











STEPS TO STUDY AT UC SAN DIEGO

- 01  Apply. Email complete application to ipadmission@ucsd.edu.
- 02  Pay application fee. Instructions are emailed to you by the admissions department.
- 03  Receive acceptance materials and I-20 or DS-2019.
- 04  Obtain your [visa](#).
- 05  Book your flights.
- 06  Organize [accommodation](#).
- 07  Submit the [TB and Immunization forms](#).
- 08  [Pay](#) for your program.
- 09  Complete the pre arrival orientation online (including language test for English language programs).
- 10  Start your program at UC San Diego!

FREQUENTLY ASKED QUESTIONS

1. On average, how long will it take to receive my acceptance information?

- English language programs: 3 -5 business days
- Certificate and professional programs: 5 – 7 business days
- University and Professional Studies (UPS) – 5 – 10 days

2. Am I required to purchase UC San Diego medical insurance?

Yes, you are required to purchase UC San Diego Division of Extended Studies medical insurance, unless you have a pre-approved government sponsored plan or can provide proof of alternative insurance that meets our minimum requirements. Email deshealthandsafety@ucsd.edu for more details.

3. What kind of financial verification is accepted?

If requesting an I-20, you must provide **one** of the following financial verification documents:

- Have your bank fill out the Financial Verification section on page 5 of the Application Form; OR
- Sponsorship letter in English. Letter date cannot be older than 90 days: OR
- Bank statement/bank letter **in English** showing:
 - Issue date (cannot be older than 90 days)
 - Name of the account holder
 - Available liquid funds (see page 10 for required dollar amount).

Bank statement/letter must be for liquid funds. Liquid funds means money can be withdrawn from the account at any time with no restrictions. Some examples of liquid funds are checking and savings accounts. We do not accept long-term investment accounts, stock/bonds, or pension accounts.

APPLICATION CHECKLIST

All Programs

- Application form
- A copy of passport name page
- Financial Verification (if form I-20 is required)

English Language Programs

Additional documents must be submitted for the following programs:

- **Legal English**
 - Personal statement explaining law-related coursework or work experience, and purpose for taking this program.
- **Graduate School Preparation Academy**
 - Proof of completion of an undergraduate degree OR
 - Letter of acceptance or provisional/conditional acceptance to an accredited graduate program OR
 - Transcripts for the most recent FOUR semesters

University and Professional Studies (UPS)

- Proof of required English language proficiency.
- Copy of transcripts in English for the FOUR most recent semesters (two years) of academic studies. Transcripts must clearly show excellent academic achievement, **including cumulative grade point average (GPA)**.
- A **350-word** essay explaining your reasons for choosing UC San Diego for your study abroad experience.

Business Certificates and Programs

- Proof of required English language proficiency.
- Copy of official transcripts in **English** (academic requirement varies according to the program. Please check the [program webpage](#)). Transcripts must clearly show excellent academic achievement, **including cumulative grade point average (GPA)**.
- Letter of recommendation.
- Résumé or CV (work experience requirement varies according to the program. Please check the [program webpage](#)).
- Personal statement. Please provide a **350-word** essay, which addresses each of the following:
 - Brief introduction of yourself.
 - Which certificate program are you applying for? Why are you interested in this specific certificate?
 - How will you benefit from this program? How does this program relate to your career or professional goals?
 - What will you contribute to the program? How will your participation benefit the program?
 - Is there anything else you want to tell us or explain about your professional, volunteer, or educational experience (e.g., low GPA) that will assist in our decision-making?

Teaching English as a Foreign Language (TEFL) Certificate and Programs

- Proof of required English language proficiency.
- Copy of transcripts in English for the FOUR most recent semesters (two years) of academic studies. Transcripts must clearly show excellent academic achievement, **including cumulative grade point average (GPA)**.
- A **350-word** essay explaining why you want to enroll in the UCSD TEFL program.

Paralegal Certificate

- Proof of required English language proficiency.
- Copy of university degree transcripts in English. Transcripts must clearly show excellent academic achievement, **including cumulative grade point average (GPA)**.
- Three letters of recommendation.
- Résumé or CV
- A **350-word** essay explaining your reasons for taking the Paralegal Certificate program.

1. PERSONAL INFORMATION

<input type="text"/> Family name (surname) (as it appears in your passport)	<input type="text"/> First name (given name) (as it appear in your passport)
<input type="text"/> Preferred name	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> non-binary Gender
<input type="text"/> Date of Birth – month/day/year (e.g. Jan 01, 2001)	<input type="text"/> City of birth
<input type="text"/> Country of birth	<input type="text"/> Country of citizenship
<input type="text"/> Native language	<input type="text"/> Student's email

Student's permanent address in home country (required):

<input type="text"/> Address		
<input type="text"/> City/State		
<input type="text"/> Country	<input type="text"/> Postal code	<input type="text"/> Telephone (country code/city code/number)

2. AGENCY OR PARTNER INFORMATION

Must be filled out **only if** applying through an agency or university partner:

<input type="text"/> Agency/university partner name
<input type="text"/> Agency/university partner contact name (Student adviser)
<input type="text"/> Agency/university partner email

3. PROGRAM INFORMATION

I am applying to the following program(s). Check all that apply and **type the start-date** and the number of sessions (if applicable) for each:

English for General Purposes	Program duration	Hours per week	Start date	Number of Sessions
Conversation and Fluency	4 weeks	15 hours* 20 hours		
Communication and Culture	8 weeks	15 hours* 20 hours 25 hours		
Academic English	Program duration	Hours per week	Start date	Number of Sessions
Academic English	2 weeks	20 hours		
	4 weeks	15 hours* 20 hours		
	8 weeks	15 hours* 25 hours		
Test Preparation – TOEFL or IELTS	8 weeks	25 hours		
Graduate School Preparation Academy	4 weeks	20 hours		
English for Specific Purposes	Program duration	Hours per week	Start date	Number of Sessions
Business English	4 weeks	15 hours* 20 hours		
Medical English				
Legal English				

University Credit Programs	Program duration	Start date	Number of Sessions
University and Professional Studies	1 quarter		

Business and Management Certificate and Programs	Program duration	Start date
Business Administration	1 quarter 2 quarters 3 quarters	
Business Management with emphasis in Digital Marketing	2 quarters 3 quarters	
Business Management with emphasis in Leadership and Management	2 quarters 3 quarters	
Business Management with emphasis in Finance	2 quarters 3 quarters	
Business Intelligence Analysis	1 quarter	
Digital Marketing		
Leadership and Management		
Project Management Add Lean Six Sigma Green Belt? Yes No	2 quarters	

Teaching English as a Foreign Language (TEFL)	Program duration	Start date
TEFL Professional Certificate Add Specialization in Teaching English Grammar? Yes No Unsure Add Specialization in Teaching English to the Young Learner? Yes No Unsure	2 quarters	
TEFL Proficiency Program	1 quarter	
Advanced Studies in TEFL		

Legal Certificate	Program duration	Start date
Paralegal	1 quarter	

* These programs do not qualify for the Form I-20

4. VISA REQUIREMENTS

Do you need an I-20?

Yes, for an F-1 visa
for school transfer
for change of status

No, I am a U.S. citizen/Permanent Resident
Other non-immigration status (specify):

5. TRANSFER STUDENTS

Will you be coming directly from another school in the U.S.?

No

Yes. Submit the UC San Diego Division of Extended Studies International Programs [Academic Verification Form](#).

Current School Name

Telephone

Dates of Attendance (Start and End)

6. DEPENDENTS

If you are bringing your spouse (wife or husband) and/or children on F-2 visas, please list them here. Attach an additional sheet if more space is needed. Please include a copy of passport-name page for each family member. Parents and siblings are not dependents.

Family name

Given name

Country of birth

Country of citizenship

Relationship to you

Family name

Given name

Country of birth

Country of citizenship

Relationship to you

7A. FINANCIAL VERIFICATION

Please see frequently asked question #3, on page 1 of the Application Form for financial verification requirements and options.

Name of account holder

Name of bank

Bank location (city and country)

Amount of available funds in equivalent U.S. dollars

Date

Name and Title of Bank Official

Signature of Bank Official and Bank Stamp

7B. SPONSOR SIGNATURE

If the financial verification (bank letter/statement) is not under the student's name, the account holder must read this statement and sign below: "I have read the information regarding the cost of tuition, living expenses, and other costs for the period of the study at UC San Diego Division of Extended Studies. I certify that these funds are available, and I accept full responsibility for these expenses."

Name of person financially responsible

Signature

Relationship to student

Date (month/day/year)

8. APPLICATION FEE

You must submit the non-refundable application fee with your application by credit card using the IP Online Payment Portal. A link will be sent to you upon receiving a complete application.

- English language program application fee: **\$175**
- University and Professional Studies (UPS) program application fee: **\$225**
- Certificate and Professional Program application fee: **\$225**

9. SIGNATURE

I certify that all application information is true and that I have read and understand the policies described in this application and the UC San Diego Division of Extended Studies International Programs website.

Signature of Applicant

Date (month/day/year)

University and Professional Studies (UPS)

Dear UPS Applicant:

Thank you for applying to the University and Professional Studies Program (UPS) at UC San Diego. Before we can process your application for admission to the UPS program, you must indicate that you understand and accept ALL of the items listed below.

Please put your initials after each statement to indicate that you understand and agree to these terms of enrollment.

	Statement	Student Initials
1	Acceptance into the UPS program does not guarantee enrollment into any specific class or course of study.	
2	Matriculated UCSD undergraduate and graduate students have priority enrollment in UCSD classes.	
3	Class enrollment for UPS students is on a space-available basis and requires instructor/departmental approval.	
4	The UPS Program has 3 language proficiency-based tracks, each with specific class enrollment requirements. I understand that I was accepted into one of these tracks and will abide by the specific enrollment requirements.	
5	There is no pre-enrollment in UCSD classes for UPS students. UPS students cannot seek instructor/departmental approval until the first day of UCSD classes each quarter, and most UCSD departments do not start admitting visiting students until after the second week.	
6	UPS students will attend up to 8 courses in the first two weeks of each quarter to ensure access to a full-time load of classes (12 units) as required by UCSD Extension policy and U.S. immigration law for students who enter the U.S. on the F-1 student visa.	
7	UPS students will pay the additional required fees for units in excess of 12 units and additional fees for certain courses which have premium tuition or lab fees (graduate healthcare, for example).	
8	Departmental approval for some subjects such as Biology, Chemistry, Economics, Rady School of Management, Structural Engineering, Visual Arts, and Electrical and Computer Engineering classes will not be given until the third week of classes each quarter.	
9	When filling out the Course List Form, students should refer to the corresponding quarter from the previous year. I understand that the same courses may not be offered in the planned quarter of study.	
10	UPS students are not eligible to enroll into graduate-level courses at the Rady School of Management, the School of Medicine, or the School of Pharmacy.	
11	I will achieve final grades of "A" or "B" in all of my classes. I will be placed on academic probation if I receive a final grade of "B-" or below in any class. I acknowledge that if I receive a "B-" or below while on academic probation I may not be able to continue in the UPS program.	
12	UPS students may request a certificate or letter of recommendation if all of their grades are "A" or "B". UPS students who receive a final grade of "B-" or below in any class will not receive either. However, all UPS students may always request an official transcript.	
13	Visiting students, including UPS students, are not permitted to join UCSD competitive athletics teams.	

Signature and Date

My initials above indicate that I understand and accept each of the statements above.

Printed name

Date (month/day/year)

Signature

University and Professional Studies (UPS)

UC San Diego main campus courses are listed online on the [Schedule of Classes](#). For a list of all of UC San Diego Division of Extended Studies course offerings please see the various [courses and programs](#) available on the UC San Diego Division of Extended Studies webpage.

Please be sure to include courses that are typically offered in the quarter that you plan to enroll. For example, if you are applying for Winter 2023 quarter but you do not see Winter 2023 courses posted on the Schedule of Classes, then you should look at the courses which were offered in the Winter 2022 or 2021 quarter.

UPS Track System

All UPS students have superior grades in their academic records. Based on your English language proficiency, there are 3 tracks for the UPS program. Please be sure that your course selection on the next page reflects your specific track requirements. The specifics of your UPS track are described here:

Track 1

Required Language Level:

CEFR: level B2/C1
TOEFL iBT: 79
IELTS: 6.5

Course requirements:

- 4 main campus units
- 3 units of Oral Presentation or Academic Writing and Research
- 5 units in Division of Extended Studies courses

What to list on your Course List Form:

- List **4 classes** from main campus. Most campus courses are 4 units each.
- List **7 classes** in Division of Extended Studies courses (business, engineering, computer science, etc.). Most Division of Extended Studies courses are 3 units each.
- **Note:** You will be enrolled in Division of Extended Studies' "Oral Presentations" or "Academic Writing and Research" courses, or other approved academic professional development courses (a total of 3-6 units).

Track 2

Required Language Level:

CEFR: level B2/C1
TOEFL iBT: 83
IELTS: 7.0

Course requirements:

- 8 main campus units
- 4 units in Division of Extended Studies courses

What to list on your Course List Form:

- List **8 classes** from main campus. Most campus courses are 4 units each.
- List **4 classes** in Division of Extended Studies courses (business, engineering, computer science, etc.). Most Division of Extended Studies courses are 3 units each.

Track 3

Required Language Level:

CEFR: level C1
TOEFL iBT: 95
IELTS: 7.0

Course requirements:

- 12 main campus units

What to list on your Course List Form:

- List **12-15 classes** from main campus, Division of Extended Studies courses, or combination of both. Most campus courses are 4 units each. Most Division of Extended Studies courses are 3 units each.

University and Professional Studies (UPS)

When selecting your courses:

- You may NOT enroll in graduate-level Business courses at Rady School of Management.
- For each quarter you are applying, you must submit this form with your application. Otherwise, your application is incomplete.
- Lower-division courses are numbered 1–99. Upper-division courses are numbered 100-199. Graduate courses are numbered 200+.
- Courses are on a space-available basis. The purpose of identifying 12-15 possible courses is to ensure a satisfying academic experience at UC San Diego. There is no guarantee that you will get all of your preferred courses.

Quarter

Year

Track

Department	Course Number and Title	Prerequisites Prerequisites are listed on tritonlink.ucsd.edu. Check website for information. Write prerequisite here or write "none" if no prerequisite required.	Have you completed the prerequisites for this course?
1			<input type="checkbox"/> Yes
2			<input type="checkbox"/> Yes
3			<input type="checkbox"/> Yes
4			<input type="checkbox"/> Yes
5			<input type="checkbox"/> Yes
6			<input type="checkbox"/> Yes
7			<input type="checkbox"/> Yes
8			<input type="checkbox"/> Yes
9			<input type="checkbox"/> Yes
10			<input type="checkbox"/> Yes
11			<input type="checkbox"/> Yes
12			<input type="checkbox"/> Yes
13			<input type="checkbox"/> Yes
14			<input type="checkbox"/> Yes
15			<input type="checkbox"/> Yes

Signature and Date

Printed name

Date (month/day/year)

Signature

Authorization for Release of Student Information/Records (To be Completed by Student)

Student Information

Student information is confidential and protected by the Federal Family Educational Rights and Privacy Act (FERPA). Written authorization is required to release any information that is not considered public information. Please complete the following information.

Student Last Name

Student First Name

Application (leave blank if student is submitting application)

2. I allow anyone from the following agency/university to apply on my behalf:

I allow the following person to apply on my behalf (e.g., mother, friend, spouse):

Information To Be Released (#3 & #4 must be filled out to give your information to someone else)

3. You can give out the following (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Medical/Insurance Records |
| <input type="checkbox"/> Financial/Invoice Records | <input type="checkbox"/> Enrollment Verification Letters |
| <input type="checkbox"/> Transcript/Grade Reports | <input type="checkbox"/> Course Schedule |
| <input type="checkbox"/> Program Certificate | |

4. You can give my information to:

- Bolashak Scholarship from Kazakhstan (Center for International Programs)
- IIE (Institute of International Education Scholarship)
- KAUST (from Saudi Arabia)
- Kuwait Cultural Office (from Kuwait)
- Saudi Arabia Cultural Mission – SACM (from Saudi Arabia)
- Other (write the name of person/organization):

Must be filled out if #3 & #4 are blank.

5. I do not authorize the release of any of my information.

Signature

By signing below, you agree to the information mentioned above. This approval will remain in your record even after you leave the university. You can change this authorization or cancel it at any time by emailing ipadmission@ucsd.edu.

Student Signature

Date

Full-time Programs (student visa)								Online programs (no visa) or part-time (tourist visa or E.S.T.A.)			
	Hours per week	App fee	Full-time Tuition	ISS Fee	Medical Insurance	Total to UCSD	Financial verification	Part-time Tuition	ISS Fee	Medical Insurance	Total to UCSD
Conversation and Fluency (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$1,800	\$200	\$220	\$2,395
	20 hours	\$175	\$2,000	\$200	\$220	\$2,595	\$4,600	-	-	-	-
Conversation and Fluency Online	10 hours*	\$50	-	-	-	-	-	\$1,000	\$200	-	\$1,250
	15 hours*	\$50	-	-	-	-	-	\$1,500	\$200	-	\$1,750
Communication and Culture (8 weeks)	15 hours*	\$175	-	-	-	-	-	\$3,200	\$400	\$550	\$4,325
	20 hours	\$175	\$3,400	\$400	\$550	\$4,525	\$8,600	-	-	-	-
	25 hours	\$175	\$3,900	\$400	\$550	\$5,025	\$9,100	-	-	-	-
Academic English (2 weeks)	20 hours	\$175	\$1,200	\$200	\$110	\$1,685	\$2,600	-	-	-	-
Academic English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$1,800	\$200	\$220	\$2,395
	20 hours	\$175	\$2,000	\$200	\$220	\$2,595	\$4,600	-	-	-	-
Academic English (8 weeks)	15 hours*	\$175	-	-	-	-	-	\$3,200	\$400	\$550	\$4,325
	25 hours	\$175	\$3,900	\$400	\$550	\$5,025	\$9,100	-	-	-	-
Test Preparation – TOEFL or IELTS (8 weeks)	25 hours	\$175	\$3,900	\$400	\$550	\$5,025	\$9,100	-	-	-	-
Graduate School Prep Academy (4 weeks)	20 hours	\$175	\$2,300	\$200	\$220	\$2,895	\$4,900	-	-	-	-
Business English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$2,050	\$200	\$220	\$2,645
	20 hours	\$175	\$2,300	\$200	\$220	\$2,895	\$4,900	-	-	-	-
Medical English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$2,300	\$200	\$220	\$2,895
	20 hours	\$175	\$2,600	\$200	\$220	\$3,195	\$5,200	-	-	-	-
Legal English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$2,050	\$200	\$220	\$2,645
	20 hours	\$175	\$2,300	\$200	\$220	\$2,895	\$4,900	-	-	-	-
	Program duration	App fee	Full-time Tuition	ISS Fee	Medical Insurance	Total to UCSD	Financial verification				
University and Professional Studies	1 quarter	\$225	\$8,000	\$400	\$715	\$9,340	\$15,600				
Business Administration	1 quarter	\$225	\$6,050	\$400	\$715	\$7,390	\$13,650				
	2 quarters	\$225	\$12,050	\$800	\$1,430	\$14,505	\$27,250				
	3 quarters	\$225	\$18,050	\$1,200	\$2,145	\$21,620	\$40,850				
Business Management	2 quarters	\$225	\$12,050	\$800	\$1,430	\$14,505	\$27,250				
	3 quarters	\$225	\$18,050	\$1,200	\$2,145	\$21,620	\$40,850				
Business Intelligence Analysis	1 quarter	\$225	\$7,050	\$400	\$715	\$8,390	\$14,650				
Digital Marketing	1 quarter	\$225	\$6,250	\$400	\$715	\$7,590	\$13,850				
Leadership & Management	1 quarter	\$225	\$6,050	\$400	\$715	\$7,390	\$13,650				
Project Management	2 quarters	\$225	\$12,050	\$800	\$1,430	\$14,505	\$27,250				
TEFL Professional Certificate (in person)	2 quarters	\$225	\$8,350	\$800	\$1,430	\$10,805	\$23,550				
TEFL Proficiency Program	1 quarter	\$225	\$6,000	\$400	\$715	\$7,340	\$13,600				
Advanced Studies in TEFL	1 quarter	\$225	\$4,800	\$400	\$715	\$6,140	\$12,400				
Paralegal	1 quarter	\$225	\$9,050	\$400	\$715	\$10,390	\$16,650				

2023 Observed Holidays (no class)

- Jan 1-2 – New Year’s Holiday
- Jan 16 – Martin Luther King Jr. Day
- Feb 20 – Presidents’ Day
- Mar 31 – César Chávez Day
- May 29 – Memorial Day
- June 19 – Juneteenth National Day
- July 4 – Independence Day
- Sep 4 – Labor Day
- Nov 10 – Veterans Day
- Nov 23-24 – Thanksgiving Day
- Dec 16 – Fall Quarter Ends
- Dec 25-26 – Winter Break

* These programs do not qualify for the Form I-20

Financial verification is the estimated total amount required for the Form I-20. It includes an estimate cost of books and materials, transportation, housing, food, and incidentals. If you plan to bring your spouse and/or children, your financial verification must include an additional \$200 per week for your first dependent and \$100 per week for each additional dependent.

For refund and cancellation policies, and additional fees, please see the [website](#) or contact ipinfo@ucsd.edu.