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.

Register

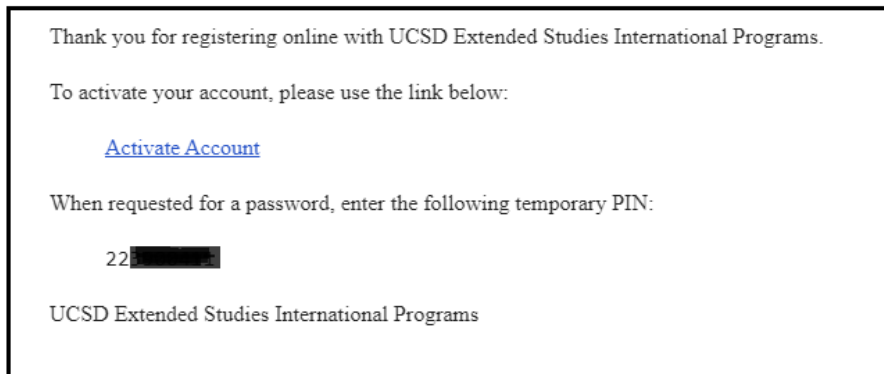To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

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:

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

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email   switch
Account
Temporary PIN
Birthdate

Login

5. Create your new password.

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

✖ At least one letter
✖ At least one capital letter
✖ At least one number
✖ Be at least 12 characters
✖ New passwords must match

Set Password

Complete application:
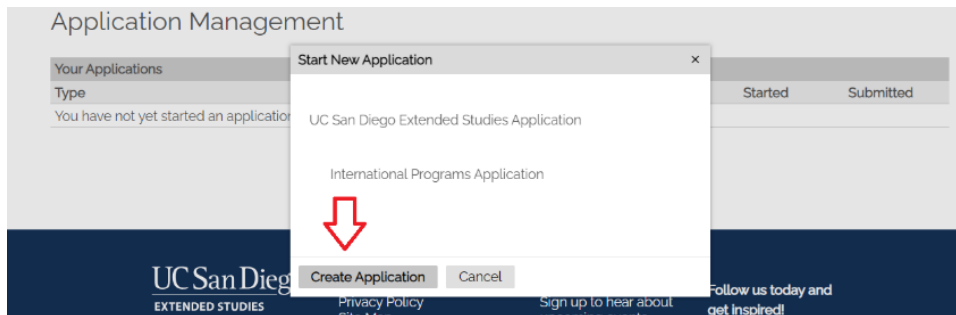
1. Click **Start New Application**.

2. Click **Create Application**.

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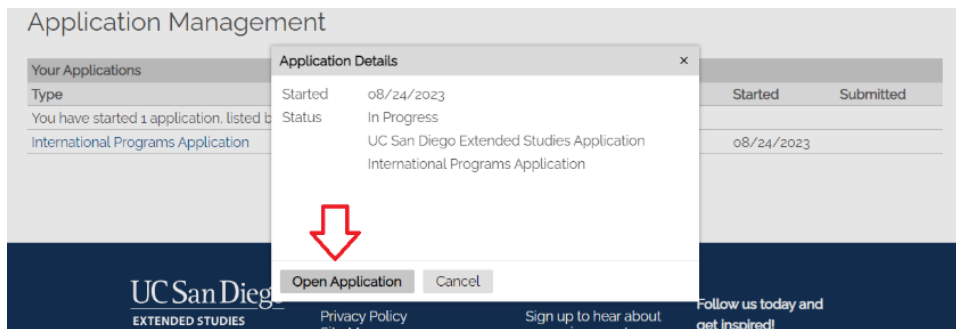
4. Review the General Information. If you have any questions with the application process during this time, please send an email to ipadmission@ucsd.edu.

5. Fill out your application.
    ➢ **Personal Information**: all fields with a red * are required fields.

Personal Information

Student Legal Name

(As it appears on your passport)

Student Legal First Name *

Student Legal Middle Name

Student Legal Last Name *

Please submit a copy of biographical passport page *

Choose File No file chosen

➢ **Referral Source**: Do you have a referral source (University partner, government sponsor, agency?) [Select Yes or No].

Referral Source

Do you have a referral source (university partner or government sponsor)? *
☐ Yes
☐ No

Continue

➢ **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.

Program Information

Online and 15-hour programs do not qualify for a student visa.

Program Group	Program Name	Program Start and End Dates
Add a Program		

Continue

➢ **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".

Emergency Contact

Home
General Information
Personal Information
Referral Source
Program Information
Dependents
Financial Verification
Third-Party Release Information
Emergency Contact
Signature
Review

Please list at least 1 emergency contact.

Relation First Name	Relation Last Name	Relation Type
Add Emergency Contact		

Continue

➢ **Signature:** Read the statements and indicate you understand and agree to these terms by typing your <u>full legal name</u>.

Home
General Information
Personal Information
Referral Source
Program Information
Dependents
Financial Verification
Third-Party Release Information
Signature
Review

Please read the following statements to indicate you understand and agree to these terms.

- To the best of my abilities, I have provided clear, complete, and accurate information on this application.

- I reviewed the policies described on the UC San Diego Division of Extended Studies International Programs website. I can contact ipinfo@ucsd.edu if I have any questions or do not understand.

- I reviewed the refund and cancellation policy on UC San Diego Division of Extended Studies International Programs website.

- I understand that the application fee is non-refundable.

Signing the application indicates that I understand and accept each statement above.

In place of your signature, please type your full legal name:

Confirm

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

   ➢ If your application is <u>incomplete</u>, you see what is missing in "red". Click on the red links to submit the missing information.

Review

Home
General Information
Personal Information
Referral Source
Program Information
Dependents
Financial Verification
Third-Party Release Information
Emergency Contact
Signature
Review

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 our 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.
These errors must be corrected before submission.

Section	Required Field or Error
Personal Information	Are You Currently Living in the US?
Personal Information	Have you ever been enrolled in a UC San Diego undergraduate, graduate or Summer Session program?
Personal Information	Missing Copy of Biographical Passport Page.
Referral Source	Please indicate if you have a referral source (university partner or government sponsor).
Dependents	Missing response to whether or not you are brining dependent(s) on F-2/J-2 visas.
Financial Verification	Missing financial verification document type
Third-Party Release Information	Please indicate the information that can be released or that you do not authorize the release of any of your information.
Emergency Contact	Please list at least 1 emergency contact.
Signature	Please complete prior to submission.

Save for Later

   ➢ If your application is <u>complete</u>, 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.

UC San Diego
EXTENDED STUDIES
International Programs

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:

Credit or Debit Card	Bank Transfer	Flywire	Convera

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

Option 1: Credit or Debit Card Error! Bookmark not defined.**1 (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 Error! Bookmark not defined.
Please select:
1. What country are you paying from?
2. Select one international payment option [**Bank Transfer, Flywire, or Convera]**

Option 2a: Bank Transfer Error! Bookmark not defined.
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 Error! Bookmark not defined.
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**.

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* **Important:** Payment will not be applied until funds are verified
1 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[Error! Bookmark not defined.]

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 Details[2] [Name, Email address, Billing address, City, Province or Territory, Zip/Postal Code]
8. Payer's Bank Details[3] [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.

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