Campus: _____

4.  Home campus student ID #_____

5.  Have you previously attended the proposed host campus?    Yes ❐    No    ❐
   If yes, what was the last term of attendance? (term/year)_____

6.  Legal name_____
   | Last | First | Middle | Maiden |

7.  Social Security Number*_____    8.  Date of birth_____
   | | | Month | Day | Year |

9.  Mailing address_____
   | Street # | City | State | Zip |

10a.  Home telephone # (    )_____    10b.  Message telephone # (    )_____
   10c.  FAX #  (    )_____    10d.  E-Mail_____

11.  Class level at time of planned enrollment:
   ❐ Freshman        ❐ Sophomore        ❐ Junior        ❐ Senior        ❐ Graduate        ❐ Postbaccalaureate

12.  Major field_____    and/or credential objective_____

13.  Are you receiving financial aid?   Yes ❐      No ❐

**(B)**  Listing of course(s) planned at host campus: Care should be taken to assume that coursework at host campus can be used to meet home campus requirements.

| Courses at Host Campus (Use additional sheet if necessary) | Units Q | S | Equivalent Courses at Home Campus | Units Q | S | Dept. Chairman Approval |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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_____

## PART II.    TO BE COMPLETED BY HOME CAMPUS

Residence status for fee purposes:        Resident_____        Nonresident_____
County of residence_____
International (Visa) student at time of enrollment:   No ❐      Yes ❐
Maximum total units approved_____

REGISTRAR'S CERTIFICATION: 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.

**Fee and/or Nonresident Payment Certification**

**Fees Paid for _____term of_____ = $_____**
*(year)*

_____
**Signature of Home Campus Official**

**Signature**_____Date_____
Title_____Home Campus_____

## PART III.    TO BE COMPLETED BY HOST CAMPUS

A.  Approval for enrollment at host campus: Granted ❐        Denied ❐ Date_____

Remarks_____

**Signature**_____Title_____

B.  The student registered:  Date_____Number of Units_____

**Signature**_____Title_____

CSU Host Campus_____

**Fee Payment/Nonresident Tuition Certification**

**Fees Paid for _____term of _____(if any) = $_____**
*(year)*

_____  _____
**Initial and date of Certifying Official**

*\* Not used as an ID number and will not be communicated to third party.*

# The California State University
# Policies and Procedures for Intrasystem Visitor Enrollment

## Eligibility Requirements

### Undergraduate

1. Student has completed at least one term at the home campus as a matriculated student and earned at least 12 units there.
2. Student has attained a grade point average of 2.0 in all work completed at the home campus and is in good standing at that campus.
3. Student will be/is enrolled at home campus during the period of concurrent enrollment at host campus.

### Graduate

1. The student has completed at least one term at the home campus as a matriculated student and will be enrolled concurrently in such status.
2. The student has been admitted to or is enrolled in an authorized graduate program at the home campus.
3. The student was in good standing at the last college attended.

## 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 may be available only at the home campus.
3. While on visitor status, students may not be enrolled at home campus.
4. Evidence of completion of course prerequisites may be required at the host campus (i.e., personal transcripts or grade reports).
5. 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.
6. Participation in student activities at the host campus is subject to any limitations, which may exist at that campus. Similarly, student union facilities will be available according to policies at each campus.
7. 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.
8. Information concerning host campus identification card policies will be available at the time of registration.

## Procedures

1. Student completes application and submits to the Office of Admission & Records at home campus well in advance of the first day of classes at both campuses. Contact host campus for deadlines, if any.
2. Home campus registrar designee completes Part II and forwards that document to host campus registrar designee if approved, or returns to student, if disapproved. (The approved document may be returned to student for submission 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 of the application. Host campus non-resident tuition fees and any user fees are paid and entry is made on the application for concurrent and/or visitor status.
5. Host campus completes Part III-B.
6. Program changes will be accomplished by following standard procedures on both campuses.
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.