

STUDY ABROAD AT UCLA – PROGRAM INFORMATION

UCLA EXTENSION: Main Cashier's Office, Department K, 10995 Le Conte Avenue, Room 139, Los Angeles, CA 90024-1333

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Study Abroad at UCLA (Study Abroad) allows international students who are enrolled in degree programs in their home universities to study at UCLA and/or UCLA Extension. Students wanting to enroll in UCLA courses during the summer should apply directly to UCLA Summer Sessions at summer.ucla.edu.

Visas: Student (F-1) visas are required for Study Abroad.

Eligibility: Open to university students 18 years of age or older who are currently pursuing degrees in their home country and who already have completed 1 or more years of university study. Students need to meet minimum English and academic requirements provided below.

- **English Requirements:** Study Abroad 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 International English Language Testing System (IELTS). Scores must be 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, available at uclaextension.edu/sachecklist.
- **Academic Requirements:** You must also provide the following items: 1) 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 4-point (4.0) scale. 2) A letter of recommendation from your home institution, department, or academic advisor. 3) A written statement of purpose in English, explaining how the program meets your educational and career goals. The statement should not exceed 2 typed pages.

Proposed Study Plan: You are required to submit a list of at least 10 specific UCLA and/or UCLA Extension courses which would support your study plans. See page 2.

Course Load: You must take a full-time course of study during each quarter of Study Abroad. 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 Abroad 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 Abroad are permitted to work 20 hours per week on the UCLA campus only. However, opportunities to work on the UCLA campus are extremely limited. There is no centralized place where you can apply, and you will need to inquire department by department for available jobs. Students should not enter the United States intending to fund their program and other expenses by working and should arrive with enough money to cover all of their expenses.

Fees: The payment process for Study Abroad involves three phases: payment of the application fee, payment of the Study Abroad program fee, and payment of course fees.

1. **Payment of the Application Fee:** Application fees are due at the time of application and are valid for 1 year.
2. **Payment of the Study Abroad Program Fee:** The Study Abroad Program Fee is a quarterly fee and is due 2 weeks prior to the start of each quarter (6 weeks if paying by bank wire transfer). This fee includes student advisory services and basic injury and sickness insurance, but does not include student course fees (see 3 below).
3. **Payment of Course Fees:** Course fees are paid each quarter for each course in which the student enrolls. After student study plans have been approved, students can enroll in UCLA Extension courses at uclaextension.edu and pay course fees online. Students enrolling in UCLA courses must wait to pay fees until they arrive at UCLA and until they have permission to enroll.

We recommend payment via credit card; do not email, mail, or fax credit card information.

Injury and Sickness Insurance: F-1 students enrolled in Study Abroad are provided with basic injury and sickness insurance, which allows students to visit a hospital or clinic if medical attention is needed due to an injury or sickness. Coverage begins on the first day of the quarter and ends 1 week after the last day of the quarter. Please note: insurance prices are subject to periodic increases.

Refund Policy: Refund requests must be received in writing before the first day of the quarter that you plan to attend. There is a \$30 processing fee, which is subject to change.

- **Nonrefundable Application Fee:** The nonrefundable 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 form and do not attend the program.

For complete "Study Abroad Cancellation, Refund, Deferral, and Transfer Policy," see page 5.

Application Entry Dates: Applications are accepted up to 3 quarters before your entry quarter. Application deadlines are subject to change without notice. Students are urged to apply as early as possible.

Entry Quarter	Application Deadline
Summer (June-September)	May 1 (UCLA Extension courses only)
Fall (September-December)	June 1
Winter (January-March)	October 15
Spring (March-June)	February 1

Proposed Study Plan for Study Abroad at UCLA

(NOTE: This study plan must be submitted with your application; it must be completed, signed, and dated by you and your advisor.)

In order to ensure that Study Abroad at UCLA is a good match with their educational objectives, students are required to submit a minimum of 10 specific UCLA and/or UCLA Extension courses that would support their study plans and be accepted for transfer credit. Below, please list specific course titles and course numbers that will support your study plan during your enrollment in Study Abroad at UCLA.

Student Name _____ (PLEASE PRINT) Home University _____ (PLEASE PRINT)

Major/Field of Study _____ (PLEASE PRINT)

Examples of courses are provided in the first 3 rows.

	Course #	UCLA/UCLA Extension	Course Title
	POLSCI 119	UCLA	Political Theories
	MGMT 123	UCLA	Auditing
	MANAGEMENT X 108	UCLA Extension	Business Law
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

I agree that the above courses will support my study plan during my enrollment in Study Abroad at UCLA. _____ (PLEASE INITIAL)

Please read carefully and initial each item below to show that you have agreed to comply with program restrictions and have spoken with your representative or university advisor. I understand that:

- ___ My status at UCLA will not be the same as other UCLA students who have been admitted to degree programs.
- ___ I can enroll in UCLA courses only if there is space available; UCLA students have priority over Study Abroad students.
- ___ Some courses are not offered every quarter, and a course I want or need may not be available.
- ___ I can select only undergraduate courses (1-199 level) in the College of Letters and Sciences.
- ___ I will not be able to enroll in classes offered by UCLA professional schools (e.g., The Anderson Graduate School of Management, the Law School, the School of Film, Theater and Television, Medical School, School of Engineering and Applied Science, and other professional schools).
- ___ Only UCLA Extension courses are available to Study Abroad students in the following subject areas: Engineering, Computer Science, and Economics. UCLA courses in these subject areas are not available to Study Abroad students. Additionally, enrollment in UCLA Psychology courses is limited.
- ___ I need to show proof that I have met prerequisites for any course I want to take.
- ___ I need to check with my home university to be certain that courses I take at UCLA or UCLA Extension will be accepted for transfer.
- ___ X 400 level courses at UCLA Extension are available to me only with a letter assuring that X 400 credits will be accepted by my home university.

Student's Signature _____ Date (mm/dd/yy) _____

I have made clear the above conditions of enrollment to this student.

Agent/University Advisor Signature _____ Date (mm/dd/yy) _____

Enrollment Application for Study Abroad at UCLA

Once completed, email application materials to application@uclaextension.edu.

University or Study Abroad Organizations complete this section:

University/Organization: _____

Consultant's Name: _____

Email Address: _____

1. Student ID Number: _____

Your student ID number is listed on the Enrollment Confirmation that is emailed to you after your online payment. Please do not submit your application without your student ID number. Keep a copy of your enrollment confirmation for future reference.

2. Transfer Information

Are you transferring to UCLA Extension from another school in the U.S.? Yes No

If yes, name the school: _____

3. Student Information

Is this your first time studying at UCLA Extension? Yes No

Attach a clear copy of your passport identification page with your name, date of birth and photograph.

(Print your name exactly as it appears on your passport.)

Family Name (Surname/Family Name as shown on your passport) _____

First Name (Given Name as shown on your passport) _____ Middle Name(s) _____

Male Female Date of Birth: _____
mm/dd/yyyy

You must be 18 years of age by the program start date.

Country of Birth _____ Country of Citizenship _____

Emergency Contact Information (in the U.S. or in your home country)

Primary Contact Name _____

Relationship _____ Telephone Number _____

Email Address _____

Alternative Contact Name _____

Relationship _____ Telephone Number _____

Email Address _____

4. Study Abroad Program Selection

The nonrefundable \$300 Application Fee is due with your first application. You only pay the application fee once per year, so if you enroll in future programs within the next 12 months, you will not have to pay the application fee again. To pay, go online to: uclaextension.edu and enter the application fee Project ID# in the Quick Enroll tab at the top right-hand corner of the website. The Project IDs for the Application Fee and Program Fee can be found at uclaextension.edu/safee. Pay **only** the application fee. If you are accepted, the program fees will be due 6 weeks before the start of the program.

Please select the quarters in which you would like to enroll, and write the years below.

Summer _____ (year) Fall _____ (year) Winter _____ (year) Spring _____ (year)

3. Student Information (continued)

Will you need special services to accommodate a physical, perceptual, or learning disability? Yes No

If yes, please explain: _____

Your permanent residential address (mandatory) — cannot be a post office box:

Street _____

City _____ State/Province _____

Country _____ Postal Code _____

Telephone Number _____ Fax Number _____

Email Address _____

Check this box if your permanent address is the same as your mailing address.

Mailing Address (Your admission documents will be sent to this address.)

Street _____

City _____ State/Province _____

Country _____ Postal Code _____

Telephone Number _____ Fax Number _____

Non-Emergency Application Contact Information

This person is allowed to discuss my application with UCLA Extension:

Name _____

Email Address _____

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	\$15,747	\$1,985	\$1,305	\$

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.

<p>A. Verification of Bank Funds (must be in English)</p> <p>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 (see above "Minimum Funds Required for Program"). If the funds are outside the United States, the applicant is permitted to use them under his/her government's present regulations.</p> <p>_____ Name of Bank Official</p> <p>_____ Title of Bank Official</p> <p>_____ Bank Official's Signature</p> <p>_____ Date (within the last 60 days)</p> <p><input type="checkbox"/> Check here if you are including an original bank letter written on official bank stationery (dated within the last 60 days) instead of completing "A" above.</p>	<p>B. Sponsor Statement (must be in English)</p> <p>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.</p> <p>Guaranteed Amount: \$ _____</p> <p>_____ Name (Surname/Family Name, First Name)</p> <p>_____ Relationship</p> <p>_____ Street</p> <p>_____ City</p> <p>_____ State/Province</p> <p>_____ Country</p> <p>_____ Postal Code</p> <p>_____ Signature</p> <p>_____ Date</p> <p><input type="checkbox"/> Check here if you are submitting a separate letter of sponsorship signed and dated within the last 60 days which states the amount of financial support and relationship to the student instead of completing "B" above.</p>
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- Study Abroad at UCLA is a full-time program and requires an F-1 student visa. 1) If you are outside the U.S. and do not have an F-1 visa, you will need an I-20 form to request an F-1 student visa from the U.S. Embassy or Consulate in your home country. 2) If your visa status is not F-1, you may contact the International Student Office (ISO) for more information on visa guidelines affecting your enrollment at UCLA Extension. Phone: (310) 825-9351, Email: iso@uclaextension.edu.
- 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 Terms of Agreement:

I agree that all information provided is accurate and that I have read and agree to accept the UCLA Extension American Language Center Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Policy.

Name: _____ Date (month/day/year): _____

Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Policy

All cancellation, refund, deferral, and transfer requests must be submitted on UCLA Extension American Language Center (ALC) "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" and are subject to approval by ALC management. If payment was made by credit card, a credit will appear on the same credit card used (allow 3-5 weeks for processing). If payment was made by check, cash, or bank wire transfer, a refund check will be issued (allow 6-8 weeks for processing). There is a \$30 processing fee for each refund issued; this fee is subject to change.

A. Nonrefundable Application Fee

All application fees must be paid before submitting the application. The Study Abroad at UCLA program application fees are nonrefundable.

B. Cancelling Prior to Arrival in the U.S.

Students who cancel prior to arrival in the U.S. must submit a "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" 1 week before the quarter start date and return their official documents to ALC.

Full refunds, minus the \$30 processing fee, may be made to students who have been denied a student (F-1) visa. A visa denial letter is required if refund is requested due to the visa denial and if the request is submitted after the program start date. Students must submit a "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" and return their official documents by Monday of the second week of the quarter.

Refund requests received after the deadlines above will be denied. Additionally, refunds are not processed until all requested items are submitted.

C. Deferring Prior to Arrival in the U.S.

To defer enrollment, students must submit a "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" with their official documents on or before the Friday of the first week of the quarter start date. A new application also must be submitted at this time with a new start quarter. If all required documents are submitted, ALC can transfer the original payment to an available future quarter. A \$125 quarter deferral fee will be deducted if a deferral request is received after the program start date.

D. Cancelling After Arrival in the U.S.

Refund requests may be made prior to the end of the second week of instruction. In addition to the nonrefundable application fee, a minimum administrative fee of \$50 per class will be withheld from all refunds. UCLA academic departments may also withhold additional fees for laboratory, material, or department costs. No refund will be granted if students enter the U.S. with government documents indicating that they plan to participate in Study Abroad at UCLA and do not attend.

If a student's I-20 form expires through no fault of UCLA Extension, a refund will not be issued.

E. Transferring to Another School

If you plan to transfer to another school after completing Study Abroad, please contact the UCLA Extension International Student Office (ISO), email: iso@uclaextension.edu.

If you plan to transfer to another school instead of attending Study Abroad, you will need to fill out a "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" and refer to section D above regarding the refund. Then contact the ISO regarding transfer to another school.

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

Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form

Please print clearly:

Student Name: _____
Family Name First Name Middle Initial

Date of Birth (month/day/year): _____ Student ID Number: _____

If applicable, agency name: _____

Address to send refund: _____

Email Address: _____

Phone Number: _____

I am requesting a: cancellation from the following quarter: _____
 transfer to the following program (a new application form is required): _____
 deferral to the following quarter (a new application form is required): _____

Reason for request:

I have read and agree with the Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer policy (see reverse):

Student Signature: _____ Date (month/day/year): _____

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Marienstrasse 19/20, D-10117 Berlin
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www.ieconline.de

For administrative use only:

Approved by 1) _____ 2) _____

Denied Refund: _____ Date (month/day/year): _____

Sent to CO for processing (month/day/year): _____