How to Apply

Getting Started:
1. Review UC San Diego Division of Extended Studies International Programs for all admission criteria and required documents you need to apply.
2. If you have questions, please contact an admission advisor at ipadmission@ucsd.edu.

Steps to Apply:
1. If you are ready to apply, start your online application by going to UC San Diego Division of Extended Studies International Programs. See “Instructions” below for detailed explanations.
   a. First time users: You are asked to create an online application account as the first step. See “How to create an account” below for detailed instructions.
   b. Returning users (You already have an online account): You are asked to enter your email and password to start a new application or continue an existing application.
2. The admission advisor will create a student ID (PID) number after you create and finish your online application. You need this ID to pay the application fee. The admission department will email you when the Student ID is ready.
3. Finalize and pay for your application. Application fees are non-refundable.
4. You will receive your admission decision through your online application portal. Average processing time is 1-2 weeks.
5. If you requested an immigration document (I-20 or DS-2019), this will be emailed to you approximately 1-2 business days after receiving your admission decision.

Instructions

How to create an account (First-time users only. If you already have an application account, skip to “Complete Application”):
1. Click create an account.

2. Enter your information. This must be the student’s personal information.
3. You will receive an email with a temporary PIN and a link you must click to activate the account. The email looks like the following:

Thank you for registering online with UCSD Extended Studies International Programs.

To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

22********

UCSD Extended Studies International Programs

4. After you click on the link, enter your temporary PIN and password that was emailed to you.

5. Create your new password.
Complete application:

1. Click Start New Application.

2. Click Create Application.

3. Click Open Application.

4. Review the General Information. If you have any questions with the application process during this time, please send an email to ipadmission@ucsd.edu.

5. Fill out your application.
   - **Personal Information**: all fields with a red * are required fields.
➢ **Referral Source**: Do you have a referral source (University partner, government sponsor, agency?) [Select Yes or No].

➢ **Program Information**: Add the program you want by clicking “Add a Program”. Repeat this process for all the program/start dates you want. Supporting documents not shown in these instructions may be required based on the program(s) selected.

➢ **Dependents**: Are you bringing your spouse (wife or husband) and/or children as dependents on your visa? [Select Yes or No]. If yes, you must upload copies of their passport.
➢ **Financial Verification**: Must provide at least one financial verification document (Bank statement or Sponsorship letter) if you plan to enter the U.S. on a student visa (F-1 or J-1). The minimum required U.S. dollar amount is located at the top right.

➢ **Third-Party Release Information**: If you want UC San Diego to give any of your information (ex: attendance records, transcripts) to someone (ex: father, agent, friend), you must select what information and who can receive it.

➢ **Emergency Contact**: You must provide at least one emergency contact by clicking “Add Emergency Contact”.
➢ **Signature:** Read the statements and indicate you understand and agree to these terms by typing your full legal name.

You cannot change or make edits to your application after you finalize and pay. If your application is incomplete, click on the red links to provide the missing information. To review the application before finalizing, click on the blue links on the left. After signing your application, we will create a Student ID for you. We will send you an email when this is done. After you receive your email, log into your application and click “Finalize Application and Pay” at the bottom of the Review Page. After payment is received, we will review your application.

We have detected the following errors with your application. Those errors must be corrected before submission.

<table>
<thead>
<tr>
<th>Section</th>
<th>Required Field or Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>Are you currently living in the US?</td>
</tr>
<tr>
<td>Missing Copy of Biographical Passport Page</td>
<td></td>
</tr>
<tr>
<td>Missing financial verification document type</td>
<td></td>
</tr>
<tr>
<td>Dependants</td>
<td>Missing response to whether or not you are bringing dependents on F-/J-1 visa.</td>
</tr>
<tr>
<td>Financial Verification</td>
<td>Missing financial verification document type</td>
</tr>
<tr>
<td>Third-Party Release Information</td>
<td>Please indicate if you have a referral source (university partner or government sponsor)</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Missing information that can be released or that you do not authorize the release of any information</td>
</tr>
<tr>
<td>Signature</td>
<td>Please list at least 1 emergency contact.</td>
</tr>
<tr>
<td>Review</td>
<td>Please complete prior to submission.</td>
</tr>
</tbody>
</table>

➢ **Review:** Finalize application and pay.

➢ If your application is **incomplete**, you see what is missing in “red”. Click on the red links to submit the missing information.

➢ If your application is **complete**, you will see the image below. The Admission Department will now create a Student ID for you. You need your Student ID to pay the application fee. You will receive an email when your ID is ready, and you can then login to your application and pay.
Submit Payment:

1. After you receive the email with your Student ID, login to your application and click “Finalize Application and Pay”.

- Application will not be reviewed until funds are verified.
- Verification of funds can take 48-72 hours from when you submit payment.
- It is recommended that you pay your application fee by credit/debit card.

2. Select Submit Payment. You will be directed to the Transact IP payment portal.

3. After you submit your payment, you will see your application checklist:

   Important: Please allow 24 hours for the checklist to update. Awaiting (red x) means your documents will be reviewed by an admission advisor. If we need additional information, an admission advisor will contact you directly.
Payment through Transact IP payment portal:
Transact is a payment platform which allows international students, their families, and sponsors to securely pay the application fee. Through Transact, there are four ways to pay:

<table>
<thead>
<tr>
<th>Credit or Debit Card</th>
<th>Bank Transfer</th>
<th>Flywire</th>
<th>Convera</th>
</tr>
</thead>
</table>

How would you like to pay?
Select **Credit/Debit Card** or **International Payment**

**Option 1: Credit or Debit Card** *(Recommended option)*
Transact accepts American Express, Discover, JCB, UnionPay, MasterCard, & Visa.
1. Enter card information [Credit/Debit Card Number, Expiration Date, Security Code (CVV), Zip/Postal Code (int’l cardholders can put “N/A”)].
2. Select **Continue**.
3. Summary page [Review that information is correct, then select **Pay**.]
4. **Transact service fee included in total amount**.
5. The transaction receipt will be emailed to the payer email address provided.

**Option 2: International Payment**
Please select:
1. What country are you paying from?
2. Select one international payment option [**Bank Transfer, Flywire, or Convera**]

**Option 2a: Bank Transfer**
1. Enter the following information:
   - Student information [Name as it appears in student’s passport, phone number, email address, date of birth]
   - Student’s current address [Country, Street Address, City, State/Province, Zip/Postal Code]
   - Payer information [Email, First name, Family name, Address, City, State/Province/Region, Zip/Postal code, Phone number].
2. Check box: I have read, understand, and agree to the Terms of Use and Privacy Policy.
3. Select **Continue**.
4. Summary Page [Review that the information entered is correct, then select **Continue**.]
5. Print bank wire instructions and arrange a bank transfer to the TransferMate Bank Account listed in the bank wire instructions within 48 hours.

**Option 2b: Flywire**
If Flywire is selected, the Transact site will redirect to the Flywire site. *(Flywire site translates into 10 additional languages besides English)*
1. Your payment [Country or region where payment will come from]
2. Select **Next**.
3. Select your preferred payment method.
4. Payer information [Email, First Name, Family Name, Address, City, State/Province/Region, Zip/Postal code, Phone Number]
5. Check box: I have read, understand, and agree to the Flywire Terms of Use and Privacy Policy
6. Select **Next**.

*Important: Payment will not be applied until funds are verified

† Most credit/debit cards have a daily limit which an individual is allowed to charge. Always check with your credit card company or bank about your daily charge limit before trying to submit your payment through Transact.
7. Student Information [Date of Birth, Email Address, Student ID (PID) – (U followed by 8 digits)]
8. Summary Page [Review that the information entered is correct, then select Next.]
9. Print bank wire instructions and arrange a bank transfer to the bank account listed in the bank wire instructions within 72 hours or by the date provided on the payment instructions.

**Option 2c: Convera**

If Convera is selected, the Transact site will redirect to the Convera site. *(Convera site translates into 10 additional languages besides English)*

1. Paying fees from [Country or region where payment will come from].
2. Select Get a quote.
3. Select your preferred payment method.
4. Student’s Details [IMPORTANT: This page cannot be edited and pulls the student details directly from Transact]
5. Select Next.
6. Payer’s Details
   - Who will be making the payment? [Choose one option]
   - What is your relationship to the student? [Choose one option]
7. Payer’s Personal Details² [Name, Email address, Billing address, City, Province or Territory, Zip/Postal Code]
8. Payer’s Bank Details³ [Bank name, Bank Address, Bank Account Number, Bank Address, Bank City, Bank Province or Territory, Bank zip/postal code]
9. Additional Information Requested (optional)
10. **Check box:** I have read, understand, and agree to the Terms of Use and have reviewed the Online Privacy Statement
11. Proceed to Payment
12. Print bank wire instructions and arrange a bank transfer to the bank account listed in the bank wire instructions within 72 hours or by the date provided on the payment instructions.

*Important: Payment will not be applied until funds are verified*