APPLICATION CHECKLIST

The following items must be included with your application. Documents must be in English.

1. Application fee (non-refundable for each program)
- English Language Programs: $150
- University Credit Programs: $200
- Professional and Certificate Programs: $200

A **Copy of passport** name page

B **Financial verification** or copy of bank statement with sponsor's signature in section 4 of page 5 of this application (if Form I-20 is required).

C **Academic Verification Form** must be submitted for transfer students along with the application to be considered for transfer. Request this form from ipadmission@ucsd.edu.

D **Third-party Release Form**: For students who have a financial sponsor or who enroll in our programs through a university or agent partner, please fill out the Third-party Release Form (page 6) included with this application. For questions please email: ipadmission@ucsd.edu.

E **Immunization and TB Forms**: All students (excluding those who are in the two-week English language program) are required to submit these forms before the program start-date. The Student Health and Welfare Advisor will contact you after you apply to your program with details about how to submit these forms. For questions email: iphealth@ucsd.edu.

F We must receive the following items **30 days before the published program start date**:
- After acceptance is sent, full payment of tuition and fees as invoiced by UC San Diego Extension International Programs.
- **Note:** For applications received fewer than eight weeks before the program start date, all payments and documents listed above must be submitted along with the application.

2. English language programs:
- **Legal English:** Application must include a personal statement explaining law-related coursework or work experience, and purpose of taking this program.
- **Graduate School Preparation Academy (GSPA):**
  - Proof of completion of an undergraduate degree OR
  - Letter of acceptance or provisional/conditional acceptance to an accredited graduate program OR
  - Transcripts for the most recent FOUR semesters

3. Online Programs & Summer University Program:
- Visit our website for admission requirements: ip.extension.ucsd.edu

4. University and Professional Studies (UPS):
- Proof of required language proficiency.
- Copy of transcripts in English for the TWO most recent years (four semesters) of academic studies. Transcripts must clearly show excellent academic achievement, including cumulative grade point average (GPA).
- A one-page statement explaining your reason for choosing UC San Diego for your study abroad experience.
- List of 12 or more courses per quarter using the Course List Form, organize by quarter, which you would like to take at UC San Diego or UC San Diego Extension.
- Acknowledgement form

5. Business and Management Certificate and Programs:
- Visit our website for admission requirements: ip.extension.ucsd.edu
- Business Management Certificate: indicate the program specialization on the application form.
- Project Management: indicate whether Lean Six Sigma Green Belt course will be added.

6. Teaching English as a Foreign Language (TEFL) Certificate and Programs:
- Proof of required language proficiency.
- Copy of transcripts in English for the TWO most recent years (four semesters) of academic studies.
- A one-page statement explaining why you would like to take a TEFL program.

7. Paralegal Certificate:
- Visit our website for admission requirements: ip.extension.ucsd.edu

Please send the application and all supporting documents as one pdf file to ipadmission@ucsd.edu. To protect your credit card information, our Admissions team will send to you a link to the **IP Online Payment Portal** and instructions on how to submit payment. Please note Hanmail, Daum, Hotmail, and Naver email accounts are blocked by UC San Diego emails. You may choose to receive your acceptance materials by regular mail or express mail using eShipGlobal.

FREQUENTLY ASKED QUESTIONS

A) Do I need to arrive on time for my program to complete registration?

Yes, you must arrive at least one day before the published program start-date.

B) Do I need a student visa (F-1) to attend your programs?

If your main intent in coming to the U.S. is to study, you should apply for a student visa. If you are coming to the U.S. mainly for tourism, and you also want to take English classes for your own pleasure or as recreation, then a tourist visa (B-2) or visa waiver is appropriate. If you are not sure whether study or tourism is your main intent, explain your plans to the U.S. Embassy or Consulate in your country and they will advise you on the appropriate visa to apply for. You should not schedule a visa interview until you have received our acceptance letter and other acceptance materials.

C) How much money do I need to study and live in the U.S.?

Please see the Tuition, Fees, and Financial Verification checklist on page 7 of this application form.

D) How long will it take to receive my acceptance information?

We will send your acceptance information as soon as possible after we receive your complete application with all required documents and fees. During peak times, it can take up to three weeks before acceptance documents are sent. For fast delivery, we recommend you choose the express mail option using the eShipGlobal link we will send to you after the application has been processed. Regular airmail delivery can take an average of 10–12 weeks.

E) How do I apply for housing?

Refer to the "Housing and Student Life" tab on our website for information on housing options. When you are ready to apply, contact the individual housing vendors for their application and additional information.

F) What method of payment do I use?

Application and express mail fees must be paid by credit or debit card. All other fees and tuition can be paid with credit card, debit card, money order or bank draft in U.S. dollars. Bank drafts must be drawn on a U.S. bank or U.S. branch office of your bank. We cannot accept Eurochecks or electronic transfers (ACH). You may also pay by bank-to-bank transfer via Western Union Business Solutions. For more information about this method of payment, please email ipfinancials@ucsd.edu. If paying by credit card or debit card, please submit a complete application to ipadmission@ucsd.edu and a link to the IP Online Payment Portal will be sent to you.

G) Am I required to purchase UC San Diego medical Insurance?

Yes, you are required to purchase UC San Diego Extension medical insurance. Please email iphealth@ucsd.edu for details.

H) Do I have to provide the Immunization and Tuberculosis (TB) Forms?

All students are required to submit these forms before the program start date. The Student Health and Welfare Advisor will reach out to you after you apply to your program with details about how to submit these forms. For questions email: iphealth@ucsd.edu.

1. PERSONAL INFORMATION

(Please print CLEARLY and read instructions on page 1.)
Incomplete applications will not be processed and will be sent back to the student or agent.

Family Name (surname)   (ATTACH COPY OF PASSPORT NAME PAGE)

First Name (given name) (as it appears in your passport)   male   female

City of Birth and Country of Birth

Date of Birth   month/day/year (e.g. JAN 01, 1990)

Country of Citizenship

Student's Email (Please print clearly.)

Native Language

Agent's Email (Please print clearly.)

Student's permanent address in home country (required):

Check here if this is where you want your I-20 and acceptance materials to be mailed.
Choose: regular mail **OR**   eShipGlobal (express mail)

Address   Street   Apartment Number

Address (continued)

City   Postal Code   Country

Telephone (country code/city code/number)

I will pick up my acceptance info from UC San Diego Extension office, Bldg. E, **OR**

Student's mailing address for the Form I-20 and acceptance materials:
Choose: regular mail **OR**   eShipGlobal (express mail)

Name

Address   Street   Apartment Number

City   Postal Code   Country

Telephone (country code/city code/number) Fax (country code/city code/number)

2. TRANSFER STUDENTS

Will you be coming directly from another school in the U.S.?

No. If no, we don't need any further information.

Yes. If yes, submit the UC San Diego Extension International Programs Academic Verification Form with the application to be considered for transfer. Students may request the Academic Verification Form from ipadmission@ucsd.edu. Please note Hanmail, Daum, Hotmail, and Naver email accounts are blocked by UC San Diego emails.

Current School Name

Telephone

Dates of Attendance (Start and End)

3. PROGRAM INFORMATION

I am applying to the following program(s). Check all that apply and indicate the start-date and the number of sessions (if applicable) for each:

English for General Purposes		Program duration	Hours per week	Start date	Number of Sessions
Conversation and Fluency		4 weeks	10 hours*		
			15 hours*		
			20 hours		
Communication and culture		8 weeks	15 hours*		
			20 hours		
			25 hours		

Academic English		Program duration	Hours per week	Start date	Number of Sessions
Academic English		2 weeks	20 hours		
		4 weeks	15 hours*		
			20 hours		
		8 weeks	15 hours*		
			25 hours		
Test Preparation – TOEFL or IELTS		8 weeks	25 hours		
Graduate School Preparation Academy		4 weeks	20 hours		

English for Specific Purposes		Program duration	Hours per week	Start date	Number of Sessions
Business English		4 weeks	15 hours* 20 hours		
Medical English					
Legal English					
English for Engineering and Technology					

University Credit Programs		Program duration		Start date	Number of Sessions
University and Professional Studies		1 quarter			
Summer University Program, full-time		5 weeks			
Summer University Program, part-time*					

Business and Management Certificate and Programs		Program duration	Start date
Business Administration		1 quarter 2 quarters 3 quarters	
Business Management with emphasis in Digital Marketing		2 quarters 3 quarters	
Business Management with emphasis in Leadership and Management		2 quarters 3 quarters	
Business Management with emphasis in Finance		2 quarters 3 quarters	
Business Intelligence Analysis		1 quarter	
Digital Marketing			
Leadership and Management			
Project Management		2 quarters	
Add Lean Six Sigma Green Belt? Yes No			

Teaching English as a Foreign Language (TEFL)		Program duration	Start date
TEFL Professional Certificate		2 quarters	
Add Specialization in Teaching English Grammar? Yes No Unsure			
Add Specialization in Teaching English to the Young Learner? Yes No Unsure			
TEFL Professional Certificate (hybrid)		1 quarter	
TEFL Proficiency Program			
Advanced Studies in TEFL			

Legal Certificate		Program duration	Start date
Paralegal		1 quarter	

* These programs do not qualify for the Form I-20

4. I-20 REQUEST

Student's FAMILY name (Surname)　　　　FIRST name (given name)

DO YOU NEED AN I-20?　　**YES.** If yes, please select one:　　for an F1 visa　　for school transfer　　for change of status
　　NO, I don't need an I-20. I am a　　U.S. citizen/Permanent Resident　　Other non-immigrant status (specify): _____

FINANCIAL VERIFICATION Please check your source of funds:　　Personal/Own　　Family　　Other (specify): _____

A. Required for I-20: A bank statement or signed letter of sponsorship in English by an approved company or school, dated within 90 days and showing enough funds for all programs the student is applying to, plus living expenses and other costs. Please see the **Tuition, Fees, and Financial Verification Page** (page 7) in this application packet to determine total funds needed. If the bank statement is in a foreign currency, it must show enough funds when converted to U.S. dollars.

Name of account holder	Name of bank	
Bank location (city and country)		Official Bank Seal/Stamp
Amount of available funds in equivalent U.S. dollars	Date (within 90 days)	
Name and Title of Bank Official	Signature of Bank Official	

B. Required for I-20: The family member or the other person who is financially responsible for you must read this statement and sign below.
"I have read the information regarding the cost of tuition and living expenses and other costs for the period of study at UC San Diego Extension. I certify that these funds are available, and I accept full responsibility for these expenses."

Name of person financially responsible (print clearly)　　Signature　　　　Relationship to student　　Date (month/day/year)

Dependents Bringing your spouse (wife or husband) and/or children on F-2 visas? Please list them here. Attach an additional sheet if more space is needed. Please include copy of passport name-page for each family member. (Parents and siblings are not dependents.)

Family Name	Given Name	Birthday (m/day/yr)	Country of birth/Country of Citizenship	Relationship to you?	Male	Female
Family Name	Given Name	Birthday (m/day/yr)	Country of birth/Country of Citizenship	Relationship to you?	Male	Female

5. Payment Procedure

You must submit the non-refundable application fee with your application by credit card using the IP Online Payment Portal. A link will be sent to you upon receiving a complete application. You may choose to receive your acceptance materials by regular mail or express mail using eShipGlobal. All other fees must be paid 30 days before the program start-date, or you may include a partial payment now. Payment for textbooks and the UC San Diego photo ID card must be purchased when the student arrives to campus. Indicate the amount you will include with this application:

English Language Program application fee:	$ 150	UC San Diego Medical Insurance:	$
University Credit application fee:	$ 200	International Student Service fee:	$
Certificate and Program application fee:	$ 200	Partial or full tuition (ESL programs only):	$
		Total amount enclosed with this application:	$

Payment Options (Please do not mail cash or traveler's checks.)
　I have enclosed a money order/cashier for $_____ (Checks must be drawn on a U.S. bank and payable to UC Regents.)
　I want to pay by credit card. Submit your application to ipadmission@ucsd.edu and a link to the IP Online Payment Portal will be sent to you. The IP Online Payment Portal accepts: Mastercard, Visa, AMEX, Diners Club, and Discover
　Do not send credit card details by email.

6. Signature

The application cannot be processed without a signature. I certify that all application information is true and that I have read and understand the policies described in this application and the UC San Diego Extension International Programs website.
I acknowledge that I am required to pay the non-refundable application fee even if I decide to withdraw or cancel my enrollment.

Signature of applicant　　　　Date (month/day/year)

Please email, mail, or fax the complete application and required documents to:

Physical Address:
University of California San Diego
Extension International Programs
9600 N. Torrey Pines Road, Bldg. E
La Jolla, CA 92037-1100

Email: ipadmission@ucsd.edu
Fax: +1-858-534-5703
Web: ip.extension.ucsd.edu
Please note Hanmail, Daum, Hotmail, and Naver email accounts are blocked by UC San Diego emails.

REFERRING AGENCY/UNIVERSITY
(REQUIRED TO DOCUMENT STUDENT REFERRAL)

Agency/University name
Contact name
Contact Email　　　　Contact phone #

Authorization for Release of Student Information/Records (To be Completed by Student)

Student Information

Student information is confidential and protected by the Federal Family Educational Rights and Privacy Act (FERPA). Written authorization is required to release any information that is not considered public information. Please complete the following information.

1. _____   _____
   (Student Last Name)   (Student First Name)

Application (leave blank if student is submitting application)

2. I authorize anyone from the following agency/university to apply on my behalf:

   _____

   I authorize the following person to apply on my behalf (ex: mother, friend, spouse):

   _____

Information To Be Released

I authorize the release of the following (select all that apply):

☐ Attendance Records   ☐ Medical/Insurance Records
☐ Financial/Invoice Records   ☐ Enrollment Verification Letters
☐ Transcript/Grade Reports   ☐ Course Schedule
☐ Program Certificate

3. I authorize the release of my information to:
   ☐ Center for International Programs (Bolashak Scholarship)
   ☐ IIE
   ☐ KAUST
   ☐ Kuwait Cultural Office
   ☐ Saudi Arabia Cultural Mission (SACM)
   ☐ Other: _____

4. ☐ I **do not** authorize the release of any of my information.

Signature

By signing below, you agree to the information mentioned above. This approval will remain in your record even after you leave the university. You can change this authorization or cancel it at any time by emailing ipadmission@ucsd.edu.

_____   _____
(Student Signature)   (Date)

		Full-time Programs (student visa)						Online programs (no visa) or part-time (tourist visa or E.S.T.A.)			
	Hours per week	App fee	Full-time Tuition	ISS Fee	Medical Insurance	Total to UCSD	Financial verification	Part-time Tuition	ISS Fee	Medical Insurance	Total to UCSD
Conversation and Fluency (4 weeks)	15 hours*	$150	-	-	-	-	-	$1,800	$175	$180	$2,305
	20 hours	$150	$2,000	$175	$180	$2,505	$4,367	-	-	-	-
Conversation and Fluency Online	10 hours*	$50	-	-	-	-	-	$1,000	$175	$180	$1,405
	15 hours*	$50	-	-	-	-	-	$1,500	$175	$180	$1,905
Communication and Culture (8 weeks)	15 hours*	$150	-	-	-	-	-	$3,000	$380	$450	$3,980
	20 hours	$150	$3,200	$380	$450	$4,180	$7,964	-	-	-	-
	25 hours	$150	$3,700	$380	$450	$4,680	$8,464	-	-	-	-
Academic English (2 weeks)	20 hours	$150	$1,200	$175	$90	$1,615	$2,471	-	-	-	-
Academic English (4 weeks)	15 hours*	$150	-	-	-	-	-	$1,800	$175	$180	$2,305
	20 hours	$150	$2,000	$175	$180	$2,505	$4,367	-	-	-	-
Academic English (8 weeks)	15 hours*	$150	-	-	-	-	-	$3,000	$380	$450	$3,980
	25 hours	$150	$3,700	$380	$450	$4,680	$8,464	-	-	-	-
Test Preparation – TOEFL or IELTS (8 weeks)	25 hours	$150	$3,700	$380	$450	$4,680	$8,464	-	-	-	-
Graduate School Prep Academy (4 weeks)	20 hours	$150	$2,300	$175	$180	$2,805	$4,667	-	-	-	-
Business English (4 weeks)	15 hours*	$150	-	-	-	-	-	$2,050	$175	$180	$2,555
	20 hours	$150	$2,300	$175	$180	$2,805	$4,667	-	-	-	-
Medical English (4 weeks)	15 hours*	$150	-	-	-	-	-	$2,300	$175	$180	$2,805
	20 hours	$150	$2,600	$175	$180	$3,105	$4,967	-	-	-	-
Legal English (4 weeks)	15 hours*	$150	-	-	-	-	-	$2,050	$175	$180	$2,555
	20 hours	$150	$2,300	$175	$180	$2,805	$4,667	-	-	-	-
English for Engineering and Technology (4 weeks)	15 hours*	$150	-	-	-	-	-	$2,300	$175	$180	$2,805
	20 hours	$150	$2,600	$175	$180	$3,105	$4,967	-	-	-	-

	Program duration	App fee	Full-time Tuition	ISS Fee	Medical Insurance	Total to UCSD	Financial verification	Part-time Tuition	ISS Fee	Medical Insurance	Total to UCSD
University and Professional Studies	1 quarter	$200	$7,800	$380	$585	$8,965	$14,756	-	-	-	-
Summer University Program	5 weeks	$200	$6,570	$380	$270	$7,420	$9,690	$5,330	$380	$270	$6,180
Business Administration	1 quarter	$200	$6,050	$380	$585	$7,215	$13,006				
	2 quarters	$200	$12,050	$760	$1,170	$14,180	$25,962				
	3 quarters	$200	$18,050	$1,140	$1,800	$21,190	$38,918				
Business Management	2 quarters	$200	$12,050	$760	$1,170	$14,180	$25,962				
	3 quarters	$200	$18,050	$1,140	$1,800	$21,190	$38,918				
Business Intelligence Analysis	1 quarter	$200	$7,050	$380	$585	$8,215	$14,006				
Digital Marketing	1 quarter	$200	$6,250	$380	$585	$7,415	$13,206				
Leadership & Management	1 quarter	$200	$6,050	$380	$585	$7,215	$13,006				
Project Management	2 quarters	$200	$12,050	$760	$1,170	$14,180	$25,962				
TEFL Professional Certificate (in person)	2 quarters	$200	$8,350	$760	$1,170	$10,480	$22,262				
TEFL Professional Certificate (hybrid)	1 quarter	$200	$4,800	$380	$585	$5,965	$11,756				
TEFL Proficiency Program	1 quarter	$200	$6,000	$380	$585	$7,165	$12,956				
Advanced Studies in TEFL	1 quarter	$200	$4,800	$380	$585	$5,965	$11,756				
Paralegal	1 quarter	$200	$9,050	$380	$585	$10,215	$16,006				

Financial verification is the estimated total amount required for the Form I-20. It includes an estimate cost of books and materials, transportation, housing, food, and incidentals. If you plan to bring your spouse and/or children, your financial verification must include an additional $200 per week for your first dependent and $100 per week for each additional dependent.

2022 Holidays (no class)
Jan 17 – Martin Luther King Jr.
Feb 21 – President's Day
Mar 25 – Cesar Chavez Day
May 30 – Memorial Day
June 20 - Juneteenth
July 4 – Independence Day
Sep 5 – Labor Day
Nov 11 – Veteran's Day
Nov 24-25 – Thanksgiving Day
Dec 30 – Jan 2 – 2023 New Year's Holiday

* These programs do not qualify for the Form I-20