

## **Application Check List**

### **Step 1: Complete Online Application Form**

To start your application for either the Academic Intensive English Program (AIEP) or Intensive English Communication Program (IECP), choose the program and session you would like to attend from the [Dates and Fees page](#).

Create a UCLA Extension student profile and complete the online application form for the program you wish to attend.

### **Step 2: Pay the Application Fee**

Upon submitting your online application, you will be prompted to pay the nonrefundable \$150 application fee.

### **Step 3: Upload Supporting Documentation to ALC**

Upload the below items as PDF files in the applicaton.

#### **Passport Copy**

Make a clear, readable copy of your passport page showing your name, date of birth, passport expiration date, and photograph. If your spouse (husband or wife) and/or children will come with you on an F-2 visa, please also include a clear copy of your spouse's/dependents' passport page(s).

#### **Financial Certification**

You and/or your sponsor are financially responsible for your educational and living expenses for the duration of your educational program as well as for the educational and/or living expenses of your dependents who will accompany you. All students and sponsors must provide financial certification that they are financially capable of meeting the minimum funds required for this program. Minimum funds required can be found using the table listed below.

##### **a. Verification of Bank Funds**

We will accept a bank endorsement in the form of an original letter from the bank with a bank seal dated **within 60 days of your submitted application**, on official bank stationery in English. All financial verifications must state the minimum amounts listed in the table below and be for liquid accounts. We will also accept a bank statement or certificate of deposit verifying the above amounts.

**b. Sponsor Statement or [Affidavit of Support](#) (pdf)**

If a sponsor will be paying for you, please provide either a letter of sponsorship or [affidavit of support](#), in English, signed and dated **within 60 days of your submitted application**, which states the amount of financial support and the relationship to the student.

or

**Financial Guarantee** (for government sponsored students only).

If you are a government-sponsored student, you will only need to submit a copy of your financial guarantee with your application. You do not need to submit a sponsor statement or verification of bank funds.

**Calculation of Financial Support**

Use the following table to calculate the minimum funds required for your program.

<b>Duration of Stay</b>	<b>Student's Education &amp; Living Expenses</b>	<b>+Spouse</b>	<b>+Each Child</b>	<b>= Total</b>
3 or 4 weeks	\$4,555	\$602	\$396	\$
6 weeks	\$6,650	\$905	\$593	\$

Duration of Stay	Student's Education & Living Expenses	+Spouse	+Each Child	= Total
10 weeks	\$10,688	\$1,504	\$989	\$
11 or 12 weeks	\$12,202	\$1,804	\$1,187	\$

## Transfer Students

The following documents are required only for F-1 students transferring from another school in the United States. Please also submit:

- An official American Language Center [SEVIS Transfer Form](#) (pdf) signed by the school you have been attending (with the beginning and end dates of attendance and your SEVIS I-20 release date).
- A copy of your most recent I-20.
- A copy of your F-1 visa and your spouse's/dependents' F-2 visa.
- A copy of your I-94 card or a copy of your [electronic I-94 form](#)
- Full payment of application, program, and student services fees.
- For Government-Sponsored Students Only—Submit a copy of your most recent Financial Guarantee. After you have been accepted to the program, a Financial Guarantee Letter issued to UCLA Extension American Language Center will be required at least two weeks before the start of the program.

### Please Note

Program applications are accepted until programs are full. We recommend that you apply **at least 8 weeks** before the start of a program to allow time to get your F-1 student visa.

Processing applications usually takes 7-10 business days. To ensure timely processing, please be sure to submit all the required documents. Original copies of your application materials are not required.