



NATIONAL UNIVERSITY

Online Portal for International Students Step by Step Guide for Applicants

The **Online Application** can be found on the National University Website <http://www.nu.edu/Admissions/InternationalAdmissi/Apply.html> using the button „Apply Now“ or by directly using this link: <https://www.admitstudent.com/ords/f?p=300010:1>

1. Registration

Start your registration by inserting your name and E-Mail address.

A screenshot of the registration process on the Orange Coast College website. The page header includes the college logo and the text "ORANGE COAST COLLEGE". In the top right corner, there are links for "Forgotten your password?", "Register", and "Login". The main content area is divided into four numbered steps: "1 Adm Application - Sta", "2 Admission", "3 Information t", and "4 Sign up Information". A "Register Now" modal window is open over step 4, containing four input fields: "First Name", "Last Name", "E-Mail", and "Confirm E-Mail". A black "Register" button is located at the bottom right of the modal, and a "close" link is at the bottom right of the modal's content area.

After you have successfully registered you will receive your login information via E-Mail. When first logging in, you will be able to choose your own password.

(If your screen does not show this entire page – e.g. the Register button is not displayed – please try another browser (Mozilla Firefox) or another computer).

1.1. Release of Information

Prior to starting your application process, please fill out the *Release of Information Form*. Please check „Yes“ for working with an agency and choose „Germany“ as well as „European Office of National University“ as your agency.

This section authorizes the European office of National University to process your application and check your documents. Complete this page by pressing „**Submit**“.

Release of InformationSubmit

Are you working with an agency to complete this application? Yes No

How did you first hear about Orange Coast College? - Not Selected -

If you receive educational assistance from an advising agency or loan assistance from your government, you **must** list the agency as one of those you grant Orange Coast College permission to release your information or we cannot send required documentation without your written request. You may also indicate another family member or friend if you wish for them to have access to your application information.

<small>Authorized Person/Agency</small>	<small>Relationship</small>
<input style="width: 95%;" type="text" value="1"/>	- Not Selected -
<input style="width: 95%;" type="text" value="2"/>	- Not Selected -

Release of Information *

I do not wish to have my information released to anyone. I hereby give permission Orange Coast College to release academic records and immigration status to the person(s)/agency/agencies listed.

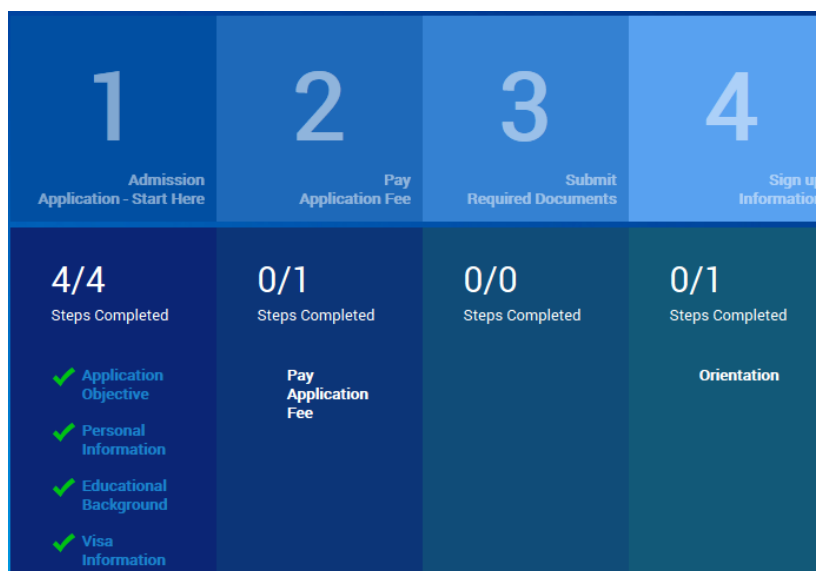
Submit

1.2. Student Portal

The Application Process in the Student Portal consists of 4 Steps:

- 1) Admission Application
- 2) Pay Application Fee
- 3) Submit Required Documents
- 4) Sign-up Information

As soon as one section is completed, it is marked with a green check sign.



- A**
Application Objective
- B**
Personal Information
- C**
Educational Background
- D**
Visa Information

Family Name *

First Name *

Middle Name

Date of Birth *

Are you currently in the United States? *

- in U.S. with F-1 status
- in U.S. with other visa status
- NOT in U.S.

Select the Month you would like to start *

I plan to attend *

- Full Time
- Part Time (I am attending another institution and plan to take less than 12 units)

1.3. Step 1 - Admission Application

Step 1 is divided in further subdivisions: *Application Objective*, *Personal Information*, *Educational Background*, *Visa Information* and *Application Summary*. All sections have to be completed to be able to move on to Step 2.

IMPORTANT: Please DO NOT use the following letters throughout the entire application: ä,ö,ü as well as „ß“.

In section **Application Objective**, please give next to your name and date of birth, the month in which you would like to start your courses at National University. Use the month in which your first course will take place – **NOT** the month of your Orientation Days and arrival.

Furthermore, please check *Full Time* at the point **I plan to attend**, because you will be enrolled as a full time student at National University.

For *Degree Objective* please choose one of the following options depending on your program:

- Non Degree Undergraduate Study Abroad = Bachelor Study Abroad term
- Non Degree Graduate Study Abroad = Master Study Abroad Term
- Undergraduate Degree = Full Bachelor degree
- Graduate Degree = Full Master degree

Select Degree Objective *

- Bridge + Graduate Program
- English Language Program + Bridge + Graduate Program
- English Language Program + Grad
- English Language Program + Undergrad
- English Language Program Only
- Graduate Degree
- Non-Degree Concurrent Enrollment
- Non-Degree Graduate Study Abroad
- Non-Degree Undergraduate Study Abroad
- Undergraduate Degree

Please choose in which of the given study areas most of your courses will be taken and how many courses (months) you plan to study at National University. Then, please choose one of the following status and San Diego as your study abroad location.

Major course of study * Business and Manager

Duration Of Study * 4 months

My current status *

- I have never attended National University. I have not attended another college.
- I have never attended National University. I am attending or have attended another college.
- I enrolled at National University in the past. I am attending or have attended another college.
- I enrolled at National University in the past. I have not attended another college.
- I am currently enrolled at National University, but out of status. I need to be re-instated.

Campus Preference San Diego

Next →

You will now be forwarded to the next section: **Personal Information**. You will be asked to give further personal information as well as your English Language Proficiency.

Personal Information

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A Application Objective

B Personal Information

C Educational Background

D Visa Information

Gender * Female Male Other

Country of Birth * Germany

Country of Citizenship * Germany

Native (First) Language * German

English proficiency test taken DAAD

Score C1

Date taken 04/03/2015

Will Dependent(s) accompany you to the U.S.? * Yes No

Additionally, please insert a permanent address in your home country. Please add the zip code (even if not marked as a mandatory field).

**Home
Country
Address**

Street *	<input type="text" value="Rheinallee 3a"/>
	<input type="text"/>
City *	<input type="text" value="Mainz"/>
State/Province	<input type="text"/>
Postal Code	<input type="text" value="55116"/>
Country *	<input type="text" value="Germany"/>
Phone Number	<input type="text" value="+49"/> - <input type="text" value="61519674666"/>

Please give information of your emergency contact.

**Emergency
Contact**

Name *	<input type="text" value="Martin Mustermann"/>
Relationship *	<input type="text" value="Father"/> Father , Mother , Brother , Sister , Daughter , Son
Street	<input type="text" value="Rheinallee 3a"/>
	<input type="text"/>
City	<input type="text" value="Mainz"/>
State/Province	<input type="text"/>
Postal Code	<input type="text" value="55116"/>
Country	<input type="text" value="Germany"/>
Phone Number *	<input type="text" value="+49"/> - <input type="text" value="61519674666"/>
E-Mail Address	<input type="text" value="info@iso-mail.org"/>
Marital Status *	<input type="text" value="Married"/>
Ethnic Origin	<input type="text" value="White"/>

The following section, **Educational Background**, lists your academic career so far.

It is not necessary to include elementary or secondary school here. It is sufficient to include your higher education, such as colleges or universities in the past and your current higher education institution.

If you have no completed degree so far, you may leave the „Date Received“ blank.

School

Cancel Remove from List Apply Changes

School Name * ISO University

City * Mainz

Country * Germany

Attendance From * 01/01/2013

Attendance To * 10/22/2015

Credential Received Bachelor's Degree or Hi

Date Received MM/DD/YYYY

The final subdivision in step 1, **Visa Information**, requires your passport information as well as an address, where National University will send your immigration documents (I-20).

Visa Information

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A Application Objective

Your current visa status NOT in U.S.

B Personal Information

Passport Information

Passport Number * CFHJLPLMH

Passport Expiration Date * 01/01/2020

Passport Country * Germany

Have you ever applied for permanent residence (a green card) in the U.S.A. * Yes No

C Educational Background

Form I-20 Mailing Address (where we should mail your I-20) * Home Country Address

Rheinallee 3a
Mainz
55116
Germany

D Visa Information

E Application Summary

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2. Step 2 - Pay Application Fees

Since April 1st 2018, National University does not require international students to pay the Application Fee of 65 USD anymore. Therefore, you will be forwarded to Step 3 automatically.

This process may take one business day.

3. Step 3 - Submit Required Documents

All required application documents can be found in your first information E-Mail off he International Student Office, as well as listed for download within Step 3.

Submit Required Documents

Upload the support documents listed below.

If you have transcripts from a US Institution, those transcripts must be mailed directly from the US Institution to Orange Coast College. Please include your application ID when the transcript is mailed to the following address:

[MAILING ADDRESS]

Orange Coast College International Center
Watson Hall, 4th Floor
2701 Fairview Rd
Costa Mesa
CA 92626

Note: All submitted documentation becomes the property of Orange Coast College International Center and cannot be returned.

Download the Document Requirement Packet which contain forms and information you need. Below you will also find links to the individual form.

Affidavit of Support Form - Incomplete

Upload / Status	Description	Comments
Upload New File +	Description of Affidavit of Support Form	
View Sample File		

Bank Statement - Incomplete

Upload / Status	Description	Comments
Upload New File +		

As soon as the relevant documents are uploaded, the European Office as well as the colleagues in San Diego will verify your documents. In case any documents are not complete or missing information, we will contact you either via E-Mail, the message center within the online portal or right next tot he documents under „comments“.

IMPORTANT: All National University application documents for non degree students are also available for download (e.g. Affidavit of Support) on the International Student Office Website (www.international-student-office.org).

As soon as all documents are complete, you will receive an E-Mail as well as a message within the Online Portal. The application process in San Diego may take up to four weeks. After that you will receive your Acceptance Letter and I-20 via FedEx to your given address. Prior tot hat, the International Student Office will send you an E-Mail including the tracking number for your reference. Step 4 of the Online Portal will therefore be completed **AFTER** you have received your acceptance letter.

4. Step 4 - Sign up Information

Please read and accept the Terms and Conditions, sign up for the mandatory orientation days and finish the Sign up Information section with **Submit**.