

Custom Program Inquiry Form

If you would like UC San Diego Extension International Programs to develop a customized program for your group, please complete and submit this form to ipmarketing@ucsd.edu. Answers to these questions will help us determine the availability and cost of the specific program you desire.

1. **What is the date (month/day/year) that you need to receive a proposal?** _____
(Please note that our team needs a minimum of 3 weeks to create a proposal to suit your needs. If you need this proposal in less than three weeks, please contact some other schools to help you with the creation of this program.)

2. **What dates would you like for this program to take place?** _____
Please include a couple of options, if possible, as your dates may compete with other program dates and times.

3. **Will this be an English language training and/or culture program?**

Yes

Yes, but not 100%. The group would like _____ hours of English language training per week

No, there will not be any English language training in this program.

NOTE: If the group will not need English language training included in the program, please be prepared to provide translators or to ensure that the students meet a specific English language proficiency requirement. The minimum language proficiency requirement will be determined by the Executive Director of International programs in accordance with the subject content. You will work with the Executive Director to implement tools to prove the proficiency level of each prospective participant.

4. **If this is not an English language training program or if it is a partial English language training program, please answer the following questions.**

- a. What kind of content learning (non-ESL) do you want in the program?

- b. What is the English language proficiency of the participants and what proof of their English proficiency will you have?

5. What are the learning objectives of this program?

6. Please list all of the specific classes or topics required for this program.

7. What program title do you propose for this program? (What program name would like to have on the certificate of completion?) _____

8. Please tell us about the size of the group.
 - a. What is the minimum number of participants you expect to participate in this program? _____
 - b. What is the maximum number of participants you expect to participate in this program? _____

9. What is the maximum budget, in U.S. dollars, that UC San Diego Extension International Programs must work with in order to create this program (total amount and per person amount)? **Please show program tuition budget only, not including housing, meals, and transportation.**

10. How will you make the payments (bank-to-bank transfer, and/or credit card)?
Please note that there may be deposits and payments requested during the creation of this program to hold items such as housing, transportation, and classroom space. Apart from these payments, the full balance due must be paid at least 30 days before the published program start date.

11. Please tell us about the group. Are they university students, businessmen and women, school teachers, university faculty, engineers?

12. Will any of the students be under the age of 18? **Yes** **No**
Please note: We rarely create and host programs for underage students. Students under the age of 18 must have a parent/guardian or chaperone stay with them during the entire program. A chaperone is required for every 10 students under the age of 18 and must live in the same accommodations with the students.

13. **How many hours of in-class instruction should there be per week and in total?**

Note: In the U.S., a class-hour is 50 minutes.

- a. _____ hours per week
- b. _____ hours total in the program

14. **What type of visa will the participants use to enter the U.S.?**

Note: Regardless of the length of the program and the number of hours of instruction per week, if a person enters the U.S. with the “primary intention” of studying, then an F-1 student visa is required and the program must conform to the F-1 visa regulation of 18 in-class hours per week for a full-time study program. For the students’ clarity of purpose and communication at the U.S. port of entry, and in order for us to be in clear compliance with the law in this regard, we will not create programs of more than 13 in-class hours per week if there is the intention to use the visa waiver (ESTA) or tourist visa to enter the U.S.

F-1 student visa (program must be at least 18 in-class hours per week)

B-1/B-2 tourist visa (program must be 13 in-class hours per week or less)

Other visa, please specify: _____

15. **Would you like to include field trips or special activities? If so, what kinds of activities or field trips do you have in mind?** (Note: Bus transportation adds greatly to the cost of a program, typically \$1,000 to \$2,000 per half-day trip, depending upon the bus size and destination.)

16. **What type of housing would you like for your group?**

Homestay

Near-campus apartments

Near-campus hotel

UCSD on-campus apartments (available July and August ONLY; arrangements and payment are directly with Extension International Programs)

No housing information needed

On-campus housing includes three meals per day every day and meals cannot be removed from the campus housing plan. From September through June, custom program participants must stay in homestays, near-campus apartments, or hotels. We strongly recommend the near-campus apartments and hotels because they are convenient, affordable, comfortable, and close to markets, a shopping mall, and bus stops.

Homestay, apartments, and hotels must be arranged and paid for directly with the vendor—we can recommend some trusted housing vendors to you.

17. **Do you need San Diego airport (SAN) transfer to and from the UC San Diego Campus?**

Yes

No

Comments? _____

18. Will you include a chaperone (or chaperones) to accompany this group? If so, how long will the chaperone(s) stay with the group and what will be the responsibilities of the chaperone(s)?

Note: Group chaperones who attend the program training classes and activities will be considered as full participants in the program and will be counted in the enrollment number for the program. There is no free chaperone participation. If you would like the chaperone to attend just a few program activities, such as field trips only, please let us know and we will let you know the cost of that.

Yes, there will be _____ (number of) chaperones. They will attend all classes and activities for the entire program.

Yes, there will be _____ (number of) chaperones. They will not attend classes any classes or activities.

No, there will not be any chaperones for this group. All students in the group are over 18.

19. Have you sent a group to the U.S. or to another English-speaking country for this customized program before or for some other kind of customized program? If so, where? What were the strong points and the weak points your clients reported about their experience?

20. Who will be our main contact for the creation of this custom program? Please list the main contact's name, title, email address, and phone number.

21. Please tell us about any other special conditions or services which we need to know in order to design and price your program.