











## STEPS TO STUDY AT UC SAN DIEGO

- 01  Apply. Email complete application to [ipadmission@ucsd.edu](mailto: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](mailto: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 7 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 Liquid funds means money can be withdrawn from the account at any time with no restrictions.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 appears 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)

UC San Diego undergraduate, graduate, or Summer Session student:

Have you ever been enrolled in a UC San Diego undergraduate, graduate or Summer Session program?

No

Yes, please enter your UCSD student ID 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 **select/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		
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	2 quarters	
Add Specialization in Teaching English to the Young Learner? Yes    No    Unsure		
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)



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	\$4,688	-	-	-	-
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	\$8,776	-	-	-	-
	25 hours	\$175	\$3,900	\$400	\$550	\$5,025	\$9,276	-	-	-	-
Academic English (2 weeks)	20 hours	\$175	\$1,200	\$200	\$110	\$1,685	\$2,644	-	-	-	-
Academic English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$1,800	\$200	\$220	\$2,395
	20 hours	\$175	\$2,000	\$200	\$220	\$2,595	\$4,688	-	-	-	-
Academic English (8 weeks)	15 hours*	\$175	-	-	-	-	-	\$3,200	\$400	\$550	\$4,325
	25 hours	\$175	\$3,900	\$400	\$550	\$5,025	\$9,276	-	-	-	-
Graduate School Prep Academy (4 weeks)	20 hours	\$175	\$2,300	\$200	\$220	\$2,895	\$4,988	-	-	-	-
Business English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$2,050	\$200	\$220	\$2,645
	20 hours	\$175	\$2,300	\$200	\$220	\$2,895	\$4,988	-	-	-	-
Medical English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$2,300	\$200	\$220	\$2,895
	20 hours	\$175	\$2,600	\$200	\$220	\$3,195	\$5,288	-	-	-	-
Legal English (4 weeks)	15 hours*	\$175	-	-	-	-	-	\$2,050	\$200	\$220	\$2,645
	20 hours	\$175	\$2,300	\$200	\$220	\$2,895	\$4,988	-	-	-	-
	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	\$15,864				
Business Administration	1 quarter	\$225	\$6,050	\$400	\$715	\$7,390	\$13,914				
	2 quarters	\$225	\$12,050	\$800	\$1,430	\$14,505	\$27,778				
Business Management	3 quarters	\$225	\$18,050	\$1,200	\$2,145	\$21,620	\$41,642				
	2 quarters	\$225	\$12,050	\$800	\$1,430	\$14,505	\$27,778				
Business Intelligence Analysis	3 quarters	\$225	\$18,050	\$1,200	\$2,145	\$21,620	\$41,642				
	1 quarter	\$225	\$7,050	\$400	\$715	\$8,390	\$14,914				
Digital Marketing	1 quarter	\$225	\$6,250	\$400	\$715	\$7,590	\$14,114				
Leadership & Management	1 quarter	\$225	\$6,050	\$400	\$715	\$7,390	\$13,914				
Project Management	2 quarters	\$225	\$12,050	\$800	\$1,430	\$14,505	\$27,778				
TEFL Professional Certificate (in person)	2 quarters	\$225	\$8,350	\$800	\$1,430	\$10,805	\$24,078				
TEFL Proficiency Program	1 quarter	\$225	\$6,000	\$400	\$715	\$7,340	\$13,864				
Advanced Studies in TEFL	1 quarter	\$225	\$4,800	\$400	\$715	\$6,140	\$12,664				
Paralegal	1 quarter	\$225	\$9,500	\$400	\$715	\$10,840	\$17,364				

**2024 Observed Holidays (no class)**

- Jan 1-2 – New Year’s Holiday
- Jan 15 – Martin Luther King Jr. Day
- Feb 19 – Presidents’ Day
- Mar 29 – César Chávez Day
- May 27 – Memorial Day
- June 19 – Juneteenth National Day
- July 4 – Independence Day
- Sep 2 – Labor Day
- Nov 11 – Veterans Day
- Nov 28-29 – Thanksgiving Day
- Dec 14 – Fall Quarter Ends
- Dec 24-25 – 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](mailto:ipinfo@ucsd.edu).