



# Sacramento State Exchange Application Instructions

**Return this application by email to:**

Study Abroad Office  
[sabroad@csus.edu](mailto:sabroad@csus.edu)

## **Deadline for Exchange Programs**

Fall Departure: March 1, February 1 for Yokohama National University  
Spring Departure: September 15

Thank you for your interested in studying abroad on a Sac State Exchange Program. Below you will find the application components and instructions on how to complete them. Applications can be emailed to [sabroad@csus.edu](mailto:sabroad@csus.edu) on or before the March 1 deadline.

## **Application**

Three-page document which includes name, contact information, program, emergency contact information, insurance information, date of birth, student ID number and major. The application can be signed electronically and submitted via email.

## **Program Agreement**

Document outlining the student's agreement to act in accordance with CSU and Sac State policy while participating in a study abroad program. The program agreement can be signed electronically and submitted via email.

## **Release of Liability**

Accept electronic version during the initial application. Students will be asked to mail in this form to the IPGE office by April 15:

Study Abroad Office  
6000 J Street  
Library 1001  
Sacramento CA, 95819

## **Course Approvals**

Faculty should be encouraged to complete the form. Students should fill in their details, then list the courses they wish to take, including the number of units. Faculty should be able to fill in the CSU equivalent or substitution and add their signature.

Applications will be considered complete even if course approvals have not been submitted. Course approvals should be received by April 15.

## **Statement of Purpose**

Can be sent through email as a word document or pasted into the PDF provided.

### **Faculty Recommendation**

Recommendation can be received directly from the faculty member. Faculty have the option to submit only the attached form, only a letter or a combination of both.

### **Language Evaluation**

Only required for programs that require a language evaluation:

- Canada – Laval (in French, no evaluation for the program in English)
- France – Paris (in French, no evaluation for the program in English)
- Japan – ALL (in Japanese, no evaluation for the program in English)
- Spain – ALL

Students should reach out to former faculty members who would be able to evaluate their ability to speak, listen, read, and write in that language. Students who have not completed coursework should contact the department in [World Languages and Literature](#) and follow the procedures for having their language abilities evaluated.

### **Unofficial Transcripts**

Students should be able to access their unofficial transcripts through their student portal and download a PDF of their unofficial transcripts. Transcripts can be submitted via email.

### **Copy of Passport**

This can be received by email. The copy should be a clear scan or photo of a valid passport that shows the information page. The following should be visible in the passport copy:

- Name
- Expiration Date
- Photo
- Signature