

# Full-Time Certificate Programs – F1 Students

FALL, WINTER, SPRING, AND SUMMER 2011-2012

---

**INTERNATIONAL STUDENT OFFICE (ISO)** 10995 Le Conte Ave., Room 113, Los Angeles, CA 90024-1333  
**PHONE: (310) 825-9351 FAX: (310) 267-2088 EMAIL: [iso@uclaextension.edu](mailto:iso@uclaextension.edu) WEBSITE: [uclaextension.edu/iso](http://uclaextension.edu/iso)**

---

**Eligibility:** Application to most programs is open to international students, 18 or older, who have the equivalent of a U.S. high school education and the TOEFL or IELTS minimum. For specific program admission requirements, see the Approved Certificate Program List or visit our website at [uclaextension.edu](http://uclaextension.edu).

**English Requirements:** Eligibility for admission as a full-time F1 student requires submission of a minimum score on the TOEFL. The minimum internet-based TOEFL (iBT) score required for admission to most programs is 79. Any exceptions to this minimum score requirement are shown on the list of approved certificate programs on page 2. To convert TOEFL computer-based scores please visit the web site [http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL\\_iBT\\_Score\\_Comparison\\_Tables.pdf](http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL_iBT_Score_Comparison_Tables.pdf). To sign up for the TOEFL exam please go to <http://www.toefl.org>.

An iBT TOEFL score of 100 or higher exempts you from further English-proficiency testing and course requirements. If your TOEFL score is at least 79 but less than 100, you are required to take the English as a Second Language Placement Exam (ESLPE) before the start of your program. We will send information on the date and how to register for the ESLPE along with your I-20. Depending on your score on the ESLPE, you may have to enroll in one or two English as a second language (ESL) courses in addition to your certificate program courses. The ESL requirement must be fulfilled during your first quarter in the program. The ESL courses count toward your 12-unit-per-quarter minimum course requirement (please see below).

**Academic Status Requirements:** You must enroll in 12 units of credit (letter grade) courses that count toward your certificate program every quarter and get at least a “C” grade in every course. This means you may have to take courses in your program that are not your preferred choices. You must complete your program by the end date on your I-20.

**Working:** By law, you are prohibited from working off-campus while in your certificate program. You are permitted to work on the UCLA campus. Opportunities to work on the UCLA campus are extremely limited. If you do find a job, you are limited to working twenty hours per week while in your certificate program. You cannot enter the United States intending to fund yourself by working. You should arrive with enough money to cover all of your expenses.

**Paid Internships:** To take a paid internship you must first complete nine months of full-time academic enrollment in F1 student status. Full-time ESL enrollment does not count. The internship must be taken during the program and it must be approved for academic credit. Check with the academic department to see if your program offers internships.

**Practical Training (post-completion):** The maximum 12-month practical training allows F1 international students to work in the U.S. in a job directly related to their field of study. To be eligible to apply, you must complete a UCLA Extension certificate program and have held F1 academic status for at least one academic year (nine months). Full-time ESL enrollment does not count toward the nine months.

**Transfers:** Students transferring to UCLA Extension from another school must complete the transfer process within 60 days of the last date of attendance at the previous school.

**Vacation:** UCLA Extension operates on the quarter system. Summer is not an automatic vacation quarter at UCLA Extension. To be eligible for a vacation quarter, you must first complete three consecutive quarters of full-time enrollment in F-1 status.

**Class Hours and Location:** Courses are mainly Monday through Thursday evenings with some on weekends. Most courses are on the UCLA campus, in Westwood Village, or in downtown Los Angeles. Some are at other locations in Los Angeles. Your courses may require travel to multiple locations.

**Costs:** The total estimated cost per year is \$25,544. School expenses per quarter (12 weeks) cost are estimated to be between \$1,700-\$3,000. The actual amount you spend will depend on your program and the courses you enroll in. Living expenses are estimated at \$3,886 per quarter. You will need to show that you or your sponsor have access to this amount of money when you apply.

**Health Insurance:** UCLA Extension requires all F1 students to carry adequate medical insurance. For your convenience, we offer a policy available for you to purchase through UCLA Extension. Rates for students, spouses, and children are shown on page 4. To view the provisions of this policy, see <http://www.renstudent.com>.

**Housing:** Housing for Extension students is off-campus only. For a housing resource list, access [www.cho.ucla.edu](http://www.cho.ucla.edu).

**Refund Policy:** The International Student fee is refundable, minus \$300, if your visa is denied or if you do not enter the U.S. There are no refunds if you enter the U.S. using UCLA Extension’s I-20. Refund requests must be received in writing at the ISO before the first day of the entry quarter on your I-20. The health insurance fee is also refundable.

**Application Entry Dates:** Estimated quarter dates and application deadline dates are shown below. You may begin any quarter unless otherwise indicated by your program.

Entry Quarter	Submittal Deadline Date
Fall (September–December)	August 1
Winter (January–March)	November 1
Spring (March–June)	February 1
Summer (June–September)	May 1

# APPROVED CERTIFICATE PROGRAMS FOR F-1 INTERNATIONAL STUDENTS

(For program information, contact specific academic department. Contact information available at [uclaextension.edu](http://uclaextension.edu).)

Academic Department	Program Code	Program Name	Candidacy Fee	Min. Duration** (in Quarters)	Approx. cost	Notes / special considerations	
Business & Management	CF028*	Accounting	150	7	11,500		
	CF285	Business Fundamentals	150	3	8,000		
	CF556*	Finance	150	3	6,500		
	CF305	Human Resource Management	150	3	6,500	TOEFL required = 100 / IELTS = 7	
	CF059	Taxation	150	3	6,500		
			Business Administration with Concentrations				
		CF255	Accounting	150	7	11,000	
		CF270	Advertising	150	7	11,000	
		CF265	Entrepreneurship	150	7	11,000	
		CF328	Finance	150	7	11,000	
		CF271	Human Resource Management	150	7	11,000	
		CF325	International Trade & Commerce	150	7	11,000	
		CF257	Marketing	150	7	11,000	
		CF321	Personal Financial Planning	150	7	11,000	
		CF251*	Real Estate	150	7	11,000	
		CF254	Taxation	150	7	11,000	
			General Business with Concentrations				
		CF034	No concentration	150	3	6,000	
		CF103*	Accounting	150	3	8,000	
		CF104*	Advertising	150	3	8,000	
		CF111	Entrepreneurship	150	3	8,000	
		CF327	Finance	150	3	8,000	
		CF115	Human Resource Management	150	3	8,000	
		CF320	International Trade & Commerce	150	3	8,000	
		CF120*	Marketing	150	3	8,000	
		CF123*	Personal Financial Planning	150	3	8,000	
		CF126*	Real Estate	150	3	8,000	
		CF132*	Taxation	150	3	8,000	
			International Trade & Commerce with Concentrations				
		CF532*	No concentration	150	3	6,500	
		CF533*	Global Business Management	150	3	6,500	
		CF535*	Financial Management	150	3	6,500	
	CF534*	Import/Export Operations	150	3	6,500		
	CF272*	Marketing	150	3	7,000		
	CF363	Paralegal Training Program	n/a	6 months	7,000	TOEFL required = 100 / IELTS = 7; Winter and Summer entry only Requires approval to enroll from dept; Does not qualify for OPT. See <a href="http://www.uclaxtension.edu/ptp">http://www.uclaxtension.edu/ptp</a>	
Arts	CF521	Design Communication Arts	250	6	17,100		
	CF573	Interior Design Foundation Program	250	6	16,000		
	CF004	Landscape Architecture	310	16	37,000	TOEFL required = 100 / IELTS = 7; Summer quarter entry only BA degree required; requires approval from department to enroll.	
Education	CF323	Early Childhood Education	100	4	6,000	TOEFL required=100 / IELTS=7	
Entertainment Studies	CF541*	Entertainment Studies	200	4	8,500		
	CF542*	Acting	200	4	9,500		
	CF543*	Cinematography	200	4	10,000	Fall and Spring entry only	
	CF544*	Development	200	4	9,300		
	CF545*	Directing	200	4	8,500	Fall or Spring entry only	
	CF547*	Business & Management of Entertain.	200	4	7,000		
	CF513	Film Scoring	200	4	15,500	Recommended prior college-level music training or equivalent professional experience; Winter and Summer entry only for full program Fall and Spring entry only for those waiving 12 units of intro courses	
	CF552*	Music Business	200	3	8,500		
	CF554*	Independent Music Production	200	3	8,500		
	CF546*	Producing	200	4	9,000		
Engineering & Info Systems	CF536	Project Management	150	2	7,000		
	CF030	Construction management	150	3	9,000		
	CF045	Applications Programming	150	3	11,000		
	CF042	Systems Analysis	150	3	8,500		
Humanities and Sciences	CF020	Gardening and Horticulture	50	3	6,000	Fall entry only	
	CF075	Introductory Science	65	4	10,500		
	CF570	Journalism/Media Studies	165	3	7,000	TOEFL required = 100/IELTS = 7; Fall quarter entry only	
	CF333	Post Baccalaureate in Classics	n/a	3	11,000	TOEFL required = 100/IELTS = 7; Requires approval to enroll from dept.	
Interdisciplinary	CF563	Global Sustainability	250	3	7,000		

\*\* Minimum Duration assumes no vacation quarters taken and no English course requirements.

Approximate cost is for entire program and includes courses, books, materials, and international student fee. The actual amount you spend will depend on the courses you enroll in and the course fees.

TOEFL score required for admission is 79 iBT unless otherwise indicated. Minimum required IELTS is 6.5 unless otherwise indicated.

\* Internship available for qualified F1 students

## INTERNATIONAL STUDENT OFFICE (ISO)

10995 Le Conte Ave, Room 113  
Los Angeles, CA 90024-1333  
Phone (310) 825-9351  
Fax (310) 267-2088  
Email: [iso@uclaextension.edu](mailto:iso@uclaextension.edu)  
Website: [uclaextension.edu/iso](http://uclaextension.edu/iso)

**Study Abroad Reps/Agencies complete this section:**

Rep/Agency Name: Vive Campus  
Consultant's Name: Nelson Aliaga  
Email/fax: nelson@vivecampus.com

## APPLICATION

Please type or print clearly in black ink. Only completed applications will be processed:

SEVIS Number \_\_\_\_\_

Student's Name \_\_\_\_\_  Male  Female  
Family Name First Middle

Current Residential Address \_\_\_\_\_ Apt. No. \_\_\_\_\_  
Street (Must provide street address. No post office boxes.)

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_ Fax \_\_\_\_\_  
Area Code Number Area Code Number

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Month/Day/Year

Permanent Address in Home Country: \_\_\_\_\_  
Street

City \_\_\_\_\_ State/Country/ZIP or Postal Code \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Country Code City Code Number

Will a spouse or children be with you?  Yes  No If yes, list below. Photocopy the above section and complete separate sheets for spouse and each child.

Name	Relationship	Current Visa Status

Highest Level of Education: Major \_\_\_\_\_ Degree \_\_\_\_\_ No. of Years \_\_\_\_\_ Country \_\_\_\_\_

Emergency contact person in U.S. (or home country): \_\_\_\_\_ Relationship \_\_\_\_\_  
Name

Email address: \_\_\_\_\_

Telephone \_\_\_\_\_  
Area Code Number

### F1 VISA HOLDERS IN THE U.S.

If you are currently in the U.S. as an F1 visa student and wish to transfer to UCLA Extension, complete the following section:

Last U.S. School attended \_\_\_\_\_

Last day of study: \_\_\_\_\_  
(month/day/year)

If Practical Training completed:

From \_\_\_\_\_ to \_\_\_\_\_  
(month/day/year) (month/day/year)

### OTHER VISA HOLDERS IN THE U.S.

To study full-time, you will need to return to your home country, obtain an F1 visa, and then re-enter the U.S. F1 visas are issued only by U.S. embassies or consulates outside of the U.S., virtually always from the applicant's home country.

### CERTIFICATE PROGRAMS

(Indicate second program only if you apply to two programs concurrently.)  
See approved program listing for correct name and code.

Program: \_\_\_\_\_

Code: \_\_\_\_\_

Candidacy Fee: \_\_\_\_\_

Entry Quarter (check one):

- Fall 2011  Winter 2012  Spring 2012  Summer 2012

**FINANCIAL CERTIFICATION**

You and/or your sponsor must be able to provide a minimum of U.S. \$25,544 per year for your educational and living expenses for the duration of your certificate program. If accompanied by family, add U.S. \$6,000 for spouse and U.S. \$4,000 for each dependent.

Sponsor \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_  
 Country \_\_\_\_\_ Occupation \_\_\_\_\_

Bank Verification: We will accept the bank endorsement below with a bank seal or an original letter, dated **within the last three months**, on official bank stationery. Faxed copies are acceptable. All financial verifications must state U.S. \$25,544 per year and be for liquid accounts. We also will accept a bank statement or Certificate of Deposit verifying the above.

"This is to verify that the applicant or sponsor listed has access to U.S. \$25,544 per year. If accompanied by family, the above amounts also must be available for transfer to the United States."

Signature of Bank Official \_\_\_\_\_ Date \_\_\_\_\_  
 Name of Bank Official (print) \_\_\_\_\_  
 Title \_\_\_\_\_  
 Bank Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

"I guarantee that U.S. \$25,544 per year will be available for the above named applicant to complete the Certificate Program. If accompanied by family, the above indicated amounts are also available. These funds are available for transfer to the United States."

**Sponsor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

Please mail my documents (**\$40 additional fee for Express Mail, see FEES AND PAYMENT on this page**)

Name (please print) \_\_\_\_\_

Mailing Address (please print) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone for pick up

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

**FEES AND PAYMENT (see Refund Policy)**

International Student Fee \$1,300  
 Candidacy fee from page 2 \$ \_\_\_\_\_  
 One Quarter Health Insurance  
 Self: \$414 \$ \_\_\_\_\_  
 Spouse: \$924 \$ \_\_\_\_\_  
 One child: \$366 / Children (any number): \$732 \$ \_\_\_\_\_  
 Express Mail \$40 \$ \_\_\_\_\_  
 Total in U.S. Dollars Only \$ \_\_\_\_\_

Credit Card:  
 American Express  Discover  JCB  MasterCard  VISA

Name on Credit Card (Please Print) \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration (Month/Year) \_\_\_\_\_

Fax, mail, or send this form by courier. We accept personal checks drawn on U.S. banks (payable to UC Regents), signed traveler's cheques, international money orders, international cashier's checks, and credit cards. We do not accept postal money orders. If you are paying by credit card, rather than fax, we recommend you either request a call back by writing "call me" in the space above for your credit card number, or mail your packet along with your credit card authorization.

\*\*\*\*\* **For Office Use Only** \*\*\*\*\*

AF526 / 201-607	\$ _____
EM031 / 203-496	\$ _____
CF _____	\$ _____
AF592 / 201-611	\$ _____
HI001 / 208-944	\$ _____
HI002 / 208-945	\$ _____
HI003 / 208-946	\$ _____
HI004 / 208-947	\$ _____
HI006 / 208-948	\$ _____
HI007 / 208-949	\$ _____
HI008 / 208-950	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**CHECKLIST: Your application cannot be processed until all items in this checklist have been received.**

- 1. Completed Application Form
- 2. Completed bank endorsement above or official bank letter and sponsor letter or endorsement of U.S. \$25,544 per year (**less than three months old from receipt of application**)
- 3. Copy of your official TOEFL score (school code:4910-000) or official IELTS score (less than two years old from the test date)
- 4. Payment
- 5. One passport-size photo of yourself
- 6. A photocopy of the page from your passport showing your full legal name, birth date, passport expiration date, and photograph
- 7. Official copy of high school or college transcripts. (English copy must be included with foreign language transcripts)
- 8. **F1 transfer students:** Transfer form completed by former school; copy of I-94, F1 visa, and I-20. Submit all documents within 60 days of last date of class attendance

**DECLARATION STATEMENT (Read carefully before signing)**

I fully understand that as an international student I must take the English as a Second Language Placement Examination (ESLPE); enroll in the English language course(s) designated by my placement score before beginning my certificate studies (this language requirement is waived for computer-based TOEFL scores of 250 and above); enroll in 12 units of credit (letter grade) courses every quarter; obtain at least a "C" grade in every course and make normal progress toward certificate completion as indicated by the program length. I further understand that failure to comply with requirements will place me out of status. I certify that the statements on this application form are correct and complete, and I accept the conditions stated above.

Applicant (Signature) \_\_\_\_\_ Applicant Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

**TO APPLY:** Mail or fax this form, above items, and payments to UCLA Extension, Attention: ISO, 10995 Le Conte Avenue, Dept. K, Los Angeles, CA 90024-1333, USA; Fax: (310) 206-3223. USA. Call (310) 825-9351 to arrange an appointment to apply in person if you are in the Los Angeles area.