# How to Apply

**The following items must be enclosed with your application. All documents must be in English.**

**1. For all programs, these items must accompany the application:**

**A** Application fee (nonrefundable for each program)
- ❍ English Language Programs: $150
- ❍ Academic Connections International: $200
- ❍ University Credit and Summer Session Programs: $200
- ❍ Certificate Programs: $200

**B** Copy of passport name-page

**C** Financial verification **OR** copy of bank statement **WITH SPONSOR'S SIGNATURE IN SECTION 4 OF PAGE A4 (IF I-20 IS REQUIRED).**

**D** Express mail fee, optional but strongly recommended: $50 (may vary depending on location)

**E** Information Release Form for those students who have financial sponsors or who enroll in our programs through a university partnership agreement. Please request the Information Release Form from ipadmission@ucsd.edu.

**F** Transfer students must submit the UC San Diego Extension International Programs Academic Verification Form along with the application to be considered for transfer. Students may request this form from ipadmission@ucsd.edu.

**G** On-campus housing application, if desired (available July and August, only):
- ❍ Include the on-campus housing application found on our website under "Student Life/Housing."
- ❍ Full payment must be included with the on-campus housing application to reserve a space. (See page 28.)

**H** We must receive the following at least 30 days before the published program start date:
1. Full payment of tuition and fees as invoiced by us after acceptance is sent.
2. TB Form, if required.

**2. For English language programs:**
- ❍ **Intensive Legal English program:** Applicants must submit academic transcripts for the four most recent semesters of study. Participants must show some previous coursework in Western law or Western civilization and a brief statement to explain previous law-related experience and their purpose in taking this program. Applicants must have advanced English proficiency. All students must take the UCSD-ELI placement tests upon arrival. However, a score of 85 on the TOEFL iBT or 7.0 on the IELTS will fully satisfy the required proof of advanced English proficiency.
- ❍ For our **University Preparation Academy**, students must submit the following items:
  - • High school or university transcripts for the FOUR most recent semesters—must show grades in the top 5-10%. Transcripts must be in English.
  - • New students must have a language proficiency score of 90 iBT or 7.5 IELTS.
  - • Continuing students should see the ELI acadmic advisor for program admission requirements.

**3. For TEFL Certificate programs:**
- ❍ Language proficiency verification
- ❍ Copy of transcripts in English for the two most recent years of academic studies
- ❍ A one-page statement explaining why you would like to take the TEFL Professional Certificate program, the Special Studies in TEFL program, or the TEFL Proficiency program.
- ❍ TB Form (see page A6)

**4. For University and Professional Studies (UPS):**
- ❍ Language proficiency verification
- ❍ Copy of transcripts in English for the TWO most recent years (four semesters) of academic studies. These transcripts must clearly indicate excellent academic achievement, including cumulative grade point average.
- ❍ List of 12 or more courses per quarter using our Course List Form, organized by quarter, which you would like to take at UC San Diego or UC San Diego Extension. You will find our Course List Form on our website under "What to Send" in our "How to Enroll" section.
- ❍ A one-page statement explaining your reasons for choosing UC San Diego for your study abroad experience.
- ❍ TB Form (see page A6)

**5. For Academic Year Program:**
- ❍ Language proficiency verification
- ❍ Copy of transcripts in English for the TWO most recent years (four semesters) of academic studies. These transcripts must clearly indicate excellent academic achievement, including cumulative grade point average.
- ❍ A one-page statement explaining your reasons for choosing UC San Diego for your study abroad experience.
- ❍ TB Form (see page A6)

**6. For Business Certificate Programs:**
- ❍ Please see pages 17-21 of the brochure for admission requirements.
- ❍ For the Business Management program, please indicate the program specialization on the application form.
- ❍ For the business programs, it is recommended to submit the application four months in advance. Not all applicants are admitted to the programs. Space is limited and the admissions review is competitive.
- ❍ TB Form (see page A6)

**7. For Academic Connections International (ACI) and Summer Session:**
- ❍ Please see website in April 2017 for details and for the supplemental application: ip.extension.ucsd.edu
- ❍ TB Form (see page A6)

**If possible, please send page A3 of the application and all supporting documents as one pdf file to ipadmission@ucsd.edu. To protect your credit card information, please send page A4 of the application to our secure fax number: +1-858-534-5703.**

### 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. Students who do not complete all required registration items by 4 p.m. on the first published start-date of the program must pay a Late Registration fee of $200 USD.

### 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 (WT) 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 A5 of this application form.

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

We will mail 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 several weeks before acceptance documents are sent. For fast delivery, we recommend you choose the express mail option—see Payment Procedure in the application. Applications without express mail take an average of 10–12 weeks for delivery.

### E) How do I apply for housing?

Refer to our brochure or the "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 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. Western Union Business Solutions offers a competitive rate of exchange for processing payments in many international currencies. For more information about this method of payment, please email **ipfinancials@ucsd.edu**. If paying by credit card, please do not send your credit card number to us by email. Please only send your credit card number to our secure fax number: +1-858-534-5703.

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

You are required to purchase UC San Diego Extension medical insurance. Please see page 27 of the International Programs brochure.

### H) Do I have to provide the Tuberculosis (TB) Form?

The Tuberculosis (TB) Form is required for University Credit and certificate programs.  These include:

- Intensive Pre-University
- Summer Session
- University and Professional Studies
- Academic Year Program
- Academic Connections International
- Any other university credit program

- Business Essentials
- Intermediate Business Essentials
- Business Management
- Project Management
- TEFL Proficiency
- Teaching English to the Young Learner
- Special Studies In TEFL
- TEFL Professional Certificate
- TEFL Professional Certificate (Intensive)
- TEFL Professional Certificate (Hybrid)
- Any other certificate program

**The TB Form is not required for English language programs.**

## 1. Personal Information (Please print very CLEARLY and read instructions on page A1. **Incomplete applications will not be processed, and will be sent back to the student or agent.** PLEASE NOTE: Hanmail, Daum, and Naver email accounts are blocked by UC San Diego email.)

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

First Name (given name)  **(as it appears in your passport)**  ◯ Male ◯ Female

Country of Birth

Date of Birth  month/day/year (e.g. JAN 01, 1979)

Country of Citizenship

Student's Email (Please print clearly.)

Agent's Email

Native Language

PLEASE NOTE: Hanmail, Daum, and Naver email accounts are blocked by UC San Diego email.

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.

◯ I will pick up my acceptance information from the UC San Diego Extension office, Bldg E, **OR**

◯ **Address to which I-20 and acceptance materials should be mailed:**

Student Name or Agency Name

Address        Street        Apartment Number

Address (continued)

Address        Street        Apartment Number

City        Postal Code        Country

City        Postal Code        Country

Telephone (country code/city code/number)

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

## 2. Program Information  I am applying to the following program(s) (check all that apply and indicate start-date for each):

### I plan to enroll for:
◯ 1 session  ◯ 2 sessions  ◯ 3 sessions
◯ 4 sessions  ◯ not sure

### Ten-week English Language Programs        Start Date
◯ Communication and Culture
◯ Intensive Communication and Culture
◯ Intensive Academic English
◯ Intensive Business English
◯ Intensive Legal English
◯ Intensive TOEFL Preparation
◯ University Preparation Academy
◯ Other

### Short-term English Programs and Seminars
◯ Conversation (45 hours)*
◯ Conversation and Fluency (80 hours)
◯ Business English
◯ Academic English
◯ Medical English
◯ Other

### University Credit Programs        Start Date
◯ University and Professional Studies
◯ Academic Year Program
◯ Academic Connections International*
*This program does not qualify for an I-20.

### University Credit Programs        Start Date
◯ Summer Session Full-time
◯ Summer Session Part-time*

Note: For Academic Connections International or Summer Session, obtain Supplemental Application from our website.

### Certificate Programs
◯ Business Management (2 quarters)
   Student must choose specialization:
   ◯ Finance  ◯ Global Commerce  ◯ Human Resources  ◯ Marketing
◯ Business Management (3 quarters)
   Student must choose specialization:
   ◯ Finance  ◯ Global Commerce  ◯ Human Resources  ◯ Marketing
◯ Project Management (2 quarters)
◯ Intermediate Business Essentials (1 quarter)
◯ Intermediate Business Essentials (2 quarters)
◯ Intermediate Business Essentials (3 quarters)
◯ Business Essentials (1 quarter)
◯ Business Essentials (2 quarters)
◯ Business Essentials (3 quarters)
◯ Business Essentials (4 quarters)
◯ TEFL (6-month)  ◯ Summer Intensive TEFL
◯ Hybrid TEFL  ◯ Special Studies in TEFL
◯ TEFL Proficiency  ◯ TEYL
◯ Other

**How did you learn about our programs?**   ◯ **Agent**   ◯ **University**   ◯ **Friend or Family**   ◯ **Other**_____

## 3. Transfer Students

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

◯ **No.** If no, we need no further information regarding your transfer status.

◯ **Yes.** If yes, you must submit the UC San Diego Extension International Programs Academic Verification Form along with the application to be considered for transfer.

Students must download the Academic Verification Form from the "How to Enroll" section of the ip.extension.ucsd.edu webpage or request it from ipinfo@ucsd.edu.

Current school name        Telephone        Dates of attendance ( Start & End)

# 4. I-20 Request

Do you need an I-20? ❍ YES. If yes, please select one:  ____ for an F-1 visa  ____ for school transfer  ____ for change of status

❍ NO, I do not need an I-20. I am (please check one):  ____ U.S. Citizen/Permanent Resident  ____ Other non-immigrant status (specify) _____

## Financial Verification  Please check source of your 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 the last 90 days and showing enough funds for the first program which the student is applying to, plus living expenses and other costs. Please see Tuition, Fees, and Financial Verification on page A5 of the application form 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) | |
| Amount of available funds in equivalent U.S. dollars **(must equal or exceed amount needed in section C on page A2)** | Date **(within last 90 days)** |
| Name and Title of Bank Official | **Signature of Bank Official** |

Official Bank
Seal/Stamp

**B. REQUIRED FOR I-20: The family member or 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 (m/d/y)

## Dependents  If you plan to bring your spouse (wife or husband) and/or children on F-2 visas, you must list them here. Attach additional sheet if more space is needed. Please include copy of passport name-page for each family member. (Parents and siblings are not considered dependents.)

| Family name | Given name | Birthday (e.g., JAN 01,1997) | Country of birth/Country of citizenship | Relationship to you | ❏ Male ❏ Female |
|---|---|---|---|---|---|
| Family name | Given name | Birthday (e.g., JAN 01,1997) | Country of birth/Country of citizenship | Relationship to you | ❏ Male ❏ Female |

Do any of your family members plan to study full-time at UC San Diego?  ❏ Yes  ❏ No

# 5. Payment Procedure

You must submit the non-refundable application fee and express mail fee, if selected, with your application. Application fee/express mail fee must be paid by credit card.  All other fees must be paid in full 30 days before your program, or you may include full or partial payment now. Payment for the UC San Diego photo ID card and for textbooks CANNOT be made in advance and can only be purchased after arrival at UC San Diego. Please indicate the amount you are enclosing with this application:

❍ English Language Programs application fee: $150
❍ Academic Connections International application fee: $200
❍ University Credit Programs application fee: $200
❍ Certificate Programs application fee: $200
❍ Partial or full tuition amount (ESL programs only): $
❍ International Student Services fee (see pg. A5): $

❍ 3-day express mail delivery of I-20 due with application: $50
(Strongly recommended because regular airmail can take 10-12 weeks for delivery. Fee may vary depending on location.)
❍ Medical insurance from UC San Diego Extension (see pg. A5): $
❍ Program change fee: $150
**TOTAL amount enclosed with this application:** $

## PAYMENT OPTIONS (Please do not mail cash or traveler's checks.)

❍  I have enclosed a money order/bank draft in the amount of  $ _____  (Make checks payable to UC Regents. All checks must be drawn from U.S. banks.)

❍ I would like to pay by credit card. If paying by credit card, write your full name at the top of this page and send it to our secure fax. Do not send your credit card number by email. ❍ MasterCard  ❍ Visa  ❍ AMEX  ❍ Diners Club  ❍ Discover

$

Credit card number          Expiration date (month/year)          Total to be charged

Name on credit card          **Authorized card holder's signature**

# 6. Signature (Application cannot be processed without a student signature.)  I certify that all application information is true and that I have read and understand the policies described in this application and the Extension International Programs brochure. 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

Please fax, express mail, or email completed application and required documents to:

**Express Delivery Address:**
University of California, San Diego
Extension International Student Services
9600 N. Torrey Pines Road, Bldg. E
La Jolla, CA 92037-1100

Fax: +1-858-534-5703
Email: ipadmission@ucsd.edu
www.ip.extension.ucsd.edu

**REFERRING AGENCY/UNIVERSITY
(REQUIRED TO DOCUMENT STUDENT REFERRAL)**

Agency/University name

Contact name

Fax          Email

# Tuition, Fees, and Financial Verification Checklist

| | Program | Application Fee | Express Mail (optional) | Tuition* | ISS Fee | Medical Insurance | Total to UCSD | Financial Verification** Requirement |
|---|---|---|---|---|---|---|---|---|
| 01 | Communication and Culture | $150 | $50 | $3,250 | $350 | $585 | **$4,385** | $8,000 |
| 02 | Intensive Communication and Culture | $150 | $50 | $3,750 | $350 | $585 | **$4,885** | $8,500 |
| 03 | Intensive Academic English | $150 | $50 | $3,750 | $350 | $585 | **$4,885** | $8,500 |
| 04 | Intensive TOEFL Preparation | $150 | $50 | $3,750 | $350 | $585 | **$4,885** | $8,500 |
| 05 | Intensive Business English | $150 | $50 | $3,750 | $350 | $585 | **$4,885** | $8,500 |
| 06 | Intensive Legal English | $150 | $50 | $4,400 | $350 | $585 | **$5,535** | $9,160 |
| 07 | Intensive Pre-University | $150 | $50 | $4,600 | $350 | $585 | **$5,735** | $9,460 |
| 08 | University Preparation Academy | $150 | $50 | $4,400 | $350 | $585 | **$5,535** | $9,160 |
| 09 | Conversation | $150 | $50 | $1,400 | $140 | $180 | **$1,920** | N/A |
| 10 | Conversation and Fluency | $150 | $50 | $1,900 | $140 | $180 | **$2,420** | $3,845 |
| 11 | Academic English | $150 | $50 | $1,900 | $140 | $180 | **$2,420** | $3,845 |
| 12 | Business English | $150 | $50 | $2,200 | $140 | $180 | **$2,720** | $4,145 |
| 13 | Medical English | $150 | $50 | $2,500 | $140 | $180 | **$3,020** | $4,445 |
| 14 | Summer Session | $200 | $50 | TBD | included | $225 | **TBD** | TBD |
| 15 | University and Professional Studies (UPS) | $200 | $50 | $7,800 | $350 | $585 | **$8,985** | $12,710 |
| 16 | Academic Year Program (AYP) | $200 | $50 | $27,500 | $1,050 | $1,800 | **$30,600** | $41,450 |
| 17 | Academic Connections International | $200 | $50 | $6,300 | included | included | **$6,550** | N/A |
| 18 | Business Essentials (1 quarter) | $200 | $50 | $7,000 | $350 | $585 | **$8,185** | $11,800 |
| 18 | Business Essentials (2 quarters) | $200 | $50 | $11,500 | $700 | $1,170 | **$13,620** | $20,820 |
| 18 | Business Essentials (3 quarters) | $200 | $50 | $16,000 | $1,050 | $1,800 | **$19,100** | $30,085 |
| 18 | Business Essentials (4 quarters) | $200 | $50 | $19,500 | $1,400 | $2,340 | **$23,490** | $36,790 |
| 19 | Intermediate Business Essentials (1 quarter) | $200 | $50 | $7,000 | $350 | $585 | **$8,185** | $11,800 |
| 19 | Intermediate Business Essentials (2 quarters) | $200 | $50 | $11,500 | $700 | $1,170 | **$13,620** | $20,820 |
| 19 | Intermediate Business Essentials (3 quarters) | $200 | $50 | $16,000 | $1,050 | $1,800 | **$19,100** | $30,085 |
| 20 | Business Management (2 quarters) | $200 | $50 | $11,500 | $700 | $1,170 | **$13,620** | $20,820 |
| 20 | Business Management (3 quarters) | $200 | $50 | $16,000 | $1,050 | $1,800 | **$19,100** | $30,085 |
| 21 | Project Management (2 quarters) | $200 | $50 | $12,500 | $700 | $1,170 | **$14,620** | $21,820 |
| 22 | TEFL Proficiency | $200 | $50 | $4,750 | $350 | $585 | **$5,935** | $9,735 |
| 23 | Teaching English to the Young Learner | $200 | $50 | $4,750 | $350 | $585 | **$5,935** | $9,735 |
| 24 | Special Studies in TEFL | $200 | $50 | $4,750 | $350 | $585 | **$5,935** | $9,735 |
| 25 | TEFL Professional Certificate | $200 | $50 | $8,300 | $700 | $1,170 | **$10,420** | $17,620 |
| 26 | TEFL Professional Certificate (Intensive) | $200 | $50 | $8,300 | $350 | $585 | **$9,485** | $13,385 |
| 27 | TEFL Professional Certificate (Hybrid) | $200 | $50 | $5,950 | $350 | $585 | **$7,135** | $11,035 |

* Additional fees may be required in some programs. Please ask at ipinfo@ucsd.edu.
** Financial Verification is the estimated total amount a student will need to study and live abroad for the duration of their program. This verification is required for the Form I-20. It includes all study and living expenses. If you plan to bring your spouse and/or children, your financial verification must include and additional $500 per month for your spouse and $300 per month for each child.

## Tuberculosis (TB) Questionnaire Required for students in University Credit and Certificate programs.
Please complete and return this form at least 30 days before the program start-date.

_____        _____
Family name of participant                                First name of participant

_____        _____
Date of birth        month/ day/ year                     Student Email Address

### Please answer the following questions:
○ Have you ever had a positive TB skin or blood test?                           Yes ☐    No ☐
○ Have you ever had close contact with anyone who was sick with TB?             Yes ☐    No ☐
○ Are you from or have you ever lived or traveled in one of the following areas:
    Mexico, South or Central America, Eastern Europe, Asia, the Middle East, or Africa?   Yes ☐    No ☐

If all questions are answered **NO**, you have completed your TB Assessment. Please send the TB Questionnaire to **iphealth@ucsd.edu** or fax it at **+1-858-534-5703**. After you submit the TB Questionnaire, there is nothing more for you to do regarding the TB Assessment.

If any questions are answered **YES**, then **you must also have your health care provider complete the TB Assessment below**, documenting either treatment for TB or negative TB test results. This must be completed and submited to UCSD Extension thirty (30) days before the start of your program. **If TB results are required, the TB test must be taken no more than 1 year from the program start-date.**

## Tuberculosis (TB) Assessment This part of the form must be completed only by a licensed health care provider.
The completed, signed form must be faxed to UC San Diego Extension International Student Services at **001-858-534-5703**.
Or it can be sent to us as a scanned document attached to an email sent to: **iphealth@ucsd.edu.**

### RISK FACTORS: (please ask student and check any that apply)
1. Immunosuppressed (HIV/AIDS), organ transplant, or on immunosuppressant medication    Yes ☐    No ☐
2. History of abnormal chest x-ray suggestive of TB disease                              Yes ☐    No ☐
3. Does the student have signs or symptoms of active tuberculosis disease?               Yes ☐    No ☐
   (Cough more than 3 weeks, chest pain, unexplained weight loss, fevers, night sweats)

<u>If no, proceed to 4 or 5.</u> **If yes, proceed with additional evaluation to exclude active TB, including TB skin or blood testing, chest x-ray, and sputum evaluation as indicated, and show results below.**

### 4. Tuberculin Skin Test (TST) If there is no history of BCG Vaccine, TST results should be recorded as millimeters (mm) of induration. If no induration, write "0." Five mm is considered positive if there is a history of abnormal chest x-ray, recent exposure to active TB disease, or is immunosuppressed. 10 mm induration is considered positive if coming from a high-risk area or has other high-risk conditions (IV drug use, chronic renal disease, cancer, diabetes, malabsorption or GI bypass).

○ Date TST test was given: _____
                       month/ day/ year

○ Date TST test was read: _____
                       month/ day/ year

○ Result: _____ mm induration

○ Interpretation:   negative ☐    positive ☐

### 5. TB Blood Test (Interferon Gamma Release Assay-IGRA) (The TB blood test may be done instead of TST. Strongly recommended if there is a history of positive TST or BCG vaccination.)
○ Date obtained: _____
                  month/ day/ year

○ Result:   negative ☐    positive ☐    intermediate ☐

### 6. Chest X-Ray (required if TST or IGRA is positive)

○ Date of chest x-ray: _____
                      month/ day/ year

○ Result:   normal ☐    abnormal ☐    (including scars, and old granulomatous changes)

If chest x-ray is abnormal, please submit the following results.
**Sputum Results** (AFB and culture x 3 required if chest x-ray abnormal):

#1 Date_____AFB_____Culture_____

#2 Date_____AFB_____Culture_____

#3 Date_____AFB_____Culture_____

### 7. Treatment for Latent TB (if applicable):

○ Medication(s) _____

○ Start date: _____
                  month/ day/ year

○ Completion date: _____
                  month/ day/ year

**Licensed healthcare provider's name (please print in block letters):** _____

**Healthcare provider's signature:** _____    **Date:** _____
                                                           month/ day/ year

**Healthcare provider's stamp:**