

The background of the cover is a photograph of the UCLA Royce Hall, a large, ornate building with two prominent towers and many arched windows. The image is overlaid with a semi-transparent teal and yellow-green gradient. The word 'UCLA' is printed in white, spaced-out, sans-serif capital letters. The word 'Summer' is written in a large, white, cursive script. To the left of 'Summer', there are two large, white, hand-drawn scribbles. Below 'Summer', the text 'SESSIONS | 2017' and 'INTERNATIONAL STUDENT GUIDE' are printed in white, spaced-out, sans-serif capital letters.

UCLA

Summer

SESSIONS | 2017

INTERNATIONAL STUDENT GUIDE



## WELCOME TO UCLA SUMMER SESSIONS

Dear International Student,

We are thrilled to have you join us in an environment that is welcoming and appreciative of international cultures and perspectives—in a city that is truly a global gateway.

The International Student Guide is designed to address some of the most frequently asked questions posed by international students. After reviewing this guide, you will have a good idea of what you need to do to register and enroll in courses, meet visa requirements, maintain valid F-1 status, and have an overall positive experience as a student in our institution.

Prior to your arrival, you will also be required to complete an online orientation program that will further prepare you for a successful time here at UCLA Summer Sessions.

Please visit our web site for more information regarding attending UCLA Summer Sessions as an international student. For assistance with questions or concerns regarding visa requirements, please contact us at [international@summer.ucla.edu](mailto:international@summer.ucla.edu).

We hope you enjoy your time at UCLA Summer Sessions!

Sincerely,  
UCLA IEO/Summer Sessions



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# CALENDAR

## SESSION A

**MAY 01**

I-20 Request Deadline for  
International Students

**JUN 23**

iSTART Orientation Due

**JUN 26**

Session A Begins

**JUN 29 - 30**

Visa Check-In

**JUN 30**

Impacted Course Drop Deadline

**JUL 04**

July 4th Observation  
(Campus Closure - No Classes)

**JUL 07**

Non-Impacted Course  
Drop Deadline

**AUG 04**

Six-Week Session Ends

**AUG 18**

Eight-Week Session Ends

**SEP 01**

Ten-Week Session Ends

## SESSION C

**JUN 01**

I-20 Request Deadline for  
International Students

**AUG 04**

iSTART Orientation Due

**AUG 07**

Session C Begins

**AUG 10 - 11**

Visa Check-In

**AUG 11**

Impacted Course  
Drop Deadline

**AUG 18**

Non-Impacted Course  
Drop Deadline

**SEP 04**

Labor Day Observation  
(Campus Closure – No Classes)

**SEP 15**

Session C Ends



# STUDENT CHECKLIST

Use the checklist below to keep track of your progress as you prepare for your Summer Sessions at UCLA.

- ☐ January - Browse the [Schedule of Classes](#)
- ☐ February 15 – Register for UCLA Summer Sessions at [summer.ucla.edu](#)  
**NOTE:** Please allow 24-48 hours to receive a confirmation e-mail with your UCLA University Identification Number (UID)
- ☐ Create your MyUCLA account at [logon.ucla.edu](#) after receiving your UID number.
- ☐ Enroll in a minimum of 8 units per session at [my.ucla.edu](#)
- ☐ March - You will receive an e-mail with the link to the online I-20 request. The following documents are required to complete your I-20 request.
  - Copy of Passport Biographical Page
  - Confidential Financial Statement
  - Proof of Sufficient Funds
  - Proof of English Proficiency
- ☐ March – Apply for On-Campus Housing (if desired) [housing.ucla.edu](#)
- ☐ Complete the I-20 request by:
  - May 1 for Session A
  - June 1 for Session C**NOTE:** Please allow 2-3 weeks for processing and mailing of your I-20 request. There is **NO** expedited processing or shipping.
- ☐ Search for your local U.S. Embassy / Consulate at [usembassy.gov](#)  
**NOTE:** In most cases, you will need to wait until you have received the I-20 request form in the mail to make an appointment at the U.S. Embassy / Consulate
- ☐ Schedule an appointment to apply for the F-1 visa at your local U.S. Embassy / Consulate
- ☐ Make the I-901 SEVIS payment at [fmjfee.com](#) at least 3 days before your visa interview and print the payment confirmation page.

- ☐ Attend your visa interview. Make sure to have all of your documents on the day of your appointment:
  - I-20 Form
  - SEVIS Payment Receipt
  - Valid Passport
  - Financial Documents
- ☐ Make Travel Arrangements
  - Purchase a plane ticket
  - Make arrangements for transportation to and from the airport
  - If you are arriving early, contact UCLA Housing about early move-in availability or reserve a hotel in the area
- ☐ Pay all fees before Friday, May 19 via BruinBill on MyUCLA  
**NOTE:** Failure to pay all tuition fees may result in your courses being dropped for non-payment
- ☐ Sign-up for the mandatory Visa Check-In  
**NOTE:** Information regarding signing up for the Visa Check-In will be sent via e-mail in May for Session A and July for Session C
- ☐ Complete iSTART@UCLA pre-arrival orientation by:
  - June 23 for Session A
  - August 4 for Session C
- ☐ If living on campus, check-in with the UCLA Housing Office on the Sunday before your courses begin
  - June 26 Session A courses begin
  - August 7 Session C courses begin
- ☐ Attend one of the mandatory Visa Check-Ins
  - Thursday, June 29 or Friday, June 30 for Session A
  - Thursday, August 10 or Friday, August 11 for Session C

**Enjoy your time at UCLA Summer Sessions!**

# ENGLISH LANGUAGE COURSES

UCLA English language courses are designed to promote further understanding of the English language for non-native speakers. English language courses are taught by well-respected and highly trained instructors. Whether you are interested in improving your academic or professional English language skills, or interested in learning more about American culture, you are sure to find a course that meets your interests. You can enroll in English as a Second Language (ESL) or Communication Studies 1A/1B courses.

## COMMUNICATION STUDIES

There is no English proficiency requirement for these courses.

### COMM ST 1A. Public Speaking for Nonnative Speakers (4).

This course is designed to make you the most accomplished speaker that you can possibly be – in any country; under any condition; with friends and family; in political, cultural, social, professional, and academic circumstances. You will be approximating real-life situations throughout the session in public speaking and communication with others from many countries and cultures.

### COMM ST 1B. Learning American English and Culture from Movies (4).

Designed for International Students, this course teaches you to turn every movie you see into a powerful tool to understand how Americans think, talk and act. Required movies are watched out of class and at your convenience so all classroom time is spent engaging in focused conversations that train you to effectively and effortlessly communicate with Americans in a wide range of social, professional, and academic settings.

## ENGLISH AS A SECOND LANGUAGE (ESL)

Proof of English proficiency is not required for enrollment in ESL only courses; however, the Summer ESL Program at UCLA expects students to have, at a minimum, intermediate English language proficiency. The program defines “intermediate” as having had two years of solid foundational English coursework, whereby students understand conversational and academic English beyond basic structures and vocabulary, read intermediate level texts, and are able to write cohesive paragraphs and essays. The ESL Program does not, unfortunately, accommodate beginners. All students will be required to take a placement examination on the first day of classes.

### ESL 20. Conversation & Fluency (4).

Lecture, four hours. Emphasis on speaking fluently in English by examining rules of conversation, participating actively in class discussions, making group presentations, and completing out-of-class assignments designed to promote interaction with native speakers and familiarize international students with UCLA campus and local community. Offered in summer only. P/NP or letter grading.

### ESL 24. Preparation for American University (4).

Lecture, four hours. Designed for international students planning to study at an American university. Students research suitable undergraduate or graduate programs, interview advisors at local universities, and learn to write an effective personal statement. Additional focus on academic reading, vocabulary and speaking skills. Offered in summer only. P/NP or letter grading.

### ESL 21. Pronunciation (4).

Lecture, four hours. Designed to improve clarity, accuracy, and understanding of spoken English through study and practice of pronunciation features as they occur in real speech, using models from television, movies, and online talks. Emphasis on individualized feedback through audio and video recording technology. Offered in summer only. P/NP or letter grading.

### ESL 25. Academic Reading and Writing (4).

Lecture, four hours. Designed to improve reading speed and comprehension and knowledge of academic writing conventions. Emphasis on synthesizing information from sources, providing proper citations, and avoiding plagiarism. A major focus is on developing the ability to revise and edit one’s own writing. Offered in summer only. P/NP or letter grading.

### ESL 22. Public Speaking (4).

Lecture, four hours. Emphasis on making presentations, interacting with audience members, and leading group discussions. Video-recording of student performances allows students to improve through self and peer evaluation as well as individualized instructor feedback. Offered in summer only. P/NP or letter grading.

### ESL 26. Business Communication: Speaking (4).

Lecture, four hours. Emphasis on giving business and marketing-focused presentations (both individual and group), handling audience questions, and running effective meetings. Video-recording of student performances allows students to improve through self-evaluation as well as individualized instructor feedback. Offered in summer only. P/NP or letter grading.

# ENROLLMENT

As an international student, you are required to enroll in a minimum of 8 units per session of on-campus instruction, and are eligible to enroll in up to 20 units (4-5 courses). However, due to the intensity and shortness of the courses, we recommend visiting you take no more than 8-12 units (2-3 courses).

***If you are struggling with your course load, or feel that your courses are not right for you, please contact an International Student Advisor about changing your course selections.***

Drop and refund deadlines should be considered before changing course selections. Students will not be able to exchange courses or be granted a refund after the established deadlines.

MyUCLA enables you to enroll in classes easily and quickly. You may add or drop courses using MyUCLA through the first week of the term.

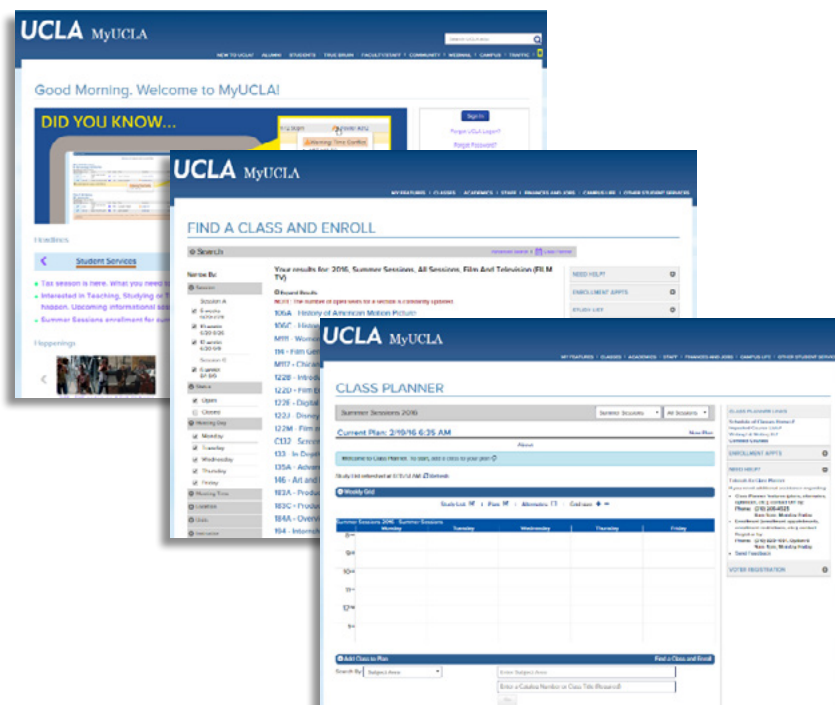
## MYUCLA

MyUCLA ([my.ucla.edu](http://my.ucla.edu)) is your portal to everything at UCLA. You'll use it to access your academic and financial records, view your study list, see your grades, make enrollment changes and order transcripts.

You will first need to activate your UCLA Logon ID using your university identification number before enrolling in any courses. You can activate your UCLA Logon ID at [logon.ucla.edu](http://logon.ucla.edu).

You can use your Logon ID to access UCLA online services such as class websites, library research guides, chat services, etc. It also provides users with access to Bruin OnLine services such as an e-mail account, network access, web hosting service, etc.

Your MyUCLA account is absolutely private (by federal law) and no one other than you should be allowed access.





# ADDING / DROPPING COURSES

## DURING THE FIRST WEEK OF THE SESSION

You are not required to obtain approval when adding or dropping a course during the first week of the term. You may add or drop a course using the “Find a Class and Enroll” feature on MyUCLA.

**NOTE: In order to maintain valid F-1 status, you are required to be enrolled in 8 units per session of on-campus instruction at all times.**

## AFTER THE FIRST WEEK OF THE SESSION

### ADDING COURSES

After Friday of the first week of each session, you will need consent from the instructor to add a class. You may add courses:

1. Through MyUCLA using a Permission to Enroll (PTE) authorization number, which is provided by the instructor, or,
2. Submitting a Student Update Form with the instructor’s signature or PTE to 1331 Murphy Hall

**A late fee of \$50 will be assessed for each course added beginning Monday of the third week of each session.**

DEADLINES TO ADD A COURSE WITHOUT \$50 LATE FEE	
SESSION A	JULY 7 at 5pm
SESSION C	AUGUST 18 at 5pm

## DROPPING COURSES AFTER THE FIRST WEEK OF THE SESSION

### IMPACTED COURSES

Impacted courses may be dropped on or before Friday of first week through MyUCLA with no transcript notation. If you are unsure if your course is impacted or not, a full list of impacted courses is available online.

**Impacted courses dropped after Friday of first week will NOT be eligible for refunds.**

After Friday of the first week of the course, you will need to submit a petition to drop an impacted course. Petitions for dropping impacted courses after the deadline are approved only under extraordinary circumstances; therefore, you should consult the course instructor and explore academic options other than dropping, before submitting the petition.

If the request is approved, the dropped course will appear on your transcript with a notation indicating the date and week of the term in which the drop petition was filed. To petition for the drop, complete a Student Update Form and submit the request to the Summer Sessions Office, 1331 Murphy Hall.

### NON-IMPACTED COURSES

Non-impacted courses may be dropped on or before the Friday of second week through MyUCLA. Beginning Monday of the fifth week, all drops for non-impacted courses will require a Student Update Form with the instructor’s signature. The form must then be submitted to the Summer Sessions Office in person.

**Non-impacted courses dropped after Friday of second week will NOT be eligible for refunds.**

Students may be dropped from their courses if fees are not paid by the payment deadlines as outlined on our website. Please note that classes cannot be exchanged after the refund deadline. It is your responsibility to adhere to all deadlines. You will NOT be relieved of financial responsibility if you fail to attend class, are dissatisfied with course(s) and/or grade received, or rely on system drops.

**NOTE: In order to maintain valid F-1 status, you are required to be enrolled in 8 units per session of on-campus instruction at all times.**



# TUITION & FEES

Tuition is assessed on a per unit basis. This means that your fees will depend on how many courses you enroll in and how many units (or credits) each course is worth. A complete fee overview for Summer Sessions is available online, but in order to view your Summer Sessions charges and find out how much you owe, you'll need to visit your BruinBill Account via MyUCLA.

## SUMMARY OF FEES

Registration Fee	\$790 (not applicable if enrolled in online courses only)
2017 Unit Fee	\$342 per unit
IEI Fee	\$61 (students without a bachelor's degree)
Document Fee	\$50 assessed only for the first summer term at UCLA
Health Insurance	\$375
iSTART@UCLA Fee	\$59
Late Add Fee	\$50 per class added after second week

## FEE CALCULATION EXAMPLE

The following example is intended to help you understand how fees are calculated.

International students are required to maintain at least 8 units per session of on-campus instruction. If enrolled in two courses that carry 4 and 5 units respectively, e.g., ESL 25 and MATH 115A, your fees are estimated at \$4,413 regardless of whether the two courses are offered in Session A or Session C.

## SUMMER FEE CALCULATION EXAMPLE

Registration Fee	\$790
4-unit Course Unit Fees	$\$342 \times 4 = \$1,368$
5-unit Course Unit Fees	$\$342 \times 5 = \$1,710$
IEI Fees	\$61
Document Fee	\$50
Health Insurance Fee	\$375
iSTART@UCLA Fee	\$59
<b>ESTIMATED TOTAL</b>	<b>\$4,413</b>

This is only an estimate, and the actual amount may vary depending on whether you have attended UCLA Summer Sessions before, whether your courses carry IEI and/or material use fees, or when courses are added.

**NOTE:** UCLA Summer Sessions does not assess fees for on-campus housing. Questions regarding on-campus housing fees should be directed to the UCLA Housing Office.



# BRUINBILL: PAYMENTS & REFUNDS

All students are assigned a BruinBill account which records all charges, payments and refunds associated with registration, housing, health insurance, as well as miscellaneous fees such as ASUCLA charges, printing and overdue library book fees. Your BruinBill is available under the “Finances & Jobs” feature on MyUCLA.

## PAYMENT INSTRUCTIONS

Payment will be available after enrollment is complete. Online payments must be made using a credit card (Visa, MasterCard, Discover, or AMEX only). **Please note that a processing fee does apply if paying using a credit/debit card.**

You can also wire funds directly from your bank using Travelex. If your currency is not included in the drop down list, you may request that your bank make the transfer in US dollars or Euros.

## PAYMENT SCHEDULE

PAYMENT DEADLINES	
SESSION A & C COURSES	FRIDAY, MAY 19 by 5pm
ENROLLMENT AFTER MAY 19	FRIDAY, JUNE 23 by 5pm
ENROLLMENT AFTER JUNE 23	FRIDAY, JUNE 30 by 5pm

Registration is only completed after all fees are paid. If you enroll in classes after the deadline, your payment will be due on the following deadline. Failure to pay by 5pm on the respective deadline will result in being dropped from all courses.

**NOTE: Students are responsible for adhering to payment deadlines. Failing to pay fees by the established deadlines may result in your courses being dropped, having a 'Hold' placed in your account (you will NOT be able to request a copy of your transcript) and/or having your on-campus housing application cancelled.**

## REFUNDS

Tuition and IEI fees are refundable for courses dropped before their specified dates listed below. Refunds may go back to the credit card used for payment. If your payment was made in cash or via wire transfer, a check will be issued and mailed to your local address in MyUCLA. If you are expecting a refund, be sure to verify that your account addresses are up to date.

*Refund checks will NOT be mailed to addresses overseas.*

The iSTART@UCLA fee and the non-refundable deposit of \$400 are **not refundable** under any circumstances even if all courses are dropped before instruction has begun. In the event of withdrawal, the total refund amount will reflect the non-refundable iSTART@UCLA fee and the non-refundable deposit, appearing as Processing Fee on the BruinBill account.

REFUND DEADLINES	
LAST DAY TO DROP WITH A REFUND – IMPACTED COURSES	
SESSION A	JUNE 30 at 5pm
SESSION C	AUGUST 11 at 5pm
LAST DAY TO DROP WITH A REFUND - NON-IMPACTED COURSES	
SESSION A	JULY 7 at 5pm
SESSION C	AUGUST 18 at 5pm
Students who drop courses after the specified deadlines will not be granted a refund and CANNOT exchange a course.	

No refunds will be issued after the above deadlines. It is the student's responsibility to be familiar and comply with UCLA Summer Sessions policy and regulations. Refunds will NOT be granted for lack of knowledge of these policies and regulations.

Depending on the date of withdrawal, the health insurance fee may also not be refunded.

## HEALTH INSURANCE

Health insurance is a federal requirement for all international students – **no exceptions**. To protect you from the high cost of health care in the U.S., UCLA will enroll you in a two-part health insurance plan. For more information, please visit <http://summer.ucla.edu/academiccourses/internationalstudent/insurance>.

### BRUINCARE

BruinCare provides access to the Arthur Ashe Center Student Health and Wellness Center, conveniently located right on the UCLA Campus. Your BruinCard is all you need to access medical services at the Ashe Center. Although most general services are included, some services may incur additional fees. These fees will be added to your BruinBill account and are payable directly online or in person at the Main Cashier in 1125 Murphy Hall. BruinCare is mandatory for all visiting international students and cannot be declined. Information can be found at [www.summer.ucla.edu/PDF/bruincare.pdf](http://www.summer.ucla.edu/PDF/bruincare.pdf)

Except in the case of a serious emergency, you must always visit the Arthur Ashe Student Health Center on campus first. If it is necessary to go to the hospital, an Ashe Center representative will refer you for further treatment.

### BLUE CROSS PPO

The Blue Cross PPO (provided by Ascension Benefits & Insurance Solutions) provides coverage for off-campus doctor's visits and emergency care anywhere in the United States. The coverage period spans mid-June through mid-September, so you will have continuous coverage if you plan on traveling in the U.S before or after the period of study at UCLA.

### HEALTH INSURANCE ID CARDS & PARTICIPATING PROVIDERS

Insurance information will be sent to you via e-mail prior to your Session start date. After receiving the e-mail from the insurance company, you will be able to print your health insurance card and login to the insurance provider website.

## HOUSING

During the summer, enrollment at UCLA is open to the public. Once enrolled, you are then eligible to sign up for summer housing with the UCLA Housing Office. Please note only residence halls and university apartments are managed directly by the UCLA Housing Office.

Concerns or questions regarding residence halls or university apartments should be directed to the UCLA Housing Office. The UCLA Housing Office will begin accepting applications starting mid-March.

### ON-CAMPUS HOUSING

Living on campus at UCLA has many advantages for Summer Sessions students. The University provides comfortable furnished residence halls within easy walking distance of classrooms, libraries, swimming pools and recreational facilities. Housing is available for six-, eight-, ten-, and twelve-week periods. Most students find that living on campus is a convenient and enjoyable option for the Summer Session.

### OFF-CAMPUS SUMMER HOUSING

University Apartments are available to Summer Sessions students who prefer the independence of living off-campus. Apartments are located within walking distance of campus.

### STUDENTS UNDER THE AGE OF 18

Students aged 16 and 17 will be placed with other academically motivated high school students in a clustered living-learning environment within the regular residence halls. These high school students will live as independent college students with support from a trained UCLA residential adviser.

The UCLA Housing Office is not able to accommodate Summer Sessions students under the age of 16.



# INTERNATIONAL STUDENT REQUIREMENTS

## FULL-TIME STUDENT STATUS

UCLA Summer Sessions requires that all international students enroll full-time and obtain the F-1 student visa to study. To be considered full-time, you must enroll in a minimum of 8 units per session of on-campus instruction.

## VISA STATUS

International students enrolling in UCLA Summer Sessions are required to obtain an F-1 visa. To apply for an F-1 visa at a U.S. Embassy/Consulate in your country, you must first request an I-20 form from UCLA Summer Sessions. The UCLA Dashew Center of International Students and Scholars is responsible for issuing the I-20 forms on behalf of UCLA Summer Sessions.

International students coming from abroad are required to have valid F-1 visas in their passports when entering the United States. Canadian citizens are not required to obtain an F-1 visa in their passport, but do need the I-20 for entry into the United States as an F-1 student.

**The UCLA Summer Sessions does NOT provide visa advising or assistance for students who choose to enter the United States under visa categories other than F-1.**

For more information regarding visa requirements, see <http://summer.ucla.edu/academiccourses/internationalstudent/visa>

## ENGLISH PROFICIENCY

If you are from a country in which the official language is not English, you are required to submit proof of English proficiency. All students must meet the English proficiency requirement, unless one of the following applies:

- You are a citizen of Australia, Canada, Ireland, New Zealand, Singapore, or the United Kingdom
- You are currently enrolled in an academic institution where the primary language of instruction is English\*
- You enroll only in ESL courses or Communication Studies 1A/1B\*

Proof of English Proficiency may be certified by submitting one of the following test scores:

**TOEFL** minimum score of **550** for paper-based test; **213** for the computer-based test; **79** for the internet-based test

**IELTS** minimum score of **6.5**

**iTEP** minimum score of **5**

**CAE/CPE** Level C1 Grades **A,B**, and **C**



## I-20 REQUEST

International students who have never had an F-1 visa, or have been outside the U.S. for more than 5 months, will be required to obtain a new I-20 from UCLA and apply for an F-1 visa from their local U.S. Embassy or Consulate.

After you are confirmed enrolled in at least 8 units per session of on-campus instruction, you will be sent an e-mail with the link to the online I-20 request portal. This online portal will allow you to upload your documents and communicate with our office regarding your I-20. **Please note that it can take 2-3 business days to receive this e-mail and you will not be able to access the link until the e-mail has been sent to you directly.**

Below are the documents you will need to electronically scan, save in digital format, and upload via the online I-20 request portal:

I-20 REQUEST DEADLINE	
SESSION A	MAY 1
SESSION C	JUNE 1

**NOTE:** These are strict deadlines and late applications cannot be accommodated.

I-20 REQUIREMENTS	
Passport Information	A scanned copy of the biographical passport page that shows the student's full name, passport number, birth date, expiration date and photograph
Confidential Financial Statement (CFS) & Proof of Sufficient Funds	<p><b>Proof of Financial Support will require these two documents:</b></p> <ul style="list-style-type: none"> <li>• <b>Confidential Financial Statement (CFS)</b> - This form should be printed from the I-20 Request Portal, signed and uploaded when complete, AND</li> <li>• <b>Supporting Bank Statement</b> – Bank statement or letter from the bank showing available funds. Financial verifications must state that at least US\$7,800* will be available for each six weeks at UCLA.</li> </ul> <p><i>*This amount is based on 8 units of enrollment. For students enrolled in more than 8 units, the minimum financial verification will go up by \$342 per unit.</i></p>
Proof of English Proficiency	<ul style="list-style-type: none"> <li>• <b>TOEFL</b> minimum score of <b>550</b> for paper-based test; <b>213</b> for the computer-based test; <b>79</b> for the internet-based test</li> <li>• <b>IELTS</b> minimum score of <b>6.5</b></li> <li>• <b>iTEP</b> minimum score of <b>5</b></li> <li>• <b>CAE/CPE</b> Level C1 Grades A,B, and C</li> </ul> <p>In the absence of exam scores, registration center staff may provide a letter verifying that the student has been screened for English proficiency. <b>A sample can be provided.</b></p> <p><i>Citizens of Australia, Canada, Ireland, New Zealand, Singapore and the United Kingdom are exempt from having to provide proof of English proficiency.</i></p>

## I-20 TRANSFER

You will need to request a transfer I-20 if you are currently in the U.S. with an F-1 visa and:

- You will be graduating from your university or high school before the Summer Session and you will not apply for OPT
- You will be permanently leaving the U.S. following the summer at UCLA
- Your I-20 has a program end date that expires before or during the Summer Session
- Your current program is ending and you will start at a new school in the fall

Upon completing the registration form and enrolling in 8 or more units, you will receive an e-mail prompting you to complete the I-20 request. You will need to provide your SEVIS number and program end date. You will also need to contact your F-1 advisor or DSO at your current school and request that they release your SEVIS record to UCLA Summer Sessions.

**Your transfer I-20 will not be issued until after your current program has ended, and your advisor has released your record to UCLA.**



## OBTAINING AN F-1 VISA

When you receive your I-20 form from UCLA, you are ready to apply for the F-1 visa. Your next steps will be to:

1. Complete the [Online Nonimmigrant Visa Application](#) (Form DS-160) and schedule an appointment at a U.S. Embassy/Consulate.
2. Pay the application fee and gather the required documents.
3. Pay the SEVIS fee. SEVIS is the Student and Exchange Visitor Information System operated by the U.S. Department of Homeland Security (DHS). Go to [www.fmjfee.com](http://www.fmjfee.com) and pay the fee at least 3 days **before your visa interview**. You will need your SEVIS number—printed on the top right hand corner of your I-20—to process the payment. You should take a printed receipt of your SEVIS payment with you to your visa interview appointment. Failure to make the payment may delay processing of your F-1 visa.
4. Attend a visa interview at a U.S. Embassy/Consulate.\*
5. Arrive in the U.S. and clear customs at a U.S. Port of Entry with the following documents.
  - Original I-20 form
  - F-1 student visa stamp in passport\*
  - Valid passport
  - Financial documents consistent with I-20

**\*Canadian students are exempt from obtaining an F-1 visa and therefore DO NOT need to go to the U.S. Embassy/Consulate; however, they must obtain an I-20 form from UCLA, pay the SEVIS fee before entry and abide by all F-1 regulations.**



## iSTART@UCLA

iSTART@UCLA is an international student transition program sponsored by the Dashew Center for International Students and Scholars (DCISS). It will help you adjust to life at UCLA and in the U.S. The Pre-Arrival online modules cover a range of topics such as:

- Getting Started at UCLA
- Cultural Adjustment
- Visa Workshop
- Fun and travel opportunities sponsored by DCISS

**You will be required to complete all mandatory iSTART modules prior to arriving on campus.** We encourage you to complete it as soon as possible, as it will answer many of your questions about UCLA and Los Angeles.

A \$59 non-refundable fee will be charged to your BruinBill account. The fee includes all of the following items:

- Pre-Arrival Online Orientation
- Visa Check-In
- Access to our DCISS Social Programs
- iSTART Welcome Pack
  - UCLA Sweatshirt
  - Dashew Center Water Bottle
  - UCLA Summer Sessions Bag

DEADLINE TO COMPLETE iSTART	
SESSION A	FRIDAY, JUNE 23
SESSION C	FRIDAY, AUGUST 4

## VISA CHECK-IN

Additionally, the U.S. Government requires that we collect a photocopy of immigration documents upon your arrival at UCLA. You are required to attend a **mandatory** visa check-in to submit all required documents.

Students must bring the **original and a copy** of the following documents to the visa check-in session:

- Completed and signed F-1 check-in form
- F-1 visa Stamp (Canadian Citizens are exempt)
- Passport Photo/Biographical Page
- I-20 form
- I-94 Arrival/Departure Record (The I-94 will be generated electronically on [www.cbp.gov/I94](http://www.cbp.gov/I94) and you can only print the form AFTER your arrival in the U.S.

**IMPORTANT! When you pass through customs, check your passport to ensure the officer has stamped it correctly. It should say F-1 (not F2, B1/B2 etc.) If you notice an error, politely ask the officer to correct the error. Errors in your admission record can lead to problems.**

The U.S. government requires us to collect these documents no later than the Friday of the first week of class (June 30 for Session A; August 11 for Session C).

**Copies must be made AFTER arrival in the U.S. to reflect any stamps or comments made by U.S. Customs officials and prior to visa check-in. Failure to do so may result in the cancellation of your student visa.**

Students will receive an e-mail from the UCLA IEO/Summer Sessions with information on how to register for their Visa check-in.

VISA CHECK-IN DATES	
SESSION A	THURSDAY, JUNE 29 & FRIDAY, JUNE 30
SESSION C	THURSDAY, AUGUST 10 & FRIDAY, AUGUST 11

## MAINTAINING F-1 STUDENT STATUS

To maintain legal F-1 student status at UCLA, you are required to:

- Complete the mandatory visa check-in procedure and iSTART pre-arrival orientation.
- Maintain full-time enrollment (8 units per session of on-campus instruction) and earn a passing grade in all your courses.
- Conform to regulations for travel outside of the U.S. and keep your passport valid for six months beyond the summer sessions program.
- Accept no off-campus employment; work no more than twenty hours per week on campus while attending school on a full-time basis.
- Notify the Dashew Center for International Students & Scholars before you transfer to another U.S. school.
- Leave the U.S. or transfer to another U.S. school within **sixty days** after the completion of your program.

If for some medical or emergency reason you are unable to attend full-time, you must contact an advisor at the Summer Session/IEO office (1331 Murphy Hall). In exceptional and rare circumstances an advisor can approve a course load of fewer than 8 units if you have an illness or other medical condition (substantiated by a physician's statement).



## ABOUT UCLA

### CODE OF CONDUCT

As members of the UCLA Summer community, summer students have the same rights and privileges as current admitted UCLA students and are held to the same standards of conduct. The UCLA Student Code of Conduct mandates a safe, supportive and inclusive campus community that engages students to foster their academic success, personal growth and responsible citizenship. Behavior governed by the UCLA Student Code of Conduct includes academic honesty, treatment of others, health and safety, use of resources, and use of alcohol and controlled substances. UCLA's reputation for academic excellence and institutional integrity is of paramount importance, and UCLA does all within its power to maintain its standards. Visit the Dean of Students website for more information at <http://www.deanofstudents.ucla.edu/>

### TITLE IX

Title IX of the Education Amendments of 1972 prohibits sex discrimination—which includes sexual harassment and sexual violence—in educational programs and activities. All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation or gender identity. Visit the Title IX Office/Sexual Harassment Prevention website for more information at <http://www.sexualharassment.ucla.edu/>

Students may be required to complete a mandatory orientation.

### CAMPUS SAFETY & SECURITY

UCLA works hard to ensure the wellbeing of all its students through a professional police department. Services include an evening van service, walking escorts, bike lockers and emergency telephones placed throughout campus. Visit the UCLA Police Department website for information at <https://www.ucpd.ucla.edu/>

## ABOUT UCLA

### **BRUINCARD**

The BruinCard is a student's official university identification card. It allows students to borrow library books, work out in the campus gym and receive discounts at a selection of local businesses. If students are living on campus, they will use it for meals and dorm access, among other conveniences. The BruinCard can also be used as a debit card on UCLA Campus and at some restaurants in Westwood. You need to set up an account and deposit money before using it as a debit card. Students can apply for the Bruin Card after completing registration and enrollment. Visit the BruinCard website for information at <https://secure.bruincard.ucla.edu/bcw/web/Home.aspx>

### **NO SMOKING POLICY**

Creating a safe environment for our students, faculty and staff is our priority at UCLA.

**Tobacco use is prohibited everywhere on campus and at properties owned or leased by UCLA.** There will be no designated smoking areas. We ask that tobacco users be respectful of our neighbors and not congregate or litter on their property.

All tobacco users who want to quit are encouraged to call the free **California Smokers Helpline at 1-800-NO-BUTTS**.

Tobacco users who wish to quit also can obtain free nicotine-replacement therapy kits (NRTs). Students can receive these at the Ashe Center, where counseling and tobacco-cessation support will also be available.

**IMPORTANT: UCLA is a smoke-free campus. Smoking will not be allowed in university housing facilities as well as inside or outside university buildings and in public areas.**

## DIRECTIONS TO AND FROM LAX

Los Angeles International Airport (LAX) is the closest airport to UCLA campus (approximately 12 miles away), and there are a variety of options for transportation from LAX to Westwood:

**Shuttle Services** operate continuously and can take you to UCLA for approximately \$16 to \$25. To catch one of these, go to the outer lanes and talk to one of the shuttle dispatchers. They will usually be able to put you on a shuttle within 15-20 minutes.

Super Shuttle is one of the larger companies- they have dispatchers at LAX between 08:00 a.m. -12:00 a.m. You may schedule a trip at <http://www.supershuttle.com/>

**Fly Away Buses** provide daily nonstop bus service — one-way and roundtrip — between Westwood and LAX. At LAX, you can board from the lower level outside the baggage claim. Stand by the green “Flyaway Buses and Long Distance Vans” signs in each terminal.

Each bus is marked with its service location, look for the one marked **Westwood** to get to UCLA.

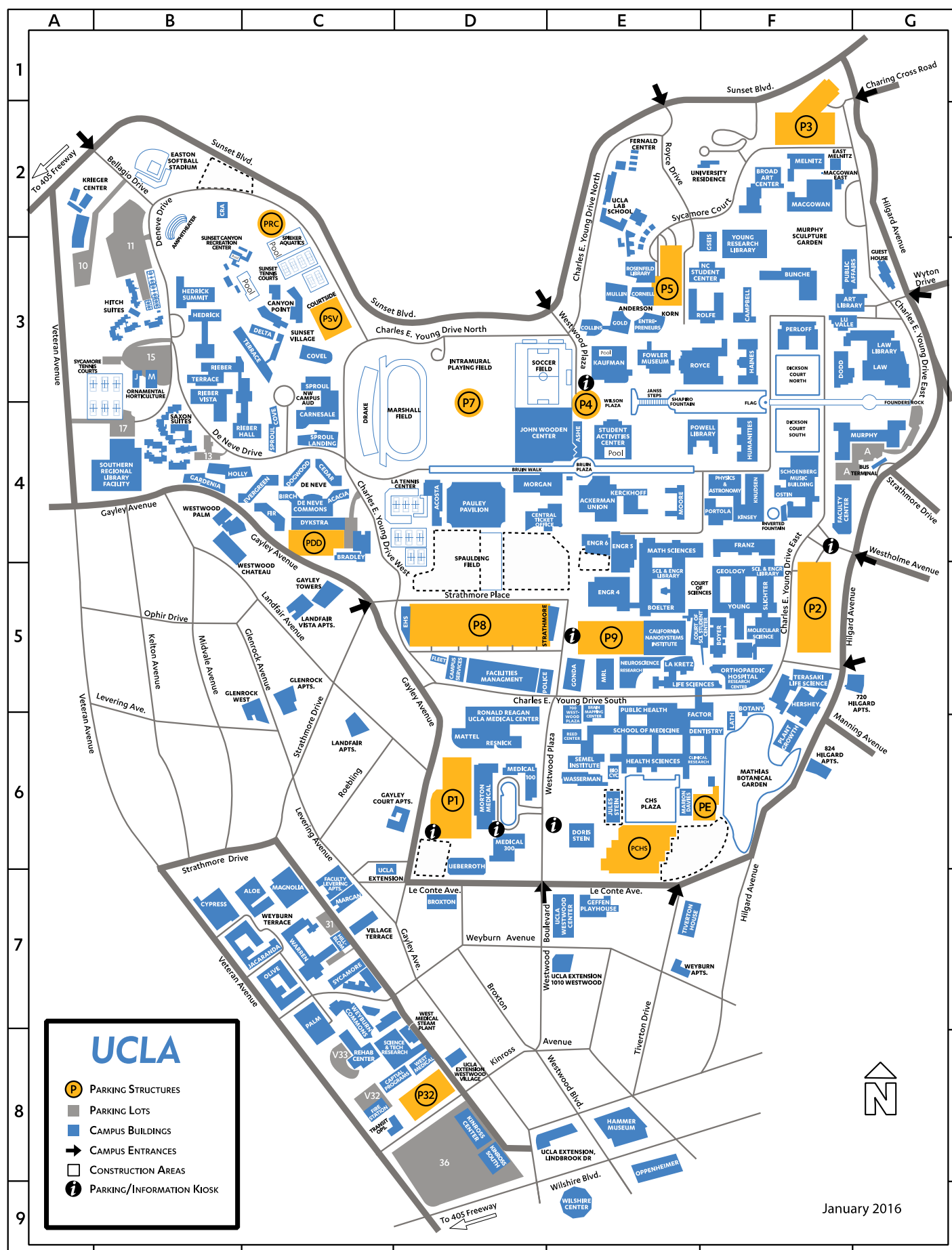
The shuttle stops at UCLA Parking Structure 32 on Kinross Avenue, two blocks north of Wilshire Blvd., west of Gayley Ave. Buses depart every hour on the hour from Westwood and LAX (both directions simultaneously) between 6 a.m.—10 p.m., seven days a week. Cost is \$10 each way (Credit Card payments only).

**Taxis** can be picked up curbside (inside lanes), right outside baggage claim. Fares to UCLA from LAX are about \$40, including a \$2.50 airport tax.

### **General Tips**

1. Never leave baggage unattended. Do not entrust bags to a stranger, even if they seem trustworthy.
2. Be attentive and watchful of signs, directions and maps at the airport. Listen carefully to announcements made over the PA (public address) system.
3. Beware of solicitors inside and outside the airport terminal who may offer to provide a ride. Don't encourage a conversation with them. Similarly, don't divulge details of your trip to a stranger.





# DIRECTORY

## SUMMER SESSIONS

1331 Murphy Hall

[www.summer.ucla.edu](http://www.summer.ucla.edu)  
[international@summer.ucla.edu](mailto:international@summer.ucla.edu)

## BRUINCARD CENTER

123 Kerckhoff Hall

[www.bruincard.ucla.edu](http://www.bruincard.ucla.edu)  
[bruincard@finance.ucla.edu](mailto:bruincard@finance.ucla.edu)

## DASHEW CENTER FOR INTERNATIONAL STUDENTS & SCHOLARS (DCISS)

417 Charles E. Young Drive West

[www.internationalcenter.ucla.edu](http://www.internationalcenter.ucla.edu)

## HOUSING

[www.housing.ucla.edu/summer](http://www.housing.ucla.edu/summer)

## LIBRARIES

[www.library.ucla.edu](http://www.library.ucla.edu)

## PARKING & COMMUTER SERVICES

555 Westwood Plaza

[www.transportation.ucla.edu](http://www.transportation.ucla.edu)

## REGISTRAR'S OFFICE

Enrollment Verification and Transcripts  
1113 Murphy Hall

[www.registrar.ucla.edu](http://www.registrar.ucla.edu)  
[transcripts@registrar.ucla.edu](mailto:transcripts@registrar.ucla.edu)

## STUDENT ACCOUNTING

1121 Murphy Hall

[www.sfs.finance.ucla.edu](http://www.sfs.finance.ucla.edu)  
[stdacctg@finance.ucla.edu](mailto:stdacctg@finance.ucla.edu)

## STUDENT HEALTH-SERVICES ASHE CENTER




[www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)

## MyUCLA

[www.my.ucla.edu](http://www.my.ucla.edu)



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Box 951418  
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