

# Full-Time Certificate Programs – F1 Students

*On completion of your program, you will receive a certificate with the seal of the University of California.*

**FALL, WINTER, SPRING,  
AND SUMMER 2009-10**

**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 **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). Graduates of an accredited U.S. college with an associate's or higher degree are exempt from the TOEFL or IELTS requirement.

**English Requirements:** Programs require a minimum score on the TOEFL or IELTS, Academic Module only, dated within the last two years. See "Approved Certificate Program" listing for required minimum scores. A TOEFL computer 250 or Internet 100, or IELTS 7 exempts you from additional English testing and requirements. Institutional TOEFLs are not accepted.

A TOEFL score or IELTS score between the minimum and exempt scores admits you to your program, but you will have to take UCLA's English as a Second Language Placement Exam (ESLPE) before your courses start. Your ESLPE score will exempt you from English or require you to take one or two ESL courses along with your certificate program courses. The ESL requirement must be fulfilled during your first two quarters. ESL courses apply to the 12-unit-per-quarter requirement.

**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.

**Working:** By law, you are prohibited from working off-campus while in your certificate program. You are permitted to work on the UCLA campus. However, opportunities to work on the UCLA campus are extremely limited. There is no centralized place for you to go and you will need to inquire department by department for available jobs. If you do find a job, you are limited to working twenty hours per week while in your certificate program. You should not enter the United States intending to fund yourself by working. You should arrive with enough money to cover all of your expenses.

**Internships:** To take an internship you must first complete nine months of full-time academic enrollment in F1 student status. Full-time ESL enrollment does not count. Your 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.

**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. Each quarter is three months long. 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 nine months is \$27,000. Per quarter (12 weeks), the costs are about \$1,500-\$3,000 for tuition, \$200-\$500 for books and supplies and \$7,000 for living expenses. There is no financial aid for international students and there is no access to computers on the UCLA campus. You will need your own computer and internet access.

**Health Insurance:** It is **mandatory** for F-1 students at UCLA Extension to have UCLA approved medical insurance. The application lists rates for students, spouses, and children. Dependents must apply at the same time as you do.

**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, minus \$25.

**Application Entry Dates:** Applications are accepted up to three quarters before your entry quarter. 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).)

CODE	ACADEMIC DEPARTMENT PROGRAM (TOEFL Req: CBT/iBT)††	APPROX YEARS*	APPROX COST**
<b>BUSINESS &amp; MANAGEMENT</b>			
CF028	Accounting (213/79)† — Bachelor's degree required to sit for the California CPA exam — Transcripts must be from a Board-approved foreign credentials evaluation service Complete information at <a href="http://uclaextension.edu/iso">uclaextension.edu/iso</a> , "Business and Management" in Approved Certificate Programs list	2¼	\$11,500
CF029	Advertising (213/79)†	1¼	\$6,500
CF285	Business Fundamentals (213/79)†	1¼	\$6,000
CF556	Finance (213/79)† No Concentration	1¼	\$6,000
CF557	Corporate Finance		
CF558	Investment Management		
CF559	Real Estate Finance		
CF305	Human Resource Management (250/100)	9 mo.	\$6,000
CF059	Taxation (213/79)	1¼	\$7,000
CF255	Business Administration with Concentrations (213/79)†	2¼	\$10,500
CF270	Accounting		
CF265	Advertising		
CF328	Entrepreneurship		
CF271	Finance		
CF271	Human Resource Management		
CF325	International Trade and Commerce		
CF257	Marketing		
CF321	Personal Financial Planning		
CF251	Real Estate		
CF254	Taxation		
CF034	General Business Studies (213/79)†	1¼	\$6,000
CF103	No Concentration		
CF104	Accounting		
CF111	Advertising		
CF327	Entrepreneurship		
CF115	Finance		
CF115	Human Resource Management		
CF126	Real Estate		
CF132	Taxation		
CF532	International Trade and Commerce (213/79)†	1¼	\$6,000
CF533	No specialization		
CF533	Global Business Management		
CF535	Financial Management		
CF534	Import/Export Operations		
CF272	Marketing (213/79)†	1¼	\$6,500
	Paralegal Training Program (250/100) — Winter or Summer quarter entry only — Requires acceptable score on screening exam — Bachelor's degree preferred — Does not qualify for OPT	5 mo.	\$7,000

CODE	ACADEMIC DEPARTMENT PROGRAM (TOEFL Req: CBT/iBT)††	APPROX YEARS*	APPROX COST**
<b>ARTS</b>			
CF521	Design Communication Arts (213/79)	1¾	\$12,500
CF003	Interior Design (213/79)† — Bachelor's degree required	3½	\$25,500
CF004	Landscape Architecture (250/100) — Summer quarter entry only — Bachelor's degree required	4	\$27,500
CF541	Entertainment Media, General Studies (213/79)†	1½	\$8,000
CF542	Entertainment Media with Specializations (213/79)†	1¼	\$7,500
CF543	Acting		\$9,000
CF544	Cinematography — Fall quarter entry only Development		\$8,500
CF545	Directing (213/79)† — Fall or Spring quarter entry only	1½	\$8,500
CF547	Business and Management of Entertainment (213/79)† — Fall quarter entry only	1¼	\$7,000
CF513	Film Scoring (213/79) — Recommended prior college-level music training or equivalent professional experience — Winter and Summer only for full program — Fall and Spring quarter entry only for those submitting samples of orchestration/composition to waive up to 12 units (three introductory courses)	1½	\$15,500
CF552	Music Business (213/79)†	1¼	\$8,000
CF554	Independent Music Production (213/79)†	1¼	\$7,500
CF546	Producing (213/79)† — Fall or Spring quarter entry only	1¼	\$8,500
<b>ENGINEERING &amp; INFORMATION SYSTEMS</b>			
CF030	Construction Management (213/79)	1¼	\$6,500
CF045	Applications Programming (213/79)	1¼	\$8,000
CF042	Systems Analysis (213/79)	1¼	\$7,000
<b>HUMANITIES AND SCIENCES</b>			
CF020	Gardening and Horticulture (213/79)	1¼	\$5,000
CF075	Introductory Science (213/79)	1½	\$10,500
CF314	Journalism, Print and Broadcast (250/100) — Fall quarter entry only	9 mo.	\$7,000
CF333	Post Baccalaureate in Classics (250/100) — Must submit approval letter from department — Requires bachelor's degree and completion of year each of both Greek and Latin — Fall quarter entry only	9 mo.	\$9,500

\* Approximate years: includes time for English requirements and eligible vacation period. Program length shortens if: 1) you do not take an eligible vacation quarter following every three consecutive quarters of full-time study; 2) you do not have ESL requirements; and/or 3) you begin your program with transfer credits. A vacation quarter is not available after program completion.

\*\* Approximate Cost: listed approximate costs are for entire program, not one term. They are rounded to the nearest \$500. Approximate cost includes books, materials, and international student fee. Before the program, you pay the fees listed on the application form. You do not pay for the entire program at the beginning. You pay for your courses each term as you take them. The amount for each term varies depending on the courses you select.

† Internships available for eligible F1 students

†† TOEFL 213/79=IELTS score of 6.5; TOEFL 250/100=IELTS score of 7

## 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 \_\_\_\_\_  
U.S. Social Security 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

Address: \_\_\_\_\_  
Street City State/Country/ZIP or Postal Code

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 1: \_\_\_\_\_  
(First program certificate fee included in the "International Student" fee.)

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

Program 2: \_\_\_\_\_  
(Second programs require an additional fee. See FEES AND PAYMENT on back page.)

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

Entry Quarter (check one):

- Fall 2009
- Winter 2010
- Spring 2010
- Summer 2010

FINANCIAL CERTIFICATION

You and/or your sponsor must be able to provide a minimum of U.S. \$27,000 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 one month, on official bank stationery. Faxed copies are acceptable. All financial verifications must state U.S. \$27,000 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. \$27,000 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. \$27,000 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 (For Express Mail, see FEES AND PAYMENT on this page)

Name (please print) \_\_\_\_\_
Mailing Address (please print) \_\_\_\_\_
Phone for pick up \_\_\_\_\_
Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

\*\*\*\*\*

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. \$27,000 per year (less than one month 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 (check appropriate box in PAYMENT section)
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: Submit official school transfer letter; 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 UCLA 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, P.O. Box 24901, Dept. K, Los Angeles, CA 90024-0901, USA; Fax: (310) 206-3223. Item #7 in the checklist above may be mailed separately to UCLA Extension, 10995 Le Conte Ave., Suite 113, Los Angeles, CA 90024-1333, USA. Call (310) 825-9351 to arrange an appointment to apply in person if you are in the Los Angeles area.

FEES AND PAYMENT (see Refund Policy)

Table with 2 columns: Fee Name, Amount. Includes International Student Fee (\$1,300), Second Program Fee (\$250), One Quarter Health Insurance (Self: \$400, Spouse: \$1,095, One child: \$450 / Children: \$900), Express Mail (\$40), Total in U.S. Dollars Only.

Credit Card: American Express Discover MasterCard VISA

Name on Credit Card (Please Print) \_\_\_\_\_ Authorizing Signature \_\_\_\_\_
Card Number \_\_\_\_\_ Expiration (Month/Year) \_\_\_\_\_

We also accept personal U.S. checks (Payable to UC Regents), signed traveler's checks, international money orders, and international cashier's checks. We do not accept cash or postal money orders.

Social Security Number (U.S. only) if you have one:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Table with 2 columns: Fee Code, Amount. Includes AF526, AF669, EM031, CF, AF592, HI, HI 005, HI 005, TOTAL.