

2019 UCLA Study Abroad Program

Acceptance Package

Congratulations on accepting your offer to participate in the 2019 UCLA Study Abroad Program. We hope you're as excited as we are to prepare you for a winter break in sunny Los Angeles!

This document contains a lot of important details and deadlines that you need to be aware of and stick to in order to successfully register, receive a visa and arrange housing. **Please read through very carefully** and bring any questions with you to the registration session!

Group Registration Session

It is **compulsory to attend the group registration session on Tuesday 9 April**. You are required to bring your own laptop to complete all the steps online. Please also bring your lunch along.

Date: Tuesday 9 April 2019

Time: 12-1.30pm

Location: ABS (new business building) room 1040

We will complete steps 1-3 of the following steps at the session on April 9th, you will complete step 4 and 5 on your own at home.

STEP 1 – REGISTER WITH UCLA

We will complete the registration form together online and be on hand to answer any questions that might arise.

In addition to your basic personal information, you will need to make sure you bring the following details to complete the online form:

- ✓ **Copy of your passport**
- ✓ **Emergency contact details (including phone number, home address and email)**
- ✓ **List of 4 preferred courses with 9 digit course ID**
 - **Example: 238441110 122J Disney Feature: Then and Now**

STEP 2 – ENROLMENT CONFIRMATION

After 24 hours, the US Studies Centre will receive confirmation of the students that have successfully been enrolled into their classes. **If for some reason one of your classes is at**

capacity, we will contact you by phone and you will need to enroll into your 3rd or 4th preference ASAP so your visa process isn't delayed.

STEP 3 – CREATE MYUCLA ACCOUNT

Once you have successfully completed step 1, the university will send me your University ID number (UID). This should take place during the registration session. You will then immediately create a MyUCLA account at <https://accounts.iam.ucla.edu/#/>

MyUCLA accounts are used by UCLA students to manage all aspects of life on campus. This includes the ability to add or drop courses and order transcripts. Please note a very important detail about your MyUCLA account:

- a. **Do NOT pay any tuition fees through your MyUCLA account.** Everything is automatically billed to the US Studies Centre and you should only make tuition payments through the Centre. You will only pay your housing fees through MyUCLA, which will be explained in more detail below.

STEP 4 – APPLY FOR HOUSING

Please note that you can only apply for housing approximately 48-72 hours after you have successfully enrolled in two open units.

Once 48-72 hours has passed, you can then apply for Housing at <https://housing.ucla.edu/summer-housing/summer-sessions-housing/how-to-apply-for-summer-housing> you will need your MyUCLA login that you created in Step 3 to do this. There is also a link that will walk you through the housing application process. Please use this link to help you complete applying for housing as you will be doing this step from home.

You are required to stay in the UCLA residential halls, residential suites or apartments. You are not permitted to arrange your own accommodation under any circumstances. Please review these options on the UCLA website at <https://housing.ucla.edu/summer-housing/summer-sessions-housing/summer-sessions-housing>

You can choose from the options listed in the table below.

Accommodation	Room type	Meals/week	Fee in USD/person
Residential Halls	Double room	21	\$3046.80
		15	\$2716.80

		11	\$2526.80
	Triple room	21	\$2456.80
		15	\$2126.80
		11	\$1936.80

Accommodation	Room type	Meals/week	Fee in USD/person
Residential Suites	Double room	21	\$3646.80
		15	\$3316.80
		11	\$3126.80
	Triple room	21	\$3046.80
		15	\$2716.80
		11	\$2526.80

Accommodation	Room type	Fee in USD/person
University Apartments Note: no meal plans are included with apartments making it a cheaper option, but meal plans can still be purchased separately	1 Bedroom, 3 persons	\$1730.00
	1 Bedroom, 2 persons	\$2020.00
	2 Bedroom, 2 persons	\$3090.00
	2 Bedroom, 4 persons	\$2020.00

	Studio, 1 person	\$3130.00
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Specific roommate and building requests must be made by both students at the time of application to be honored. **If you would like to live with another student on the program, please communicate with each other and make arrangements before you apply for housing. You will not be able to apply for housing for 48-72 hours.**

Residents will be notified of their assigned room and roommate at the time of check in. Males and females are housed in separate rooms.

Once the Housing office processes the application, the charge for the selected summer contract will be posted to your BruinBill account (found inside MyUCLA). A notification email will be sent to the student once the charge has been posted to BruinBill and will include the payment due date. **Failure to pay by the stated due date will result in the student's summer housing offer being canceled.**

The Housing Assignment Office assigns students to available spaces in the order of the date payments are received, so please pay your fee promptly to avoid losing your housing!

Move in and move out dates: Please note that you must check in on Sunday 23 June and check out on Friday 2 August by 5pm. Please review the check in and check out procedures on the UCLA summer housing website.

STEP 5 – I-20 REQUEST FORM **VERY IMPORTANT STEP PLEASE READ CAREFULLY******

Approximately 2-3 days after your enrolment has been confirmed, you will receive an email with instructions for completing the I-20 request. **It is vital that you complete this request as soon as you receive the email. All I-20 requests MUST be completed no later than Tuesday 30 April in order to receive your visa on time.**

If you haven't received an email about your I-20 request by COB Thursday 11 April, please check your junk e-mail folder first and if it's not there email me at amelia.trial@sydney.edu.au and let me know. We will follow up with UCLA on your behalf.

You will need your MyUCLA login to enter the I-20 portal and you will be required to upload the following documents:

- ✓ Scanned copy of your passport page with information
- ✓ Proof of Financial Support in the form of two documents:
 - **Confidential Financial Statement (CFS)** – this form should be printed from the I-20 Request Portal, signed and uploaded when complete
 - **Supporting Bank Statement** – bank statement or letter from the bank showing available funds. Financial verifications must state that at least US\$7,900* will be available for six weeks at UCLA
- ✓ Proof of English Proficiency for International students (test scores used on application or letter from the US Studies Centre)

**This amount is based on 8 units (2 x 4 unit classes) of enrolment. If you enrolled in more than 8 units, the financial verification amount will go up by USD \$355 per unit.*

- Please note that if you want to enroll in more than 2 courses during the session, you will need to have more money in your account for the supporting bank statement. I will explain this further at the registration session.

Miscellaneous Details

OS-HELP Application

A representative from the OS-Help office will walk everyone through the forms to apply at the registration session. If you would like to apply for OS-Help, please make sure you are eligible by reading through the [Sydney OS-Help page](#) (USYD students only).

If you are from UNSW, you will need to follow your university instructions on <https://student.unsw.edu.au/os-help> OS-HELP is a government loan and a lot of the information covered today will be applicable to you, but you still need to check on the UNSW website for how to submit your application.

Visas and Flights

The next pre-departure session will be the **Group Visa Application Session in early May**. We will confirm the dates and send out details as soon as we receive your I-20 forms in the mail from UCLA. We will also send out another document like this with specific and important details on how to apply so you can prepare for the session.

We will have approximately 2-3 visa sessions as your I-20 forms are delivered to the USSC. You cannot attend a visa session without the I-20, so the sooner you complete step 5, the quicker your I-20 form will be delivered. Smaller group sessions allow for more individual attention to applications and questions.

Please Note: We recommend you not book your flights until you receive your passport back with your visa in it. The US Studies Centre will not be responsible for any flight change fees that may be required if there is a delay in your visa process. We do not expect any delays to occur, but it's completely dependent on the US Consulate processing times.

Save the Dates

We have 3 student group activities planned for you while you're at UCLA so please save the following dates. Please note we will be in touch with pick up locations for each activity as the date gets closer and all costs are included in your final fees.

Saturday 29 June, 8am-5pm: LA city tour with lunch included.

Wednesday 24 July, 3.30-9pm: Baseball game at Dodger stadium.

Saturday 13 July, 8am-10pm: Day at Disneyland.