

Full-Time Certificate Programs – F1 Students

FALL, WINTER, SPRING, AND SUMMER 2010-2011

INTERNATIONAL STUDENT OFFICE (ISO) 10995 Le Conte Ave., Room 113, Los Angeles, CA 90024-1333
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Eligibility: Application to most programs is open to international students, 18 or older, who have the equivalent of a U.S. high school education and the TOEFL or IELTS minimum. For specific program admission requirements, see the Approved Certificate Program List or visit our website at uclaextension.edu. Graduates of an accredited U.S. college with an associate's or higher degree are exempt from the TOEFL or IELTS requirement.

English Requirements: Eligibility for admission as a full-time F1 student requires submission of a minimum score on the TOEFL. The minimum internet-based TOEFL (iBT) score required for admission to most programs is 79. Any exceptions to this minimum score requirement are shown on the list of approved certificate programs on page 2. To convert TOEFL computer-based scores please visit the web site http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL_iBT_Score_Comparison_Tables.pdf. To sign up for the TOEFL exam please go to <http://www.toefl.org>.

An iBT TOEFL score of 100 or higher exempts you from further English-proficiency testing and course requirements. If your TOEFL score is at least 79 but less than 100, you are required to take the English as a Second Language Placement Exam (ESLPE) before the start of your program. We will send information on the date and how to register for the ESLPE along with your I-20. Depending on your score on the ESLPE, you may have to enroll in one or two English as a second language (ESL) courses in addition to your certificate program courses. The ESL requirement must be fulfilled during your first quarter in the program. The ESL courses count toward your 12-unit-per-quarter minimum course requirement (please see below).

Academic Status Requirements: You must enroll in 12 units of credit (letter grade) courses that count toward your certificate program every quarter and get at least a "C" grade in every course. This means you may have to take courses in your program that are not your preferred choices. You must complete your program by the end date on your I-20.

Working: By law, you are prohibited from working off-campus while in your certificate program. You are permitted to work on the UCLA campus. Opportunities to work on the UCLA campus are extremely limited. If you do find a job, you are limited to working twenty hours per week while in your certificate program. You should not enter the United States intending to fund yourself by working. You should arrive with enough money to cover all of your expenses.

Internships: To take an internship you must first complete nine months of full-time academic enrollment in F1 student status. Full-time ESL enrollment does not count. Your internship must be taken during the program and it must be approved for academic credit. Check with the academic department to see if your program offers internships.

Practical Training (post-completion): The maximum 12-month practical training allows F1 international students to work in the U.S. in a job directly related to their field of study. To be eligible to apply, you must complete a UCLA Extension certificate program and have held F1 academic status for at least one academic year (nine months). Full-time ESL enrollment does not count toward the nine months.

Transfers: Students transferring to UCLA Extension from another school must complete the transfer process within 60 days of the last date of attendance at the previous school.

Vacation: UCLA Extension operates on the quarter system. Summer is not an automatic vacation quarter at UCLA Extension. To be eligible for a vacation quarter, you must first complete three consecutive quarters of full-time enrollment in F-1 status.

Class Hours and Location: Courses are mainly Monday through Thursday evenings with some on weekends. Most courses are on the UCLA campus, in Westwood Village, or in downtown Los Angeles. Some are at other locations in Los Angeles. Your courses may require travel to multiple locations.

Costs: The total estimated cost per year is \$24,800. Per quarter (12 weeks), costs are estimated to be between \$1,500-\$3,000 for school expenses. The actual amount you spend will depend on your program and the courses you enroll in. Living expenses are estimated at \$3,700 per quarter. You will need to show that you or your sponsor have access to this amount of money when you apply.

Health Insurance: UCLA Extension requires all F1 students to carry adequate medical insurance. For your convenience, we offer a policy available for you to purchase through UCLA Extension. Rates for students, spouses, and children are shown on page 4. To view the provisions of this policy, see <http://www.renstudent.com>.

Housing: Housing for Extension students is off-campus only. For a housing resource list, access www.cho.ucla.edu.

Refund Policy: The International Student fee is refundable, minus \$300, if your visa is denied or if you do not enter the U.S. There are no refunds if you enter the U.S. using UCLA Extension's I-20. Refund requests must be received in writing at the ISO before the first day of the entry quarter on your I-20. The health insurance fee is also refundable.

Application Entry Dates: Estimated quarter dates and application deadline dates are shown below. You may begin any quarter unless otherwise indicated by your program.

| Entry Quarter | Submittal Deadline Date |
|---------------------------|-------------------------|
| Fall (September–December) | August 1 |
| Winter (January–March) | November 1 |
| Spring (March–June) | February 1 |
| Summer (June–September) | May 1 |

APPROVED CERTIFICATE PROGRAMS FOR F-1 INTERNATIONAL STUDENTS

(For program information, contact specific academic department. Contact information available at uclaextension.edu.)

| Academic Department | Program Code | Program Name | Candidacy Fee | Approx. time (in years) | Approx. cost | Notes / special considerations | |
|----------------------------|--------------|--|-----------------------------------|-------------------------|--------------|---|---|
| Business & Management | CF028* | Accounting | 150 | 2.25 | 11500 | BA degree required to sit for CPA Exam; | |
| | CF285 | Business Fundamentals | 150 | 1.25 | 8,000 | | |
| | | Finance | | | | | |
| | | CF556* | No concentration | 150 | 1.25 | 6,500 | |
| | | CF557* | Corporate Finance concentration | 150 | 1.25 | 6,500 | |
| | | CF558* | Investment Management | 150 | 1.25 | 6,500 | |
| | | CF559* | Real Estate Finance concentration | 150 | 1.25 | 6,500 | |
| | | CF305 | Human Resource Management | 150 | 9 months | 6,500 | TOEFL required = 100 / IELTS = 7 |
| | | CF059 | Taxation | 150 | 1.25 | 6,500 | |
| | | | Business Administration | | | | |
| | | CF255* | Accounting | 150 | 2.25 | 11,000 | |
| | | CF270* | Advertising | 150 | 2.25 | 11,000 | |
| | | CF265 | Entrepreneurship | 150 | 2.25 | 11,000 | |
| | | CF328* | Finance | 150 | 2.25 | 11,000 | |
| | | CF271 | Human Resource Management | 150 | 2.25 | 11,000 | |
| | | CF325* | International Trade & Commerce | 150 | 2.25 | 11,000 | |
| | | CF257* | Marketing | 150 | 2.25 | 11,000 | |
| | | CF321* | Personal Financial Planning | 150 | 2.25 | 11,000 | |
| | | CF251* | Real Estate | 150 | 2.25 | 11,000 | |
| | | CF254 | Taxation | 150 | 2.25 | 11,000 | |
| | | | General Business | | | | |
| | | CF034 | No concentration | 150 | 1.25 | 6,000 | |
| | | CF103* | Accounting | 150 | 1.25 | 6,000 | |
| | | CF104* | Advertising | 150 | 1.25 | 6,000 | |
| | | CF111 | Entrepreneurship | 150 | 1.25 | 6,000 | |
| | | CF327* | Finance | 150 | 1.25 | 6,000 | |
| | | CF115 | Human Resource Management | 150 | 1.25 | 6,000 | |
| | | CF320* | International Trade & Commerce | 150 | 1.25 | 6,000 | |
| | | CF120* | Marketing | 150 | 1.25 | 6,000 | |
| | | CF123* | Personal Financial Planning | 150 | 1.25 | 6,000 | |
| | | CF126* | Real Estate | 150 | 1.25 | 6,000 | |
| | | CF132 | Taxation | 150 | 1.25 | 6,000 | |
| | | | International Trade & Commerce | | | | |
| | CF532 | No concentration | 150 | 1.25 | 6,500 | | |
| | CF533* | Global Business Management | 150 | 1.25 | 6,500 | | |
| | CF535* | Financial Management | 150 | 1.25 | 6,500 | | |
| | CF534* | Import/Export Operations | 150 | 1.25 | 6,500 | | |
| | CF272* | Marketing | 150 | 1.25 | 7,000 | | |
| | | Real Estate | | | | | |
| | CF025 | Appraisal | 150 | 2 | 7,000 | | |
| | CF026 | Finance | 150 | 2 | 7,000 | | |
| | CF302 | Investments | 150 | 2 | 7,000 | | |
| | CF363 | Paralegal Training Program | n/a | 6 months | 7,000 | TOEFL required = 100 / IELTS = 7; Winter and Summer entry only Requires approval to enroll from dept; Does not qualify for OPT | |
| Arts | CF521 | Design Communication Arts | 250 | 2.00 | 17,000 | | |
| | CF573 | Interior Design Foundation Program | 250 | 2.00 | 14,000 | | |
| | CF004 | Landscape Architecture | 310 | 4.00 | 33,000 | TOEFL required = 100 / IELTS = 7; Summer quarter entry only Bachelor's degree required | |
| American Language Center | CF572 | Teaching English as a Second or Foreign Language | n/a | 9 months | 11,500 | TOEFL required=110 / IELTS=7.5; requires department approval to enroll See http://uclaextension.edu/tesl_tefl for special enrollment process. | |
| Entertainment Studies | | Entertainment Media | 200 | 1.50 | 8,500 | | |
| | | CF541* General Studies | | | | Fall entry only | |
| | | CF542* Acting | 200 | 1.50 | 8,500 | | |
| | | CF543* Cinematography | 200 | 1.50 | 9,500 | | |
| | | CF544* Development | 200 | 1.50 | 9,000 | | |
| | | CF545* Directing | 200 | 1.50 | 8,500 | Fall or Spring entry only | |
| | | CF547* Business & Management of Entertain. | 200 | 1.25 | 7,000 | Fall entry only | |
| | | CF513 | Film Scoring | 200 | 1.50 | 15,500 | Recommended prior college-level music training or equivalent professional experience; Winter and Summer entry only for full program Fall and Spring entry only for those waiving 12 units of intro courses |
| | CF552* | Music Business | 200 | 1.25 | 8,500 | | |
| | CF554* | Independent Music Production | 200 | 1.25 | 8,500 | | |
| | CF546* | Producing | 200 | 1.50 | 9,000 | Fall and Spring entry only | |
| Engineering & Info Systems | CF536 | Project Management | 150 | 6 months | 5,000 | Does not qualify for OPT | |
| | CF030 | Construction management | 150 | 1.25 | 7,500 | | |
| | CF045 | Applications Programming | 150 | 1.25 | 8,000 | | |
| | CF042 | Systems Analysis | 150 | 1.25 | 7,000 | | |
| Humanities and Sciences | CF020 | Gardening and Horticulture | 50 | 1.25 | 6,000 | Fall entry only | |
| | CF075 | Introductory Science | 65 | 1.50 | 10,500 | | |
| | CF570 | Journalism/Media Studies | 165 | 9 months | 7,000 | TOEFL required = 100/IELTS = 7; Fall quarter entry only | |
| | CF333 | Post Bacc. in Classics | n/a | 9 months | 11,000 | TOEFL required = 100/IELTS = 7; Requires approval to enroll from dept. | |

Approximate time includes time for ESL requirements and vacation period if eligible.

Approximate cost is for entire program and includes courses, books, materials, and international student fee. The actual amount you spend will depend on the courses you enroll in and the course fees.

TOEFL score required for admission is 79 iBT unless otherwise indicated. Minimum required IELTS is 6.5 unless otherwise indicated.

*Internship available for qualified F1 students

INTERNATIONAL STUDENT OFFICE (ISO)

10995 Le Conte Ave, Room 113
Los Angeles, CA 90024-1333
Phone (310) 825-9351
Fax (310) 267-2088
Email: iso@uclaextension.edu
Website: uclaextension.edu/iso

APPLICATION

Study Abroad Reps/Agencies complete this section:

Rep/Agency Name: _____

Consultant's Name: _____

Email/fax: _____

Please type or print clearly in black ink. Only completed applications will be processed:

SEVIS Number _____

Student's Name _____ Male Female
Family Name First Middle

Current Residential Address _____ Apt. No. _____
Street (Must provide street address. No post office boxes.)

City _____ State _____ Country _____ Postal Code _____

Telephone _____ Email Address _____ Fax _____
Area Code Number Area Code Number

Date of Birth: _____ Country of Birth: _____ Country of Citizenship: _____
Month/Day/Year

Permanent Address in Home Country: _____
Street

City _____ State/Country/ZIP or Postal Code _____ Fax No.: _____
Country Code City Code Number

Will a spouse or children be with you? Yes No If yes, list below. Photocopy the above section and complete separate sheets for spouse and each child.

| Name | Relationship | Current Visa Status |
|------|--------------|---------------------|
| | | |
| | | |
| | | |
| | | |

Highest Level of Education: Major _____ Degree _____ No. of Years _____ Country _____

Emergency contact person in U.S. (or home country): _____ Relationship _____
Name

Email address: _____

Telephone _____
Area Code Number

F1 VISA HOLDERS IN THE U.S.

If you are currently in the U.S. as an F1 visa student and wish to transfer to UCLA Extension, complete the following section:

Last U.S. School attended _____

Last day of study: _____
(month/day/year)

If Practical Training completed:

From _____ to _____
(month/day/year) (month/day/year)

OTHER VISA HOLDERS IN THE U.S.

To study full-time, you will need to return to your home country, obtain an F1 visa, and then re-enter the U.S. F1 visas are issued only by U.S. embassies or consulates outside of the U.S., virtually always from the applicant's home country.

CERTIFICATE PROGRAMS

(Indicate second program only if you apply to two programs concurrently.)
See approved program listing for correct name and code.

Program: _____

Code: _____

Candidacy Fee: _____

Entry Quarter (check one):

Fall 2010 Winter 2011 Spring 2011 Summer 2011

FINANCIAL CERTIFICATION

You and/or your sponsor must be able to provide a minimum of U.S. \$24,800 per year for your educational and living expenses for the duration of your certificate program. If accompanied by family, add U.S. \$6,000 for spouse and U.S. \$4,000 for each dependent.

Sponsor _____ Relationship _____
 Address _____
 Country _____ Occupation _____

Bank Verification: We will accept the bank endorsement below with a bank seal or an original letter, dated **within the last three months**, on official bank stationery. Faxed copies are acceptable. All financial verifications must state U.S. \$24,800 per year and be for liquid accounts. We also will accept a bank statement or Certificate of Deposit verifying the above.

"This is to verify that the applicant or sponsor listed has access to U.S. \$24,800 per year. If accompanied by family, the above amounts also must be available for transfer to the United States."

Signature of Bank Official _____ Date _____
 Name of Bank Official (print) _____
 Title _____
 Bank Address _____

"I guarantee that U.S. \$24,800 per year will be available for the above named applicant to complete the Certificate Program. If accompanied by family, the above indicated amounts are also available. These funds are available for transfer to the United States."

Sponsor's Signature _____ **Date** _____
Applicant's Signature _____ **Date** _____

Please mail my documents (**\$40 additional fee for Express Mail, see FEES AND PAYMENT on this page**)

 Name (please print)

 Mailing Address (please print)

 Phone for pick up

 Name Telephone No. _____

FEES AND PAYMENT (see Refund Policy)

International Student Fee \$1,300
 Candidacy fee from page 2 \$_____
 One Quarter Health Insurance
 Self: \$396 \$_____
 Spouse: \$882 \$_____
 One child: \$348 / Children (any number): \$696 \$_____
 Express Mail \$40 \$_____
 Total in U.S. Dollars Only \$_____

Credit Card:
 American Express Discover JCB MasterCard VISA

 Name on Credit Card (Please Print) Authorizing Signature

 Card Number Expiration (Month/Year)

Fax, mail, or send this form by courier. We accept personal checks drawn on U.S. banks (payable to UC Regents), signed traveler's cheques, international money orders, international cashier's checks, and credit cards. We do not accept postal money orders. If you are paying by credit card, rather than fax, we recommend you either request a call back by writing "call me" in the space above for your credit card number, or mail your packet along with your credit card authorization.

***** **For Office Use Only** *****

AF526 / 201-607 \$_____
 EM031 / 203-496 \$_____
 CF _____ \$_____
 AF592 / 201-611 \$_____
 HI001 / 208-944 \$_____
 HI002 / 208-945 \$_____
 HI003 / 208-946 \$_____
 HI004 / 208-947 \$_____
 HI006 / 208-948 \$_____
 HI007 / 208-949 \$_____
 HI008 / 208-950 \$_____
 TOTAL \$_____

CHECKLIST: Your application cannot be processed until all items in this checklist have been received.

- 1. Completed Application Form
- 2. Completed bank endorsement above or official bank letter and sponsor letter or endorsement of U.S. \$24,800 per year (**less than three months old from receipt of application**)
- 3. Copy of your official TOEFL score (school code:4910-000) or official IELTS score (less than two years old from the test date)
- 4. Payment
- 5. One passport-size photo of yourself
- 6. A photocopy of the page from your passport showing your full legal name, birth date, passport expiration date, and photograph
- 7. Official copy of high school or college transcripts. (English copy must be included with foreign language transcripts)
- 8. **F1 transfer students:** Transfer form completed by former school; copy of I-94, F1 visa, and I-20. Submit all documents within 60 days of last date of class attendance

DECLARATION STATEMENT (Read carefully before signing)

I fully understand that as an international student I must take the English as a Second Language Placement Examination (ESLPE); enroll in the English language course(s) designated by my placement score before beginning my certificate studies (this language requirement is waived for computer-based TOEFL scores of 250 and above); enroll in 12 units of credit (letter grade) courses every quarter; obtain at least a "C" grade in every course and make normal progress toward certificate completion as indicated by the program length. I further understand that failure to comply with requirements will place me out of status. I certify that the statements on this application form are correct and complete, and I accept the conditions stated above.

 Applicant (Signature) Applicant Name (Print) Date _____

TO APPLY: Mail or fax this form, above items, and payments to UCLA Extension, Attention: ISO, 10995 Le Conte Avenue, Dept. K, Los Angeles, CA 90024-1333, USA; Fax: (310) 206-3223. USA. Call (310) 825-9351 to arrange an appointment to apply in person if you are in the Los Angeles area.