


UCLA Extension **AMERICAN LANGUAGE CENTER**

“Your English Connection to the World”

2008

The background of the page features a large, light gray watermark of the UCLA seal. The seal is circular with a dotted border and contains the text "UNIVERSITY OF CALIFORNIA" around the top and "UCLA" at the bottom. In the center, there is a shield with a book and a star, with the motto "HERE BE LIGHT" on a banner below it.

Enrollment APPLICATION and Housing Information Request Forms

Mail or Fax all Documents to:

UCLA Extension

10995 Le Conte Avenue, Department K

Room 139, Main Cashier's Office

Los Angeles, CA 90024, U.S.A.

Fax: (310) 206-3223, Attention: ALC

INTENSIVE ENGLISH PROGRAM APPLICATION CHECKLIST for 2008

Students must be at least 18 years of age by the program start date.

- ✓ The ALC full-time Academic Intensive English Program (AIEP) and Intensive English Communication Program (IECP) require a student (F-1) visa.
- ✓ Your application cannot be processed until all required documents have been received.
- ✓ Tourist visas are not acceptable for full-time ALC intensive English programs, regardless of program length.

<input type="checkbox"/>	1.	A completed, legible, and accurate 2008 ALC application form. Please type or print clearly in black ink.
<input type="checkbox"/>	2.	A readable copy of your passport page clearly showing your name, date of birth, and photograph. A clear copy of your spouse's/dependents' passport page(s) if they will come with an F-2 visa
<input type="checkbox"/>	3.	Program Selection
<input type="checkbox"/>	4.	Payment Information (the nonrefundable \$150 application fee is required upon receipt of your application)
<input type="checkbox"/>	5.	Financial Certification (required for AIEP and IECP applicants only) <ul style="list-style-type: none"> <input type="checkbox"/> A. Verification of Bank Funds (must be in English) <input type="checkbox"/> B. Sponsor Statement (must be in English) <p>(Both A and B must be dated within 90 days from the date your application is received)</p>
<input type="checkbox"/>	6.	Student Signature (cannot be signed by another person)
<input type="checkbox"/>	7.	For F-1 transfer students only: <ul style="list-style-type: none"> <input type="checkbox"/> A. A signed transfer letter from the school you have been attending (with the beginning and end dates of attendance and your SEVIS I-20 release date) <input type="checkbox"/> B. A copy of your most recent I-20 <input type="checkbox"/> C. A copy of your F-1 visa and your spouse's/dependents' F-1 or F-2 visa and your I-94 card <input type="checkbox"/> D. Full payment of application, tuition, and student services fees
<input type="checkbox"/>	8.	Bring with you: One official passport-size photo (3.5 cm. X 4.5 cm.) for your ALC student identification card
<input type="checkbox"/>	9.	Optional: Housing Information Request Form—to request complete application materials for apartments, residence halls, or homestays

We look forward to welcoming you! If you have questions or wish to request a brochure, we will be happy to assist you. Please contact us at:

The American Language Center
UCLA Extension
10995 Le Conte Avenue, Room 614
Los Angeles, California 90024-1333 U.S.A.

Email: alc@uclaextension.edu
Enrollment questions *only*:
alcenroll@uclaextension.edu
Website: uclaextension.edu/alc

Phone: (310) 825-9068
Fax: (310) 825-6747

IMPORTANT REMINDERS

Here is a list of important issues to keep in mind as you complete the following application and housing information request forms. Please follow all directions carefully. If you have questions or concerns please contact us, and we will be happy to assist you: phone (310) 825-9068, fax (310) 825-6747, email alc@uclaextension.edu or alcenroll@uclaextension.edu.

- **Minimum Age:** You must be at least 18 years of age on or before the start of the program you wish to enter. For example, for a program beginning on June 23, 2008, your date of birth must be on or before June 23, 1990.
- **Student (F-1) Visa:** If you are coming from another country to study in an ALC program, in nearly all cases you will need a student (F-1) visa. Tourist (B-1/B-2) visas are not acceptable for full-time ALC intensive English programs, regardless of the program length.
- **Family Members Who Also Wish to Study Full-Time:** If family members are coming with you to the U.S., and they also want to study full-time in the U.S., they too will need student (F-1) visas.
- **Passport Identification:** Please be sure to include a readable copy of your passport page clearly showing your name, date of birth, and photograph. If family members are coming with you, please provide clear copies of their passports showing name, date of birth, and photograph.
- **Home Address:** In order to process your application, your home address must include a detailed street address. We cannot process your application with only a P.O. Box; we must have a street address.
- **Nonrefundable Application Fee:** Please send us the required, nonrefundable \$150 application fee with your application. The fee is valid for one year.
- **Multiple-Program Fees:** If you are applying for more than one program in advance, you should include course fees for all programs when you apply.
- **Multiple-Program Discounts:** Please note that we have discounts for students who apply and pay in advance for multiple programs. Review page 4 for more details.
- **Housing:** If you need housing information please complete the housing information request form and send it to us.
- **Off-campus, Non-UCLA Housing Payments:** UCLA Extension's American Language Center cannot accept payments for off-campus, non-UCLA housing. You must make housing payments directly to the off-campus, non-UCLA housing providers.
- **Summer UCLA Housing Payments:** In summer only, you can make payments for UCLA campus housing to the American Language Center; UCLA campus housing is available only in summer. At the time this brochure was published, UCLA summer housing fees were not available. These fees should be available in early 2008. The only way that we can reserve and confirm summer housing on the UCLA campus is with full payment in advance. If you are not certain about UCLA housing, you should not pay and make a reservation because UCLA Housing Services may charge an early cancellation fee. If you are certain about UCLA housing, you should pay and make a reservation as early as possible; UCLA campus housing is limited.
- **Credit Card Payments:** Credit card payments are preferred in all circumstances. If refunds are needed, the refund can be processed much faster if you pay by credit card. At UCLA, if you do not pay by credit card, the refund process is slow and can take from six to eight weeks.
- **Student and Exchange Visitor Information System (SEVIS) Fee:** Once you receive your ALC admission documents, you must pay the SEVIS fee. The SEVIS fee must be paid and recorded in SEVIS before your visa interview. We strongly recommend that you pay the fee online at www.fmjfee.com. You will find complete information at that website.
- **Obtaining an F-1 Visa:** For information on F-1 visas check with the U.S. Embassy or Consulate in your country.

Refunds & Transfers

- **Nonrefundable Application Fees:** There are no refunds for application fees.
- **Refunds:** *All other refunds and transfer requests must be submitted in writing. There is a \$30 processing fee for each refund, and this fee is subject to change.*
- **Refunds Prior to Arrival in the U.S.:** Full refunds, minus the processing fee, may be made to students who have been denied a student (F-1) visa and who make a written request and return their official documents to the ALC. Refunds also can be requested in writing based on other special circumstances.
- **Refunds After Arrival in the U.S.:** No refund will be granted if you enter the U.S. with government documents indicating that you plan to study at UCLA Extension's ALC and you do not enter a UCLA Extension program.
- **Transfers from One ALC Program to Another ALC Program:** After the program start date, transfers from one ALC program to another ALC program are subject to a \$125 transfer fee.
- **Cancellation:** Under special circumstances, you may receive an 80 percent refund if your written request is received within the first five days of your ALC program.
- **UCLA On-Campus Housing Cancellations and Refunds:** Cancellations and refund requests for UCLA on-campus housing must be submitted in writing and received by the ALC at least two weeks prior to the housing start date. All cancellations are subject to a \$100 early cancellation fee, and late cancellations are subject to a minimum penalty fee of \$300, plus the daily housing rate for each day before the cancellation is confirmed. If you need to cancel your UCLA on-campus housing reservation, be sure that you receive a statement from the ALC confirming your cancellation. UCLA campus housing fees are controlled by UCLA Housing Services, not the ALC; the cancellation fees are subject to change.

UCLA Extension American Language Center 2008 Dates and Fees

ACADEMIC INTENSIVE ENGLISH PROGRAM (AIEP)

Designed for participants 18 years of age or older, AIEP specializes in English for academic purposes with emphasis on all skills, especially reading, writing, and TOEFL preparation. The program requires a student (F-1) visa and includes 23 50-minute class sessions per week, with five sessions per day Monday-Thursday and three sessions on Friday. **A nonrefundable \$150 application fee is required; this fee is valid for one year. The Student Services Fee is required for all students and all programs.**

Quarter	Session	Program Dates	Program Length	Student Services Fee*	+	Program Fee	=	Total Fee	Multi-Program Discount
Winter 2008	–	January 7–March 14	10 weeks	\$400		\$2,825		\$3,225	(\$100)
Spring 2008	–	March 31–June 6	10 weeks	\$400		\$2,825		\$3,225	(\$100)
Summer 2008	A	June 23–September 12	12 weeks	\$410		\$3,475		\$3,885	(\$150)
	B	June 23–August 1	6 weeks	\$240		\$1,700		\$1,940	(\$ 75)
	C	August 4–September 12	6 weeks	\$240		\$1,700		\$1,940	(\$ 75)
Fall 2008	–	September 29–December 5	10 weeks	\$400		\$2,825		\$3,225	(\$100)

AIEP Special Multi-Program Discount: Students who enroll in 20 or more consecutive weeks of AIEP and pay all fees at least two weeks prior to their program will qualify for the multi-program discounts mentioned above. If students do not complete the required number of programs, they will lose the multi-program discount.

INTENSIVE ENGLISH COMMUNICATION PROGRAM (IECP)

Designed for participants 18 years of age or older, IECP specializes in English for day-to-day communication with emphasis on listening and speaking. The program requires a student (F-1) visa and includes 20 50-minute class sessions per week, with five sessions per day Monday-Thursday. **A nonrefundable \$150 application fee is required; this fee is valid for one year. The Student Services Fee is required for all students and all programs.**

Quarter	Session	Program Dates	Program Length	Student Services Fee*	+	Program Fee	=	Total Fee	Multi-Program Discount
Winter 2008	A	January 7-31	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	B	February 4-28	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	C	March 3-27	4 weeks	\$200		\$1,410		\$1,610	(\$250)
Spring 2008	A	March 31-April 24	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	B	April 28-May 22	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	C	May 27-June 19	4 weeks	\$200		\$1,410		\$1,610	(\$250)
Summer 2008	A	June 30-July 24	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	B	July 28-August 21	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	C	August 25-September 12	3 weeks	\$175		\$1,050		\$1,225	(\$200)
Fall 2008	A	September 29-October 23	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	B	October 27-November 20	4 weeks	\$200		\$1,410		\$1,610	(\$250)
	C	November 24-December 18	4 weeks	\$200		\$1,410		\$1,610	(\$250)

IECP Special Multi-Program Discount: Students who enroll in 11 or more consecutive weeks of IECP and pay all fees at least two weeks prior to their program will qualify for the multi-program discounts mentioned above. If students do not complete the required number of programs, they will lose the multi-program discount.

AMERICAN CULTURE & COMMUNICATION (ACC) COURSE

Designed for participants 18 years of age or older, the ACC Course is for individuals whose primary purpose in coming to the United States is to visit family and friends, pursue business projects, and/or travel in the U.S. and Southern California. The ACC Course allows participants to improve their English and learn more about American culture and life in Southern California. Participants take English classes four days a week in the mornings only, Monday-Thursday for three or four weeks. Each morning is composed of three 50-minute sessions. **A nonrefundable \$150 application fee is required; this fee is valid for 1 year. The Student Services Fee is required for all students in this course.**

Note: This course is for people who are in the United States primarily for tourism, business, or visiting family. The course is for part-time study only and does not qualify for an F-1 student visa.

To enroll please contact the American Language Center at alcenroll@uclaextension.edu.

Quarter	Program Dates	Program Length	Student Services Fee*	+	Program Fee	=	Total Fee
Winter, Spring, Summer & Fall	Dates correspond to the IECP schedule.	4 weeks	\$170		\$1,150		\$1,320
Summer Only	Dates correspond to the IECP schedule.	3 weeks	\$145		\$780		\$925

*Student Services Fee includes:

- Injury and Sickness Insurance—allows students to visit a hospital or clinic if medical attention is needed due to an injury or sickness (**Please note:** insurance prices are subject to periodic increases, and permanent residents of the United States will not be eligible for this insurance)
- Academic Advising—quarterly orientations regarding American universities, UCLA Extension certificate programs, and assistance with application procedures and forms
- Language/Computer Lab—up to eight hours of extra, after-school access to state-of-the-art language practice, email and internet
- Housing Coordination—information is provided for finding a place to live (**Please note:** UCLA on campus housing is available for intensive programs in the summer only. Prices for 2008 summer on-campus housing have not yet been determined. Please look for detailed summer housing information and pricing in early 2008)
- Language Exchange Program—opportunities to meet members of the local community and UCLA for conversation practice
- UCLA Recreation Facilities—access to many of UCLA's outstanding sports and recreational facilities
- Express Mail—application and program materials sent via DHL express mail
- Certificate of Completion—a handsome certificate presented to participants upon completion of the program

Dates and fees are subject to change.

2008 Enrollment Application

Only completed legible applications will be processed. If you are enrolling in more than one program, please include the required payment for each course at the time of application. Please refer to the information on multi-program discounts.

1. Are you transferring to the ALC from another school in the U.S.? Yes [] No []
If yes, name the school: _____

2. Student Information

Is this your first time studying at the ALC? Yes [] No []

Attach a clear copy of your passport identification page with your name, date of birth, and photograph

Print your name exactly as it appears on your passport

Family Name (Surname/Family Name as shown on your passport)

First Name (Given Name as shown on your passport) Middle Name(s)

Male [] Female [] Date of Birth: ___/___/___
Month Day Year

(You must be 18 years of age by the program start date.)

Country of Birth: _____

Country of Citizenship: _____

Student's permanent residential address (mandatory)—cannot be a post office box:

Street: _____
(Number)

City: _____ State: _____

Country: _____ Postal Code: _____

Home Tel: _____ Fax: _____

Email: _____

[] Check this box if your permanent address is the same as your mailing address.

Mailing Address (Your admission documents will be sent to this address.):

Street: _____
(Number)

City: _____ State: _____

Country: _____ Postal Code: _____

Tel: _____ Fax: _____

Email: _____

Emergency Contact Information (in the U.S. or in your home country)

Contact Person's Name: _____

Relationship: _____ Tel: _____

Second Contact Person: _____

Relationship: _____ Tel: _____

Internal Use Only: Reference No.: _____
Program Code: _____
Program ID: _____

3. Program Selection

Note: Refer to the Program Dates and Fees. Check the program(s) and sessions(s) you will attend. If you are applying for more than one program, please include all course fees at the time of application.

Academic Intensive English Program (AIEP): If you are enrolling in two or more consecutive programs and paying in full and in advance, please refer to the special multi-program discount information.

Quarter: [] Winter [] Spring [] Fall

Summer Session Only: [] A [] B [] C

Start Date ___/___/___ End Date ___/___/___ \$ _____

Intensive English Communication Program (IECP): If you are enrolling in three or more consecutive programs and paying in full and in advance, please refer to the special multi-program discount information.

Quarter: [] Winter [] Spring [] Summer [] Fall

Session: [] A [] B [] C

Start Date ___/___/___ End Date ___/___/___ \$ _____

Application Fee (nonrefundable) \$ 150

Credit Card or Check Only

TOTAL AMOUNT DUE \$ _____

Will you need special services to accommodate a physical, perceptual, or learning disability? Yes [] No []

If yes, please explain: _____

For Representatives/Agencies Only: Please check all items that your agency is paying:

Representative Name: _____

[] Application Fee [] Course Fee

[] On-Campus Housing Fee (summer programs only)

[] Method of Payment: _____

4. Payment: The \$150 application fee is due at this time. All program fees are due in full at least 2 weeks before the program starts.

Please contact us if you need to make other arrangements.

Payment Options (U.S. dollars only): [] American Express [] Discover [] MasterCard [] VISA

Credit Card Number: _____ Card Expiration Date: _____ AMOUNT TO CHARGE: \$ _____ (U.S. Dollars Only)

Cardholder's Name (please print): _____ Cardholder's Signature: _____

Cashier's Check or U.S. money order made payable to: The Regents of U.C. Do not send cash or a postal money order

5. Financial Certification (Required for AIEP and IECF applicants only)

Calculation of Financial Support

You and/or your sponsor must provide for your educational and living expenses for the duration of your education program. In addition, educational and/or living expenses must be provided for your husband, wife, and/or children who will accompany you. You may use the following table to calculate your educational and living expenses.

Minimum Funds Required for Program				
Duration of Stay	Student's Education & Living Expenses	+ Spouse	+ Each Child	Total
3 or 4 weeks	\$3,870	\$775	\$445	\$
6 weeks	\$5,340	\$1,215	\$585	\$
10 weeks	\$9,090	\$2,100	\$700	\$
12 weeks	\$10,060	\$2,610	\$1,835	\$

Will a husband, wife, and/or children accompany you with an F-2 visa?

(Attach an extra sheet for additional dependents and submit copies of spouse's/dependents' passport ID pages.)

Yes No If yes, please list:

Name: _____ Country of Birth: _____ Country of Citizenship: _____ Date of Birth: _____ Relationship: _____
(Surname/Family Name, First Name) (Month/Day/Year)

Name: _____ Country of Birth: _____ Country of Citizenship: _____ Date of Birth: _____ Relationship: _____
(Surname/Family Name, First Name) (Month/Day/Year)

Include a copy of each dependent's passport page showing the photo identification.

A. Verification of Bank Funds (must be in English)

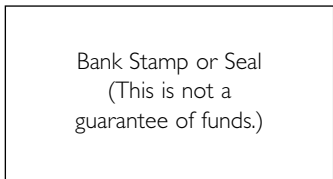
This is to certify that the applicant or sponsor listed at right is financially capable of meeting the commitment of U.S. \$ _____, which includes funds for husband, wife, and/or children. If the funds are outside the United States, the applicant is permitted to use them under his/her government's present regulations.

Name of Bank Official _____

Title of Bank Official _____

Bank Official's Signature _____

Date (within the last 90 days) _____



An original bank letter written on official bank stationery (dated within the last 90 days) may be submitted instead of completing "A" above.

B. Sponsor Statement (must be in English)

I have read the information regarding the cost of the program and living expenses for the period of study at UCLA Extension—American Language Center. I certify that these funds are available for the student and any family members. I accept full responsibility for these expenses and have included fund verification from my bank.

Guaranteed Amount: \$ _____

Name: _____

Relationship: _____
(Father, Mother, Friend, Self)

Street: _____

City: _____ State: _____

Country: _____ Postal Code: _____

Signature: _____ Date: _____

A separate letter of sponsorship signed and dated (within the last 90 days), which states the amount of financial support, may be submitted instead of completing "B" above.

- **If you enter the U.S. with a B1/B2 tourist visa or Visa Waiver**, and you wish to enroll in a full-time ALC intensive program (AIEP or IECF), you will need to return to your country to apply for an F-1 student visa. AIEP and IECF are full-time intensive English programs, and they require an F-1 student visa.
- **If you are outside the U.S. and do not have an F-1 visa**, you will need an I-20 to request an F-1 student visa from the U.S. Embassy or Consulate in your home country. An F-1 student visa is needed for enrollment in ALC full-time programs. AIEP and IECF are full-time programs.
- **If your visa status is not F-1 or B1/B2**, you may contact the International Student Office for more information on visa guidelines affecting your enrollment at UCLA Extension. Phone: (310) 825-9351 Fax: (310) 267-2088 Email: iso@uclaextension.edu
- **If you have any questions:** Phone: (310) 825-9068 Fax: (310) 825-6747 Email: alc@uclaextension.edu Website: uclaextension.edu/alc
- **Enrollment questions only:** Email: alcenroll@uclaextension.edu

6. Student Signature: I certify that the information contained in this form is complete and correct to the best of my knowledge. (The signature must be the student's and not that of an agent or sponsor.)

Signature: _____ Print Name Here: _____

Date: _____