

*For office use only*  
 Received by: Date: \_\_\_\_\_

# Extension and International Programs

## Petition for Late Add of a Class

Send completed form to [EIPConnect@fullerton.edu](mailto:EIPConnect@fullerton.edu) - EIP Student Services

_____		_____
Last name	First name	CSUF Student ID or Social Security Number
_____		(____) _____
Address		Home Telephone
_____		(____) _____
City	State	Zip Code
_____		Work/Other Telephone
_____		(____) _____
E-mail		Cell Phone

Please explain why you wish to add this course after the established deadline. Be specific and provide detail about the circumstances. This includes supporting documentation, if applicable.

_____	_____	_____
Subject Area & Catalog number	Class Number	Semester of Request
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Approvals:**

<b>Instructor:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature _____	Date _____
<b>Dept. Chair:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature _____	Date _____
<b>Associate Dean:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature _____	Date _____

**Important Note:** Please **READ**, acknowledge, and **SIGN** below.

- Only 24 Maximum units earned through Open University can apply towards the cumulative units of a bachelor's degree earned at CSUF.
- Units through Open University do not meet residency requirements for the undergraduate degree at CSUF.
- I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course.
- Usually only 9 units of graduate level courses completed through Open University count toward a degree at CSUF.
- I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
- I have read and acknowledge the drop/withdrawal deadlines and refund policies for Open University.

*Student Signature* \_\_\_\_\_

Why are you registering through Open University? (Please Select One)

<input type="checkbox"/> Re-Entry to CSUF	<input type="checkbox"/> DQ from CSUF	<input type="checkbox"/> Prerequisite for Grad Program	<input type="checkbox"/> Graduate Level Course
<input type="checkbox"/> Undergrad Transfer, if so, what College _____	<input type="checkbox"/> Prerequisite for Credential		
<input type="checkbox"/> Guest (other college) if so, what College _____	<input type="checkbox"/> Credential Course	<input type="checkbox"/> Other	

Students must register according to published deadlines.  
 Enrollment is on a "space available" basis and is determined at the time of registration.



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# Open University Enrollment Information

PLEASE PRINT AND COMPLETE ALL INFORMATION.

\_\_\_\_\_ Last name      \_\_\_\_\_ First name      \_\_\_\_\_ Middle name      \_\_\_\_\_ CSUF Student ID or Social Security Number

**A. All students must complete the following section:**

Are you currently officially enrolled (matriculated) or authorized to enroll as a Cal State Fullerton student? ..... **Yes**  **No**

**If yes**, you are not eligible to enroll through Open University.

Did you attend, for at least three years, a high school or college in which English was the principal language of instruction?..... **Yes**  **No**

**If no**, did you bring documentation of a TOEFL score over 500 (PBT) or 61 (iBT)? .....**Yes**  **No**

All applicants, regardless of citizenship, who have not attended, for a least three years, a school at the secondary level or beyond in which English was the principal language of instruction, are required to score above the minimums on the Test of English as a Foreign Language (TOEFL) Verification of the TOEFL score must be presented when registering. See [www.fullerton.edu/admissions/ProspectiveStudent/International.asp](http://www.fullerton.edu/admissions/ProspectiveStudent/International.asp) for more information.

Have you lived in the U.S. for the preceding three years? .....**Yes**  **No**

**If no**, did you bring a Tuberculosis test verification? ..... **Yes**  **No**

All applicants who were born after January 1, 1957 must have proof of measles and rubella immunization, regardless of citizenship.

Were you born **after** January 1, 1957? .....**Yes**  **No**

**If yes**, have you been immunized against measles and rubella? ..... **Yes**  **No**

**Citizenship status:**  U.S. Citizen  Non-U.S. Citizen (If non-U.S. citizen, complete section B.)

**B. Non-U.S. Citizens must complete the following section:**

1. **Student visa holders:** University Extended Education is authorized to enroll F-1 and J-1 visa holders who can establish that they are maintaining their respective non-immigrant status with their sponsoring universities or institutions. University Extended Education does not issue form I-20 or form DS-2019; therefore, Open University students are not considered to be full-time matriculated students for immigration purposes.

2. **Documents:** be prepared to present the applicable documents when you register.

a) Immigrant status: I-551 Alien Registration Receipt Card No. \_\_\_\_\_

b) Refugee or asylum applicant status: copy of the I-94 document. Admission No. \_\_\_\_\_

c) Other non-immigrant status: Visa type: \_\_\_\_\_  
Admission No. \_\_\_\_\_ Passport No. \_\_\_\_\_

d) Student status: F-1 or J-1 visa and your passport. You are required to have the foreign student adviser at your sponsoring university/college sign your adjunct enrollment registration form.

To be completed by **Designated School Official (DSO)** for **F-1** or **J-1** Visa students only

Student status: F-1 Visa, SEVIS ID# _____ or J-1 Visa, SEVIS ID# _____		
Passport No. _____		
At what university/college are you enrolled? _____		Number of Units _____
Authorization by the <b>DSO</b> at that university/college is required:		
_____ Advisor's name ( <i>print or type</i> )		_____ Advisor's signature
_____ Date	_____ Phone	_____ Email address

**C. Application Certification**

I certify that the information in section A and, if appropriate, section B is true and correct.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

First Name

Last Name