

## **INSTRUCTIONS TO APPLY TO AN ENGLISH PROGRAM AT UCLA EXTENSION**

### **Important:**

(Minimum Age: You must be at least 17 years of age on or before the start of the program you wish to enter).

We recommend to start the application process at least 2 months before the program start date.

**Please follow the next 7 steps to apply to an English Program at the American Language Center of UCLA Extension:**

### **STEP 1:**

Complete and obtain the following documents:

1. **Enrollment form:** "english\_programs\_ucla\_app\_form.pdf"
2. **Copy of Passport** (only page with photo and information)
3. **Financial Certification:** The Financial Certification could be a bank statement or bank letter that shows or states the actual amount of the sponsor. The document must show that the sponsor has more than a specific amount. Please see on the following table the minimum amount to show in the financial document. The document must be dated within the last 60 days.

<b>Duration of program</b>	<b>Student's Education &amp; Living Expenses Estimation</b>
3 or 4 weeks	\$4,555
6 weeks	\$6,650
10 weeks	\$10,688
11 or 12 weeks	\$12,202

4. **Letter of Sponsorship** (only if you are not your own sponsor): You can use the form including in this document (page 4) or you can use your own sponsorship letter. The sponsor must sign the sponsorship letter. If you are your own sponsor, meaning that the Financial Document is yours, you don't need to complete the letter of sponsorship document.

### **STEP 2:**

Send the documents mentioned above via email to [info@vivecampus.com](mailto:info@vivecampus.com) and to [ucla@vivecampus.com](mailto:ucla@vivecampus.com)

### **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 application fee of \$150. **DO NOT PAY THE APPLICATION FEE UNTIL A REPRESENTATIVE CONFIRMS THAT ALL THE REQUIRED DOCUMENTS ARE CORRECT. ALL PAYMENTS MUST BE MADE BY CREDIT CARD ON THE UCLA EXTENSION SITE.**

#### **STEP 4:**

**Pay the \$150 application fee online.** After you have made the payment, you will receive a confirmation email with a PDF confirmation document. You must send this PDF confirmation document to [info@vivecampus.com](mailto:info@vivecampus.com) or to [ucla@vivecampus.com](mailto:ucla@vivecampus.com).

#### **STEP 5:**

**The International Student Office (ISO) of UCLA Extension will send you via Express Mail 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 program fee and student service fee. You will receive instructions by a representative after you pay the application fee.

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

# UCLA Extension American Language Center 2016 Important Reminders

Here is a list of important issues to keep in mind as you complete the enrollment application. Please follow all directions carefully. If you have questions or concerns, please contact us at [contact@vivecampus.com](mailto:contact@vivecampus.com), and we will be happy to assist you.

1. **Minimum Age:** You must be at least 18 years of age on or before the start of the program you wish to enter. For example, for a program beginning on June 25, 2016, your date of birth must be on or before June 25, 1998.
2. **Student (F-1) Visa:** If you are coming from another country to study in a full-time ALC program, you will need a student (F-1) visa. Tourist (B-1/B-2) visas are not acceptable for full-time ALC intensive English programs, regardless of the program length.
3. **Family Members Who Also Wish to Study Full Time:** If family members are coming with you to the U.S., and they also want to study full-time in the U.S., they will need to submit enrollment applications and obtain student (F-1) visas.
4. **Student and Exchange Visitor Information System (SEVIS) Fee:** Once you receive your ALC admission documents and I-20, you must pay the SEVIS fee. The SEVIS fee must be paid and recorded in SEVIS before your visa interview. We strongly recommend that you pay the fee online at [www.fmjfee.com](http://www.fmjfee.com). You will find complete information on that website.
5. **Obtaining an F-1 Visa:** For information on the visa interview, visa application fees (MRV fees), and F-1 visas, check with the U.S. Embassy or Consulate in your country.
6. **Housing:**
  - A. Off-campus, Non-UCLA Housing: All off-campus, non-UCLA housing reservations, contracts and arrangements are made between the students and the housing providers and are not the responsibility of the American Language Center. You must make housing payments to the off-campus, non-UCLA housing provider directly. The UCLA Extension American Language Center cannot process these payments.
  - B. On-campus, UCLA Summer Housing: UCLA on-campus housing is available for our summer programs only. The 2016 housing fees should be available in early 2016.
7. **Payment:** Space in ALC programs is provided on a first-come, first-served basis. Programs may fill up before the recommended application submission date. We cannot reserve a space for you without full payment, including the application fee, the program fee, and the student services fee. Full payment is due by the payment deadline and must be received before departure from home country for students entering the U.S. on an I-20 from UCLA Extension. Students who do not pay in full prior to arrival in the U.S. are not guaranteed a place in the program and risk having to return to their home country.
  - A. Nonrefundable Application Fee: The nonrefundable \$150 application fee must be paid after you send the required documents
  - B. Program Fee and Student Services Fee: Both fees are mandatory for all students.
  - C. Payment Deadline: All payments must be submitted by the payment deadline in order to guarantee a spot in the program.
8. **Refunds:** For information about refunds, see the "Cancellation, Refund, and Transfer Policy".
9. **Late Arrival Deadlines:** All students must arrive by the first Friday of the program in order to attend.
10. **Please Bring the Following on the First Day of the Program:**
  - Passport
  - A copy of your I-20 with the U.S. port of entry stamp
  - Your local address in Los Angeles
11. **Enrollment Policies and Application:** The program director reserves the right to terminate students' participation in ALC programs based on a finding of disruption of instruction or academic dishonesty. Continuing enrollment in ALC programs will depend on academic standing from previous ALC programs. UCLA Extension is in the process of reviewing and changing information systems and procedures; therefore, current policies are subject to change. We will do our best to inform you in advance of any changes that occur.

**UCLA Extension**

**American Language Center**

10995 Le Conte Avenue, Suite 614  
Los Angeles, CA. 90024-2883

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Student Name: \_\_\_\_\_

**Financial Sponsorship**

Please have the section below completed by your sponsor.

<b>Duration of Stay</b>	<b>Student's Education &amp; Living Expenses</b>	<b>+ Spouse</b>	<b>+ Each Child</b>	<b>= Total</b>
4-week	\$4,555	\$602	\$396	\$
6-week	\$6,650	\$905	\$593	\$
10-week	\$10,688	\$1,504	\$989	\$
11 or 12-weeks	\$12,202	\$1,804	\$1,187	\$

I have read the information regarding the cost of the program and living expenses for the period of study at UCLA Extension American Language Center. I certify that these funds are available for the student and accompanying family members. I accept full responsibility for these expenses and have included fund verification from my bank.

Sponsor Name (please print): \_\_\_\_\_ Relationship: \_\_\_\_\_  
(father, mother, friend, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The above information is required before we can complete your request for an I-20 which is necessary to apply for a student visa. If you have any questions, please contact our office and our friendly staff will be glad to help you.