

INSTRUCTIONS TO APPLY TO A CERTIFICATE PROGRAM AT UCLA EXTENSION

Important: Check the deadline for each quarter (approx. 2 months before the program start date).

Please follow the next 7 steps to apply to a Certificate Program at the UCLA Extension (**Instructions only for international students**):

STEP 1:

Complete and obtain the following documents:

1. **Enrollment form:** "certificate_program_ucla_extension_form.pdf"
2. **Copy of Passport** (only page with photo and information)
3. **Financial Certification Documents.** The Financial Certification could be a bank statement or bank letter that shows that the sponsor has more than \$39,510 dollars per year (plus amounts for dependents if applicable). The document must be dated within the last 90 days. If accompanied by your family, add U.S. \$7,600 for your spouse and \$5,000 for each dependent child.
4. **Statement of Financial Support Form:** financial_support_form_ucla_extension.pdf
5. **English Proficiency:** Scores that are equal to or higher than the listed minimum scores from the following tests, taken within the past two years, can satisfy the English proficiency requirement.:
TOEFL iBT: 80 IELTS Academic: 6.5 iTEP Academic: 4.5
CAE: B (CEFR C1) CPE: C (CEFR C2) TOEIC: 685
DUOLINGO (DET): 105

*Exemptions. If a student is from a country where the native language is English or has studied a degree in English, the student is exempt from providing proof of English proficiency. Check the waiver form at the end of this document.
6. **Official copy of high school or college transcripts.** (English copy must be included with foreign language transcripts)
7. **One passport-size photo of yourself**

F-1 Transfer Students only

In addition to the documents mentioned in the Step 1, transfer students must submit the following documents within 60 days of last date of class attendance:

- Status Verification form completed by former school
- Copy of I-94
- Copy of F-1 visa
- Copy of I-20

STEP 2:

Send the documents mentioned above **before the deadline** via email to info@vivecampus.com or to ucla@vivecampus.com. Check the deadline for each quarter on the following table:

	Fall	Winter	Spring	Summer
Entry Quarter	Spring	January	April	June
Application Deadline	August 1	November 1	February 1	May 1

STEP 3:

After you send the required documents mentioned on step one, you will receive a confirmation email within 2-3 business days. In this email, you will receive the instructions to pay the initial fees. **DO NOT PAY THE INITIAL FEES UNTIL A REPRESENTATIVE CONFIRMS THAT ALL THE REQUIRED DOCUMENTS ARE CORRECT. ALL PAYMENTS MUST BE MADE BY CREDIT CARD ON THE UCLA EXTENSION SITE.**

International students must pay the following initial payments:

- Certificate Candidacy Fee (it depends on the program approx. \$200)
- International Program Fee deposit: \$500

STEP 4:

Pay initial fees online. After you have made the payments, you will receive a confirmation email with a PDF confirmation document. You must send this PDF confirmation document to info@vivecampus.com or to ucla@vivecampus.com.

STEP 5:

The International Student Office (ISO) of UCLA Extension will send you via Email the acceptance documents and the document I-20. You will need the I-20 form to apply to the F-1 Student Visa at your nearest US embassy. It takes approximately 2-3 weeks since you apply until you receive the I-20 form.

STEP 6:

Apply to Student Visa F-1

- Generally, students must do the following:
- Complete DS-160 form
- Schedule an appointment in the U.S. embassy
- Pay for F-1 student visa (aprox. US\$160, depending on country)
- Pay for Sevis Fee (<https://www.fmjfee.com/i901fee/desktop/students/formSelection.htm>)
- Go to the embassy on the schedule day

You must confirm these steps on the website of the U.S. embassy in your country. You can look for your nearest U.S. embassy here: <http://www.usembassy.gov/>

STEP 7:

Pay for the courses of the first quarter. You will receive instructions by a representative after you pay the initial fees.

Please follow all directions carefully. If you have questions or concerns, please contact us at ucla@vivecampus.com, and we will be happy to assist you.