

Current Address

(e.g. during semester): _____

Street + Nr.: _____

City: _____

State/Province: _____

Country: _____

Postal Code: _____

Mailing Address for Offer Package:

Agent: IEC Online GmbH
z.Hd. Team Americas
Marienstrasse 19-20
10117 Berlin
Germany

ENROLLMENT DATA

Please indicate your ethnicity:

- Asian
- Black/African American
- Caucasian
- Decline to State
- Hispanic/Latino/Chicano
- Native American/Alaska Native
- Other
- Pacific Islander/Hawaiian
- Two or More of the Above

EDUCATIONAL BACKGROUND

High School

Name: _____

Attendance Dates:

From (Month/Year): _____

(Month/Year): _____

Which High School
diploma did you
receive? (e.g. Abitur) _____

Date Received /
Graduation Date: _____
Day: _____ Month: _____ Year: _____

University / College (Undergraduate)

Name: _____
Title of Study Program
(e.g. B.Sc. in Business): _____
Attendance Dates: _____ From (Month/Year): _____ (Month/Year): _____
(Expected) Date of
Graduation: _____

University / College (Postgraduate)

Name: _____
Title of Study Program
(e.g. M.Sc. in
Business): _____
Attendance Dates: _____ From (Month/Year): _____ (Month/Year): _____
(Expected) Date of
Graduation: _____

If you have attended more universities, please note them on a separate sheet.

MAILING LIST PREFERENCES

May UCLA Extension contact you about courses that they think may interest you?

- Yes, by any method
- Yes, but only by the following methods:
 - Email
 - Regular Mail
- No, please do not contact me

Please note: You must be 18 years or older to apply for Study Abroad at UCLA.

Age

- Before completing the application, please check the box to certify that you will be 18 years or older by the start date of the program you are applying for.

Is this your first time studying at the UCLA Extension?

- Yes No

Are you working with a Study Abroad Organization?

- Yes

Organization: IEC Online GmbH
Consultant's Name: Julia Fischer
Email Address: Americas@ieconline.de

Emergency Contact Information

Name: _____
Relationship to you: _____
Phone: (+ country code)
Email Address _____

The following person/agent is allowed to discuss your application with UCLA:

Name: Julia Fischer
Email Address: americas@ieconline.de

PROGRAM SELECTION – STUDY ABROAD

Please read the following carefully:

The nonrefundable \$300 Application Fee is due with your first application. You only pay the application fee once per year, so if you enroll in future programs within the next 12 months, you will not have to pay the application fee again. Pay only the application fee. If you are accepted, the program fees will be due 6 weeks before the start of the program. Program fees can be found on UCLA Extension's website.

Please select the quarter in which you would like to enrol (please check all quarters that you would like to attend):

- Fall Winter
 Spring Summer

Year: _____

FINANCIAL CERTIFICATION GUIDELINES

You and/or your sponsor are financially responsible for your educational and living expenses for the duration of your educational program as well as for the educational and/or living expenses of your husband, wife, and/or children who will accompany you. All students and sponsors must provide financial certification that they are financially capable of meeting the minimum funds required for this program. Minimum funds required can be found using the table listed below. Additionally, UCLA Extension may share information from your academic record with your financial sponsor.

We will accept a bank endorsement in the form of an original letter from the bank with a bank seal dated **within the last 60 days**, on official bank stationery in English. All financial verifications must state the minimum amounts and be for liquid accounts.

If a sponsor will be paying for you, please provide either an affidavit of support or letter of sponsorship, signed and dated **within the last 60 days**, which states the amount of financial support and the relationship to the student. If accompanied by family, additional amounts must also be available.

If the funds are outside the United States, the applicant must be permitted to use them under his/her government's present regulations. All funds must be available for transfer to the United States.

- I will be paying for my own expenses.
- A sponsor will be paying for my expenses: _____

Will a husband, wife and/or child(ren) accompany you with an F-2 visa?

- No
- Yes:
Name: _____
Name: _____

Payment of the program fee is due 6 weeks before the start of the program!

CANCELLATION, REFUND, DEFERRAL, AND TRANSFER POLICY

Please read the following carefully!

All cancellation, refund, deferral, and transfer requests must be submitted on UCLA Extension American Language Center (ALC) 'Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form' and are subject to approval by ALC

management. If payment was made by credit card, a credit will appear on the same credit card used (allow 3-5 weeks for processing). If payment was made by check, cash, or bank wire transfer, a refund check will be issued (allow 6-8 weeks for processing). There is a \$30 processing fee for each refund issued; this fee is subject to change.

A. Nonrefundable Application Fee

All application fees must be paid before submitting the application. The Study Abroad at UCLA program application fees are nonrefundable.

B. Cancelling Prior to Arrival in the U.S.

Students who cancel prior to arrival in the U.S. must submit a “Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form” 1 week before the quarter start date and return their official documents to ALC.

Full refunds, minus the \$30 processing fee, may be made to students who have been denied a student (F-1) visa. A visa denial letter is required if refund is requested due to the visa denial and if the request is submitted after the program start date. Students must submit a “Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form” and return their official documents by Monday of the second week of the quarter.

Refund requests received after the deadlines above will be denied. Additionally, refunds are not processed until all requested items are submitted.

C. Deferring Prior to Arrival in the U.S.

To defer enrollment, students must submit a “Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form” with their official documents on or before the Friday of the first week of the quarter start date. A new application also must be submitted at this time with a new start quarter. If all required documents are submitted, ALC can transfer the original payment to an available future quarter. A \$125 quarter deferral fee will be deducted if a deferral request is received after the program start date.

D. Cancelling After Arrival in the U.S.

Refund requests may be made prior to the end of the second week of instruction. In addition to the nonrefundable application fee, a minimum administrative fee of \$50 per class will be withheld from all refunds. UCLA academic departments may also withhold additional fees for laboratory, material, or department costs. No refund will be granted if students enter the U.S. with government documents indicating that they plan to participate in Study Abroad at UCLA and do not attend.

If a student’s I-20 form expires through no fault of UCLA Extension, a refund will not be issued.

E. Transferring to Another School

If you plan to transfer to another school after completing Study Abroad, please contact the UCLA Extension International Student Office (ISO).

If you plan to transfer to another school instead of attending Study Abroad, you will need to fill out a “Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer

Request Form” and refer to section D above regarding the refund. Then contact the ISO regarding transfer to another school.

STUDENT TERMS OF AGREEMENT

Please confirm the following and sign below:

Please read carefully and **check each box** below to show that you have agreed to comply with program restrictions and have spoken with your representative or university advisor. I understand that:

- My status at UCLA will not be the same as other UCLA students who have been admitted to degree programs.
- I can enroll in UCLA courses only if there is space available; UCLA students have priority over Study Abroad students.
- Some courses are not offered every quarter, and a course I want or need may not be available.
- I can select only undergraduate courses (1-199 level) in the College of Letters and Sciences.
- I will not be able to enroll in classes offered by UCLA professional schools (e.g., The Anderson Graduate School of Management, the Law School, the School of Film, Theater and Television, Medical School, School of Engineering and Applied Science, and other professional schools).
- Only UCLA Extension courses are available to Study Abroad students in the following subject areas: Engineering, Computer Science, and Economics. UCLA courses in these subject areas are not available to Study Abroad students. Additionally, enrollment in UCLA Psychology courses is limited.
- I need to show proof that I have met prerequisites for any course I want to take.
- I need to check with my home university to be certain that courses I take at UCLA or UCLA Extension will be accepted for transfer.
- X 400 level courses at UCLA Extension are available to me only with a letter assuring that X 400 credits will be accepted by my home university.
- I agree that all information provided is accurate and that I have read and agree to accept the UCLA Extension American Language Center Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Policy.

Applicant Signature: _____

Date and Place: _____

CERTIFICATION

All applicants must sign below.

I certify that the information I have provided on this application is true and correct. I understand that failure to disclose correct information may result in the cancellation of my application or admission.

Important Reminder: Only complete applications will be reviewed.

Applicant Signature: _____

Place: _____

Date: _____ (MM/DD/YYYY)

Authorization for IEC to process this application

I hereby permit International Education Centre (IEC Online GmbH) to submit the information which I have provided on the Application Form of the University of Liverpool via an electronic online application form created and maintained by the university.

Applicant Signature: _____

Place: _____

Date: _____ (MM/DD/YYYY)

Please submit your application with all required documents to IEC:

IEC Online GmbH
z. Hd. Team Americas
Marienstrasse 19-20
10117 Berlin
Germany