Application Instructions

Getting Started:

1. Review UC San Diego Division of Extended Studies International Programs for all admission criteria and required documents you need to apply.
2. If you have questions, please contact an admission advisor at ipadmission@ucsd.edu.

Steps to Apply:

1. If you are ready to apply, start the online application by:
   a. First time users: Create an online account as the first step by going to our Third-Party Account Creation link. After creating an account, you will automatically be directed to the application portal. See "Creating a Third-Party Account" below for detailed instructions.
   b. Returning users (You already have an online account): You can proceed to start a new application or return to an existing application by going to UC San Diego Division of Extended Studies International Programs.
2. See "Starting an Application" instructions below for a detailed explanation on how to fill out the application.
3. After all application information is filled out, send the application for student approval via your application portal. Student receives the approval request via email.
4. Student approves the application via email. You receive an email notification when the application is approved.
5. The Admission Department will issue the PID number (Student ID) within 1-2 business days of student approval.
6. Login to your application portal after receiving the PID number and submit the application to the Admission Department. No changes can be made to the application after submission.
7. Pay the application fee.

Creating a Third-Party Account

1. Enter your information (not the student's) and click "Submit".

Third Party Account Creation

First Name

Last Name

Email Address

Relationship Type to Student

Submit

2. You will receive your username (your email) and a temporary PIN. **Write down your PIN before clicking on the link provided.** After you write down your PIN, click on the link.

Third Party Account Creation

⬇ Clink on the link and enter your username and PIN.

Thank you for creating an account. In order to begin creating an application for your student, you will need to log into the Third Party Portal by clicking this link. Upon your first time logging in, you will be prompted to create a new password. Please use the following information below to log into your portal:

Username: ~~█████████~~@gmail.com
PIN: ~~████~~083
Thank You

3. Enter your username and PIN then click "Login".

Login

> To log in, please enter your username and password.

Username   [   ]

Password   [   ]   Forgot Your Password?

[Login]

4. Create your new password and click "Set Password".

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password   [   ]   ✖ At least one letter
   ✖ At least one capital letter
New Password   [   ]   ✖ At least one number
(again)   ✖ Be at least 12 characters
   ✖ New passwords must match

[Set Password]

5. You will now see your application portal. You can start a new application by clicking "Start A New Application Here!"

User Name: ~~Test Ruby, Test Ruby~~
User Email: ~~rubyjustice9@gmail.com~~

START A NEW APPLICATION HERE!

General Application Instructions

Print | Export ▾   Search: [_____]

Student ⬍	Status ⬍	Date ⬍
	No data available in table	

Showing 0 to 0 of 0 entries   Previous   Next

No SearchPanes

Starting an Application

1. To start a new application, click "Start New Application Here!". The application will open in a <u>new</u> browser tab. Enter the student's personal information.

START A NEW APPLICATION HERE!

General Application Instructions

Print | Export ▾   Search: [_____]

Student ⬍	Status ⬍	Date ⬍
	No data available in table	

Showing 0 to 0 of 0 entries   Previous   Next

No SearchPanes

Personal Information Section

1. Enter the student's personal information. This information **must** be the students. For example, if you do not know the student's email, **do not** enter your email. When all information is entered, click "Submit" at the bottom of the page. The following sections must be filled out completely before you can click "Submit".

Student Legal Name: If the student has a middle name, enter it as it appears on the passport. For example, if the middle name appears as the last name in the passport, enter it in the last name section. You must also upload a passport.

International Programs Application

Student Legal Name (as it appears on passport)

Student Legal First Name * [_____]

Student Legal Middle Name [_____]

Student Legal Last Name * [_____]

Please submit a copy of biographical passport page *

Choose File | No file chosen

4

Student Lived Name (Preferred Name): If the student does not have a preferred name, leave this blank.

Student Lived Name

What is a Lived Name

☐ Student has a lived name

Student Address in Home Country: If the mailing address is the same at the permanent address, you can leave the mailing address blank.

Student Address in Home Country
A permanent address is required. A mailing address is optional.
Permanent Address
Country * [United States ▼]
Street * [_____]
City * [_____]
State * [Select State ▼]
Postal Code * [_____]
Mailing Address
Country [United States ▼]
Street [_____]
City [_____]
State [Select State ▼]
Postal Code [_____]
Is this student currently living in the U.S.? * ☐ Yes ☐ No

Student Email Address: This is the personal email address the student will use for all UCSD purposes. It is very important the correct email address is entered. If you do not know the student's email, **do not** enter your email.

Student Email Address
Student Email Address [_____]

Student Telephone Numbers

Student Telephone Numbers
At least one telephone number is required *
Student Phone [_____]
Student Mobile [_____]

Student Biographical Information

Student Biographical Information
Student Legal Sex * [____▼]
Gender * [____▼]
Student Birthdate * [____▼] [__▼] [____▼]

UC San Diego Student: Please indicate 'yes' only if the student is/was or has been accepted as a UCSD undergraduate, graduate or Summer Session student. This question is not asking about any of our programs (UCSD Division of Extended Studies International Programs).

UC San Diego Student
Has this student ever been enrolled in a UC San Diego undergraduate, graduate or Summer Session program? *
○ Yes
○ No

Student Citizenship Information: If the student answers "no" to U.S. Permanent Resident, additional questions will appear. This is where you select a visa reason (image 2). The options are the following:

- Initial F-1 Visa: Requesting an I-20 to apply for a student visa.
- F1-Scholl Transfer: Requestion to transfer their current I-20 from another U.S. institution.
- F1-Change of Status: Requesting an I-20 to apply for a change of status (Example: B1/B2 to F-1).
- Do not need I-20: Will not use an F-1 visa. Will study under a different visa status (Example: ESTA, B1/B2)
- Initial J-1 Visa: Requesting a DS-2019 to apply for a J-1 visa.
- J-1 School Transfer: Requesting to transfer their current DS-2019 from another U.S. institution.
- J-1 Change of Status: Requesting a DS-2019 to apply for a change of status.
- Do not need DS-2019: Will not use a J-1 visa. Will study under a different visa status (Example: ESTA, B1/B2)

Image 1

Student Citizenship Information

Primary Citizenship *	
Dual Citizenship	
U.S. Permanent Resident *	
Country of Birth *	
City of Birth *	

Image 2

U.S. Permanent Resident *	No
Country of Birth *	
City of Birth *	
Country of Legal Permanent Residence *	
Visa Reason *	

Program Information

Online and 15-hour p... ...r a student visa.

Program 1

Program Group *

Program Dates Can...

Add New Program

Initial F-1 Visa
F1 - School Transfer
F1 - Change of Status
Do not need I-20
Initial J-1 Visa
J1 - School Transfer
J1 - Change of Status
Do not need DS-2019

Program Information: To add more than one program, click "Add New Program".

Program Information

Online and 15-hour programs do not qualify for a student visa.
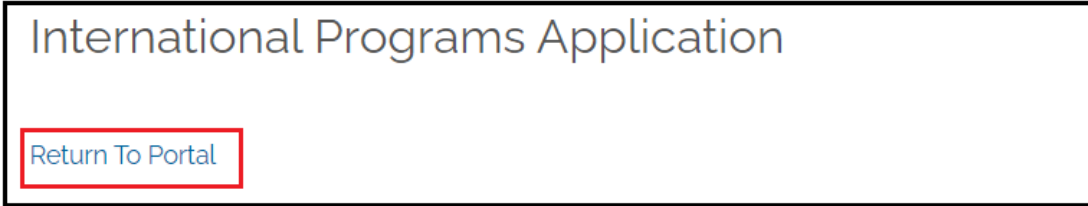
Program 1

Program Group *

Program Dates Cannot Overlap*

Add New Program

2. After you submit this section of the application, you will see the following. Click "Return to Portal".

International Programs Application

Return To Portal

3. You will now see the application you started in your dashboard. The status is 'Awaiting Submission' because there is more information to submit. Click on the student's name to open the application and complete the remaining forms.

START A NEW APPLICATION HERE!

General Application Instructions

Print   Export ▾   Search: [   ]

Student	Status	Date
TEST Alvarez, TEST Alma	Awaiting Submission	
TEST Bear, TEST Pooh	Awaiting Submission	
TEST Charming, TEST Prince	Awaiting Submission	
TEST Crab, TEST Sebastian	Awaiting Payment	December 18, 2023
TEST Disney, TEST Walt	Awaiting Payment	January 11, 2024
TEST Doe, TEST Jane	Awaiting Submission	

Form Section

1. Click on the student's name. This will show you the application's main page and the functions that are available. You will have additional forms that need to be filled out. These will vary depending on the program/s and visa reason selected. **Before submitting each form, review the information carefully for errors.**

Application Information   ×

TEST Doe, TEST Jane   PID: PID is under review
Update Application ← Click here to update the student's personal
                       information or visa reason.
Program Information

Group	Name	Date	Update Program
Business/Parale...	Business Administration (1 Quarter)	06/26/2024 - 09/14/2024	Update
University Credit...	University and Professional Studies Track 3	03/27/2024 - 06/14/2024	Update

Add a Program ← Click here to add a new   Click here to delete a program or
                  program.   change the program/start date.
Forms

Status	Form	Date
✖ Awaiting	Academic History Form	
✖ Awaiting	Dependents Form	
✖ Awaiting	Emergency Contact Form	
✖ Awaiting	Financial Verification Form	
✖ Awaiting	Proof of Language Proficiency Form	
✖ Awaiting	Supplemental Program Documents Form	
✖ Awaiting	Transfer Student Form	
✖ Awaiting	Send UPS Form	

All forms that need to be
filled out. Click each form
to fill out.

Withdraw Application

Close

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2. When you fill out a form and click "submit", you will see the following (Image 1). Click "Return to Portal". This will take you back to the portal dashboard. You then need to click on the student's name to open the application again (Image 2). **You need to do this every time you fill out a form or make an update to the application.**
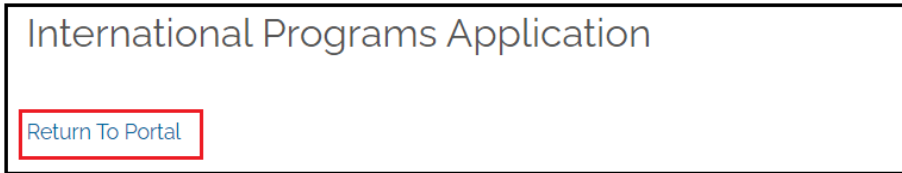
Image 1

Image 2

3. When all the forms are submitted and you see the status as "Received", the "Submit Application for Student Approval" link will appear at the top left. You can now proceed to this step.

University and Professional Studies (UPS) Program Form

Applying to our University and Professional Studies Program (UPS) requires the student to personally complete the UPS Acknowledgement form and and Course List form. You cannot do this on their behalf. You will will send these forms via email to the student. Follow the following steps:

1. Click "Send UPS Form"

2. The student email will auto-populate based on what you entered in the personal information section. If the email is not correct, you must go back to the personal information section and update the student's email first. Select "Yes", then click Submit. This sends the information to the student.

The status of the form will remain as "Awaiting" until the student fills out the form. If you need to re-send the email, click "Send UPS Form" again. As a reminder, all forms must be received before you can proceed to the "Send for Student Approval" process.

Status	Form	Date
✔ Received	Academic History Form	01/12/2024
✔ Received	Dependents Form	01/12/2024
✔ Received	Emergency Contact Form	01/12/2024
✔ Received	Financial Verification Form	01/12/2024
✔ Received	Proof of Language Proficiency Form	01/12/2024
✔ Received	Supplemental Program Documents Form	01/12/2024
✔ Received	Transfer Student Form	01/12/2024
✖ Awaiting	Send UPS Form	

Withdraw Application

Close

3. The student will receive an email from admission-des@ucsd.edu that looks like the following. They will click on the link provided and fill out the information requested.

Dear TEST Jane TEST Doe,

Thank you for applying to UC San Diego Extended Studies International Programs. We received your University and Professional Studies (UPS) application and additional information from you is required to complete the application process.

As part of the application process, you must identify a set of courses you are willing to take at UC San Diego or UC San Diego Extended Studies. These courses are dependent on the track (Track 1, Track 2, Track 3) you are applying for. Before submitting your course list, please review our website for specific track requirements if you are not sure what you qualify for.

The UPS program has some terms of enrollment you must understand and agree to. To agree to these terms of enrollment and provide your course list, please click on this link.

Do not reply to this email. If you have questions, please email ipadmission@ucsd.edu

Sincerely,
Admission Department
University of California, San Diego
Division of Extended Studies, International Programs
ipadmission@ucsd.edu
extendedstudies.ucsd.edu/ip

4. When the student completes the information, you will see the status of the form change from "Awaiting" to "Received".
   - You will not receive an email notification of this. It is important you check the application for a status update or ask the student to notify you once they complete the information.
   - If you want to see the completed form, you can click "UPS Course Form" and see the information as read-only. You cannot make changes for the student.

Once all forms are received, the "Submit Application for Student Approval" (top left of application) will appear and you can proceed to this step.

Updating the Dependents Form

1. To make updates to a dependent's information, click on "update" next to the dependent's name. All updates must be submitted <u>before</u> you submit the application. Notice how the application status is "Awaiting Submission". You cannot make changes after submission.

2. To update existing information, enter the new information and click "Submit".

3. To delete the dependent, select "Yes" under "Flag to Delete". Click "Submit". **It takes 24 hours for the system to process the deletion request.** This means you will still see the dependent listed on the application. However, you <u>can proceed</u> with the application process before the deletion is updated. The dependent will automatically be removed after 24 hours.

Update Dependent Information

TEST Jane TEST Doe (jea014@ucsd.edu)
International Programs Application
Not TEST Jane TEST Doe? Click here

Family (Last) Name *
TEST Doe

Given (First) Name *
TEST Suzy

City of Birth *
Puebla

Country of Birth *
Mexico

Country of Citizenship *
Mexico

Country of Legal Permanent Residence *
Mexico

Relationship to you *
Child

Flag to Delete
Yes

Submit

Submitting the Application for Student Approval

You need to submit the application for student approval. The student will receive an email to prompt them to fill out a Certification Section and Third-Party Approval form as well as to sign their application. By completing this information, the student approves their application. The "Submit Application for Student Approval" link will **only** appear after **all** forms have been received.

1. To do this, click on "Submit Application for Student Approval". This link will remain active until the student submits the form. This means you can send the email multiple times until the student completes the form.

Application Information

TEST Doe, TEST Jane   Awaiting Submission
Submit Application for Student Approval

                                             PID: PID is under review
Update Application

Program Information

Group	Name	Date	Update Program
Business/Parale...	Business Administration (1 Quarter)	06/26/2024 - 09/14/2024	Update
University Credit...	University and Professional Studies Track 3	03/27/2024 - 06/14/2024	Update

Add a Program

Dependents

Name	Relation	Update	Upload Passport
TEST Jonathan ...	Spouse	Update	Upload Passport
TEST Suzy TEST...	Child	Update	Upload Passport

Add a Dependent

Forms

Status	Form	Date
✔ Received	Academic History Form	01/12/2024
✔ Received	Dependents Form	01/12/2024
✔ Received	Emergency Contact Form	01/12/2024
✔ Received	Financial Verification Form	01/12/2024

2. You will see the image below. The student email will auto-populate based on what you entered in the personal information section. If the email is not correct, you must go back to the personal information section and update the student's email first. Select "Yes", then click Submit. This sends the email to the student with the information they need to complete.

Submit Application for Student Approval
☑ Yes
☐ No

Student Email
███@ucsd.edu

Submit   Cancel

3. The student will receive an email from admission-des@ucsd.edu that looks like the following. They will click on the link provided and fill out the information requested.

Dear TEST Jane TEST Doe,

Thank you for applying to UC San Diego Extended Studies International Programs. Someone submitted an application for you. You must approve the submission and answer a few questions to complete the application process. Please click on this link to approve your application.

Do not reply to this email. If you have questions, please email ipadmission@ucsd.edu

Sincerely,
Admission Department
University of California, San Diego
Division of Extended Studies, International Programs
ipadmission@ucsd.edu
extendedstudies.ucsd.edu/ip

4. After clicking the link, the student will see the following form that must be completed and submitted.

- Your name will automatically appear for the student to authorize you to apply on their behalf.

University of California San Diego Extended Studies Application Approval

Certification

Please read and check the following statements to indicate you understand and agree to these terms.

To the best of my abilities, I have provided clear, complete, and accurate information on this application. *
☐ Yes

I have reviewed the policies described on the UC San Diego Division of Extended Studies International Programs website. I can contact ipinfo@ucsd.edu if I have any questions or do not understand. *
☐ Yes

I have reviewed the refund and cancellation policy on UC San Diego Division of Extended Studies International Programs website. *
☐ Yes

I understand that the application fee is non-refundable. *
☐ Yes

Checking the items above and signing the application indicates that I understand and accept each statement.

In place of your signature, please type your full legal name: *

Third Party Approval Form

Information To Be Released

I allow the following agency/university/person to apply on my behalf.
Test Peter Test Pan

I allow the following person/s to apply on my behalf, in addition to the agency/university/person listed above (please type in all that apply).

Do you authorize the release of any of your information? *
☐ I do authorize the release of any of my information.
☐ I do not authorize the release of any of my information.

Checking this box indicates that you have completed the Third Party Release Form section. *
☐ Yes

Submit   Cancel

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- The *Information To Be Released* section is very important. If you want to receive any of the information listed below, the student must authorize this. For example, if you want to receive the invoices for the student, the student must authorize this. In the example below, the student authorized the release of the invoice records to the person named "TEST Peter TEST Pan".

Third Party Approval Form

Information To Be Released

I allow the following agency/university/person to apply on my behalf.
Test Peter Test Pan

I allow the following person/s to apply on my behalf, in addition to the agency/university/person listed above (please type in all that apply).

Do you authorize the release of any of your information? *
☑ I do authorize the release of any of my information.
☐ I do not authorize the release of any of my information.

You can give out the following: *
☐ Attendance Records
☐ Course Schedule
☐ Enrollment Verification Letters
☑ Financial/Invoice Records
☐ Medical/Insurance Records
☐ Program Certificate
☐ Transcript/Grade Reports

You can give my information to: *
☐ Bolashak Scholarship from Kazakhstan (Center for International Programs)
☐ IIE (Institute of International Education Scholarship)
☐ KAUST (from Saudi Arabia)
☐ Kuwait Cultural Office (from Kuwait)
☐ Saudi Arabia Cultural Mission – SACM (from Saudi Arabia)
☑ Other

Other *
TEST Peter TEST Pan

Checking this box indicates that you have completed the Third Party Release Form section. *
☑ Yes

Submit   Cancel

- If the student does not want to release any of their information, they select "I do not authorize the release of any of my information".

Third Party Approval Form

Information To Be Released

I allow the following agency/university/person to apply on my behalf.
Test Peter Test Pan

I allow the following person/s to apply on my behalf, in addition to the agency/university/person listed above (please type in all that apply).

Do you authorize the release of any of your information? *
☐ I do authorize the release of any of my information.
☑ I do not authorize the release of any of my information.

Checking this box indicates that you have completed the Third Party Release Form section. *
☑ Yes

Submit   Cancel

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5. After the student submits the form, you will receive an email from admission-des@ucsd.edu to let you know.

Greetings from UC San Diego Extended Studies International Programs,

TEST Jane TEST Doe has approved their application. Please allow 24-48 business hours for the PID number (Student ID) to appear on the student's application. The PID will be located at the top right of the application. After the application has the PID number, please proceed with the next steps:

- Submit the application. No changes can be made to the application after submission. Please ensure all information is correct before submitting it. Please note, the submission link will only be activated after the PID appears on the application.
- Pay the application fee. After submitting the application, it will take approximately 15 minutes for the payment link to be activated. You can then proceed to make a payment. The application will not be reviewed until payment is received.

Do not reply to this email. If you have questions, please email ipadmission@ucsd.edu

Sincerely,
Admission Department
University of California, San Diego
Division of Extended Studies, International Programs
ipadmission@ucsd.edu
extendedstudies.ucsd.edu/ip

6. You will also see the status of the student approval on the application at the top right. To see the information the student filled out, you can click on the "Approved" link. The answers will display as read-only. You cannot make edits to the student's answers. After the application is approved, the next step is to receive the PID number (Student ID).

Application Information   ✕

TEST Doe, TEST Jane   Awaiting Submission
PID: PID is under review   Student Approval: Approved
Update Application

Program Information

Group	Name	Date	Update Program
Business/Parale…	Business Administration (1 Quarter)	06/26/2024 - 09/14/2024	Update
University Credit…	University and Professional Studies Track 3	03/27/2024 - 06/14/2024	Update

Add a Program

Dependents

Name	Relation	Update	Upload Passport
TEST Jonathan …	Spouse	Update	Upload Passport
TEST Suzy TEST…	Child	Update	Upload Passport

Add a Dependent

Forms

Status	Form	Date
✔ Received	Academic History Form	01/12/2024
✔ Received	Dependents Form	01/12/2024
✔ Received	Emergency Contact Form	01/12/2024

Receiving the PID Number (Student ID)

After the student approves the application, the Admission Department will issue the PID number. This will take on average 1-2 business days (weekends are not considered business days) from when the student approves the application. You can check the status of the PID number at the top of the application. After the PID number is received, you can proceed to submit the application.

Pending PID

Received PID

Submitting the Application to the Admission Department

After the application has the PID number, the "Submit Application" link will appear. **You cannot make changes to the application after submission (program change, start date change etc.).** You should be reviewing each form you fill out before submitting it.

1. To submit the application, click "Submit Application".

Application Information

TEST Doe, TEST Jane
Student Approval: Approved
Update Application

Submit Application
Awaiting Submission
PID: U123TEST

Program Information

Group	Name	Date	Update Program
Business/Parale…	Business Administration (1 Quarter)	06/26/2024 - 09/14/2024	Update
University Credit…	University and Professional Studies Track 3	03/27/2024 - 06/14/2024	Update

Add a Program

Dependents

Name	Relation	Update	Upload Passport
TEST Jonathan …	Spouse	Update	Upload Passport
TEST Suzy TEST…	Child	Update	Upload Passport

Add a Dependent

Forms

Status	Form	Date
✔ Received	Academic History Form	01/12/2024
✔ Received	Dependents Form	01/12/2024
✔ Received	Emergency Contact Form	01/12/2024

2. Click "Submit" to proceed. The next step is to pay the application fee.

Submit Application

TEST Rapunzel TEST Princess ⬛⬛⬛@ucsd.edu)
International Programs Application
Not TEST Rapunzel TEST Princess? Click here

No edits or changes can be made to the application after submission.

Submit   Cancel

Paying the Application Fee

After you submit the application, the next step is to pay the application fee. The application will not be reviewed until the application fee payment is received.

1. After the application is submitted, it takes 15 minutes for the application portal to activate the payment link. You will see the following message.

Application Information   ✕

TEST Doe, TEST Jane   Submit Application
Awaiting Submission   Please allow 15 minutes for the system to process your
Student Approval: Approved   application
Program Information   PID: U123TEST

Group	Name	Date
Business/Paralegal Certificate Pro...	Business Administration (1 Quarter)	06/26/2024 - 09/14/2024
University Credit Programs	University and Professional Studies Track 3	03/27/2024 - 06/14/2024

Dependents

Name	Relation		Update	Upload Passport
TEST Jonathan ...	Spouse		Update	Upload Passport
TEST Suzy TEST...	Child		Update	Upload Passport

Add a Dependent
Forms

Forms will appear again to be viewed after the system processes your application.

2. When the payment link is activated, you can proceed with payment by clicking "Submit Payment".

Application Information   ✕

TEST Doe, TEST Jane   Submit Payment
Student Approval: Approved   Awaiting Payment
Program Information   PID: U123TEST

Group	Name	Date
Business/Paralegal Certificate Pro...	Business Administration (1 Quarter)	06/26/2024 - 09/14/2024
University Credit Programs	University and Professional Studies Track 3	03/27/2024 - 06/14/2024

Dependents

Name	Relation		Update	Upload Passport
TEST Jonathan ...	Spouse		Update	Upload Passport
TEST Suzy TEST...	Child		Update	Upload Passport

Add a Dependent
Forms

Status	Form	Date
✔ Received	Academic History Form	01/12/2024
✔ Received	Dependents Form	01/12/2024
✔ Received	Emergency Contact Form	01/12/2024

3. The total amount due for the application fees will be shown. Application fees are non-refundable. To make payment, click "Submit Payment" and this will take you to the Transact IP Payment Portal.

Submit Payment

Payment Details	
Description	Application Fee
Amount Due	$450.00

Submit Payment

Transact IP Payment Portal

Through the Transact IP Payment Portal, there are four ways to pay:

Credit or Debit Card	Bank Transfer	Flywire	Convera

How would you like to pay?
Select **Credit/Debit Card** or **International Payment**

Option 1: Credit or Debit Card Error! Bookmark not defined.[1] (Recommended option)
Transact accepts American Express, Discover, JCB, UnionPay, MasterCard, & Visa.
1. Enter card information [Credit/Debit Card Number, Expiration Date, Security Code (CVV), Zip/Postal Code (int'l cardholders can put "N/A")].
2. Select **Continue.**
3. Summary page [Review that information is correct, then select **Pay.**]
4. **Transact service fee included in total amount.**
5. The transaction receipt will be emailed to the payer email address provided.

Option 2: International Payment Error! Bookmark not defined.
Please select:
1. What country are you paying from?
2. Select one international payment option [**Bank Transfer, Flywire, or Convera]**

Option 2a: Bank Transfer Error! Bookmark not defined.
1. **Enter the following information**:
   - Student information [Name as it appears in student's passport, phone number, email address, date of birth}
   - Student's current address [Country, Street Address, City, State/Province, Zip/Postal Code]
   - Payer information [Email, First name, Family name, Address, City, State/Province/Region, Zip/Postal code, Phone number].
2. **Check box**: I have read, understand, and agree to the Terms of Use and Privacy Policy.
3. Select **Continue**.
4. **Summary Page** [Review that the information entered is correct, then select **Continue**.]
5. Print bank wire instructions and arrange a bank transfer to the TransferMate Bank Account listed in the bank wire instructions within 48 hours.

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* **Important:** Payment will not be applied until funds are verified
[1] Most credit/debit cards have a daily limit which an individual is allowed to charge. Always check with your credit card company or bank about your daily charge limit before trying to submit your payment through Transact.

Option 2b: Flywire[Error! Bookmark not defined.]

If **Flywire** is selected, the Transact site will redirect to the Flywire site. **(Flywire site translates into 10 additional languages besides English)**

1. Your payment [Country or region where payment will come from]
2. Select **Next**.
3. Select your preferred payment method.
4. Payer information [Email, First Name, Family Name, Address, City, State/Province/Region, Zip/Postal code, Phone Number]
5. **Check box**: I have read, understand, and agree to the Flywire Terms of Use and Privacy Policy
6. Select **Next**.
7. Student Information [Date of Birth, Email Address, Student ID (PID) – (U followed by 8 digits)]
8. **Summary Page** [Review that the information entered is correct, then select **Next**.]
9. Print bank wire instructions and arrange a bank transfer to the bank account listed in the bank wire instructions within 72 hours or by the date provided on the payment instructions.

Option 2c: Convera[Error! Bookmark not defined.]

If **Convera** is selected, the Transact site will redirect to the Convera site. (**Convera site translates into 10 additional languages besides English)**

1. Paying fees from [Country or region where payment will come from].
2. Select **Get a quote.**
3. Select your preferred payment method.
4. Student's Details [IMPORTANT: This page cannot be edited and pulls the student details directly from Transact]
5. Select **Next.**
6. Payer's Details
   - Who will be making the payment? [Choose one option]
   - What is your relationship to the student? [Choose one option]
7. Payer's Personal Details[2] [Name, Email address, Billing address, City, Province or Territory, Zip/Postal Code]
8. Payer's Bank Details[3] [Bank name, Bank Address, Bank Account Number, Bank Address, Bank City, Bank Province or Territory, Bank zip/postal code]
9. Additional Information Requested (optional)
10. **Check box**: I have read, understand, and agree to the Terms of Use and have reviewed the Online Privacy Statement
11. Proceed to **Payment**
12. Print bank wire instructions and arrange a bank transfer to the bank account listed in the bank wire instructions within 72 hours or by the date provided on the payment instructions.

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[*] **Important:** Payment will not be applied until funds are verified

Getting an Application Decision

You will receive an email from the Admission Department when a decision on the application is made. It can take up to 24-hours for the decision letter to be available form when you receive this email.

1. Login to your application and locate the application.
2. Click "View Letter Here" to know the decision.

3. You will see the acceptance materials. You must download them and send them to the student.

Withdrawing an Application

You can withdraw an application only if you have not submitted payment. When you withdraw an application, you will no longer see it in your application dashboard. To cancel, withdraw or defer an application after payment is submitted, you must contact the Admission Department at ipadmission@ucsd.edu. To withdraw the application before payment is submitted follow these steps.

1. Click "Withdraw Application"

2. Select "yes" then click "Submit".

3. You will no longer see the application in your dashboard.