

Winter and Spring 2011

STUDY ABROAD AT UCLA – PROGRAM INFORMATION

UCLA EXTENSION: Main Cashier's Office, Department K, 10995 Le Conte Avenue, Room 139, Los Angeles, CA 90024
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Study Abroad at UCLA (STUDY@UCLA) is offered during the fall, winter, and spring quarters. Students who want to enroll in summer quarter should apply directly to UCLA Summer Sessions at www.summer.ucla.edu.

Visas: Student (F-1) visas are required for STUDY@UCLA.

Eligibility: STUDY@UCLA is open to university students 18 years of age or older who currently are pursuing degrees in their home country and who already have completed one or more years of university study. Students need to meet minimum English and academic requirements provided below.

- **English Requirements:** STUDY@UCLA requires a minimum score of 100 on the Internet-based Test of English as a Foreign Language (TOEFL - iBT) or a minimum score of 7 on the Academic International English Language Testing System (IELTS) dated within 24 months of the application date. For more details about reporting official TOEFL and/or IELTS scores, please refer to the Application Checklist.
- **Academic Requirements:** You must also provide the following items: official university transcripts in English to demonstrate academic success and a minimum grade point average (GPA) which is equivalent to a 3.0 on a four-point (4.0) scale; a letter of recommendation from your home institution, department, or academic advisor, and a written statement of purpose in English, explaining how the program fits into your study plan and educational goals. The statement should not exceed two typed pages.

Proposed Study List: You are required to submit a list of at least ten specific UCLA and/or UCLA Extension courses which would support your study plans. If you plan to take UCLA Extension courses, unless you have written permission from your university to enroll in X 400-level courses, you should plan on enrolling in XL 1-199 or X 1-199 courses. Many universities will not accept X 400-level courses for transfer credit.

Course Load: You must take a full-time course of study during each quarter of STUDY@UCLA. A full-time course of study is defined as a minimum of 12 units (any UCLA Extension and/or UCLA courses).

Academic Standards: You must maintain a 2.0 GPA (C average) for all coursework taken while enrolled in the program. If your GPA is below 2.0, you may not be eligible to enroll in future quarters.

Program Status: Admission to STUDY@UCLA does not constitute admission to UCLA or to any UCLA degree program; however, degree credit earned through UCLA Extension may apply toward UCLA bachelor's and/or master's degrees if you decide to enter a degree program later.

Student Employment: Students enrolled in STUDY@UCLA are permitted to work twenty hours per week on the UCLA campus only. However, opportunities to work on the UCLA campus are extremely limited. There is no centralized place for you to apply, and you will need to inquire department by department for available jobs. Please be advised that you should not enter the United States intending to fund your program and other expenses by working. You should arrive with enough money to cover all of your expenses.

Program Fees: Program fees are listed on page 3 of the application form. The application fee must be included with your application. Program and insurance fees are due upon receipt of your welcome letter and must be received by UCLA Extension six weeks prior to the program start date. We recommend payment via credit card; do not email credit card information.

Health Insurance: Students enrolled in STUDY@UCLA must purchase UCLA medical insurance for themselves and their dependents, if applicable. This insurance plan permits you to use UCLA medical facilities and services. Insurance fees are listed on the application form. Coverage begins on the first day of the quarter and ends one week after the last day of the quarter.

Refund Policy: Refund requests must be received in writing before the first day of the quarter that you plan to attend.

- **Nonrefundable Application Fee:** The non-refundable application fee must be submitted with the application.
- **Refunds prior to arrival in the U.S.:** Full refund of the program fee will be made if your application for the F-1 visa is denied and if you submit a written request before the program start date.
- **Refunds after arrival in the U.S.:** No refunds will be granted if you enter the U.S. using UCLA Extension's I-20 and do not attend the program.
- **Health Insurance:** The health insurance fee is refundable; however, there is a \$25 processing fee, which is subject to change.

Application Entry Dates: Applications are accepted up to three quarters before your entry quarter.

Entry Quarter	Application Deadline
Winter (January-March)	November 1
Spring (March-June)	February 1
Fall (September-December)	August 1

PROPOSED STUDY PLAN FOR STUDY ABROAD AT UCLA

(NOTE: THIS STUDY PLAN MUST BE COMPLETED, SIGNED, DATED, AND SUBMITTED WITH YOUR APPLICATION.)

Since enrollment in UCLA and UCLA Extension courses is offered on a space available basis only, since some courses are not offered every quarter, and since students also may not be eligible or allowed to enroll in certain courses, all students are required to submit a minimum list of ten specific UCLA and/or UCLA Extension courses which would support their study plans. Students must list specific courses and course numbers.

Student Name: _____

Study Abroad Organization (non-profit) _____

ieconline GmbH
 Marienstrasse 19/20, D-10117 Berlin
 Tel. +49 (0)30-20458687
 www.ieconline.de

I agree that any of the following courses will support my study plan during my enrollment in Study Abroad at UCLA (examples provided in the first three rows):

	Course #	UCLA/UCLA Extension	Course Title
	<i>ECON 1</i>	<i>UCLA</i>	<i>Principles of Economics</i>
	<i>LIFESCI 1</i>	<i>UCLA</i>	<i>Evolution, Ecology & Biodiversity</i>
	<i>MANAGEMENT X 108</i>	<i>UCLA Extension</i>	<i>Business Law</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

I fully understand that, for the reasons cited in the first paragraph above, I may not be able to enroll in courses which represent my first or preferred choices, and I will be satisfied if I can enroll in any of the courses listed above.

I understand also that I will be able to select only courses which are offered in the UCLA College of Letters and Sciences and that I will not be allowed to enroll in courses in any of UCLA's professional schools including the Anderson Graduate School of Management, the Law School, the School of Film, Theater, and Television, and the Medical Schools. I am aware that all concurrent enrollment into UCLA regular-session classes will be subject to my completion of all prerequisites and the approval of the instructor in charge of the course (and in some cases others at UCLA); and that enrollment will be permitted only after all regular UCLA students have been enrolled, thus ensuring there is a space available for me. I also understand that UCLA does not have an undergraduate School of Business.

I understand that I should check with my home university to be certain that courses I take at UCLA and/or UCLA Extension will be accepted for transfer credit. I understand also that many universities will not accept UCLA Extension X 400-level courses for transfer credit and that UCLA will need a letter from my home university indicating permission for me to take those courses. In general, if I choose to take UCLA Extension courses, I understand that courses listed as XL 1-199 and X 1-199 are those that are most often accepted for transfer credit.

Student's Signature _____

Date _____

5. Financial Certification

You and/or your sponsor must provide for your educational and living expenses for the duration of your education program. In addition, educational and/or living expenses must be provided for your husband/wife, and/or children who will accompany you. You may use the following table to calculate your educational and living expenses.

Will a husband/wife, and/or children accompany you with an F-2 visa?

(Attach an extra sheet for additional dependents and submit copies of spouse's/dependents' passport ID pages.)

Yes No If yes, please list:

Minimum Funds Required for Program

Duration of Stay	Student's Education & Living Expenses	+ Spouse	+ Each Child	Total
12 Weeks	\$13,620	\$2,950	\$2,000	

Name (Surname/Family Name, First Name)

Country of Birth

Country of Citizenship

Date of Birth (Month/Day/Year)

Relationship

Name (Surname/Family Name, First Name)

Country of Birth

Country of Citizenship

Date of Birth (Month/Day/Year)

Relationship

Include a copy of each dependent's passport page showing the photo identification.

A. Verification of Bank Funds (must be in English)

This is to certify that the applicant or sponsor listed in section B (Sponsor Statement) is financially capable of meeting the commitment of U.S.\$_____, which includes funds for husband, wife, and/or children. If the funds are outside the United States, the applicant is permitted to use them under his/her government's present regulations.

Name of Bank Official

Title of Bank Official

Bank Official's Signature

Date (within the last 90 days)



An original signed or sealed bank letter written on official bank stationery indicating the total funds available and dated within the last 90 days may be submitted instead of completing "A" above.

B. Sponsor Statement (must be in English)

I have read the information regarding the cost of the program and living expenses for the period of study at UCLA Extension. I certify that these funds are available for the student and any family members. I accept full responsibility for these expenses and have included fund verification from my bank.

Guaranteed Amount: \$_____

Name (Surname/Family Name, First Name)

Relationship

Street

City

State/Province

Country

Postal Code

Signature

Date

A separate letter of sponsorship signed and dated (within the last 90 days), which states the amount of financial support, may be submitted instead of completing "B" above.

- The Study Abroad at UCLA program is a full-time program and requires an F-1 student visa. If your visa status is not F-1, you may contact the International Student Office for more information on visa guidelines affecting your enrollment at UCLA Extension. Phone: (310) 825-9351, Email: iso@uclaextension.edu.
- An F-1 student visa is needed for enrollment in the Study Abroad at UCLA program. If you are outside the U.S. and do not have an F-1 visa, you will need an I-20 to request an F-1 student visa from the U.S. Embassy or Consulate in your home country.
- If you have any other questions, you may contact UCLA Extension American Language Center; Phone: (310) 825-9068, Fax: (310) 825-6747, Email: studyabroad@uclaextension.edu

6. Student Signature: I certify that the information contained in this form is complete and correct to the best of my knowledge.

Signature: _____ Print Name Here: _____

Date: _____