

UCLA Summer Sessions Registration Instructions

for the Registration Center Students

UCLA Summer Sessions has developed a separate registration portal for students registering in Academic Courses or Summer Intensive Studies through one of our registration centers. Registration can be completed by either the Registration Center or students. Please share this document with your students along with your 9-digit UID if students are registering themselves.

1. If completed by the student:

Registration Center Portal link: <https://r.summer.ucla.edu/academiccourses/groups/register.cfm>

(This is the only link the Registration Center students can use. Students should never register directly through the general Summer Sessions website registration link unless they do not wish to be affiliated with the Registration Center.)

Sign-in: Registration Center 9-digit UID (Please contact your Registration Center for this information)

Information you will need to register:

- Your name, date of birth, gender, email, country of citizenship, country of birth, city of birth (as they appear in the passport), permanent address, emergency contact name and contact information (parents, relatives, or guardians)
- 9-digit Course ID numbers (See the [Schedule of Classes Step-by-Step Instructions](#))

2. Proceed to the registration portal. After logged in, registration screen will appear. You must fill out all sections as accurately as possible. If you notice any errors after you have submitted the form, please do NOT create another registration. This will result in two different records, resulting in double charges and delays. Instead, email our office immediately at international@summer.ucla.edu with the details of the registration so that we can correct the errors.

3. The first section will focus on the student's international status. You will need to answer several questions to determine if you will need a summer I-20 from UCLA to apply for an F-1 student visa.

Summer 2020 Groups Registration

STUDENT STATUS AND ACADEMIC BACKGROUND

Are you an international student? * Yes No

Do you have a valid U.S. passport or a valid Green Card? * Yes No

Are you only enrolling in online courses or do you have one of the following valid visa types (NATO,A-2,H-4,L-2,M-2,O-3,P-4,R-2,TD)? * Yes No

Are you currently attending a school in the U.S.? * Yes No

IMPORTANT NOTE: Based on your responses, you are required to obtain a summer I-20 from UCLA in order to apply for the F-1 student visa. The application must be submitted NO LATER THAN: MAY 1 for Session A and JUNE 1 for Session C. Instructions regarding I-20 requests will be sent via e-mail after your enrollment is confirmed. Please DO NOT continue your registration if the above deadlines have passed. Your I-20 Request will NOT be processed and you may be liable for paying all program fees.

4. The next section will focus on the student's academic experience.

UCLA Experience

Have you ever attended, applied to, or worked at UCLA before? * Yes No

Academic Experience

Do you have a University degree? * Yes No

Please select your registration status for Spring 2019 below? *

- University of California (UC)
- UCLA Extension
- 4-year College/University in U.S. other than UC
- 2-year College in the U.S.
- 2 or 4-year College/University outside the U.S.
- High School (either in or outside U.S.)
- None - Working Professional or Full/Part-time Employed
- None - Other

What best describes your expected class level in Fall 2019? (Click here for class-level descriptions). *

- Select -

5. If you indicate that you are currently enrolled in high school or college, you will be prompted for more information about the current school.

Academic Experience

Do you have a University degree? * Yes No

Please select your registration status for Spring 2019 below? *

- University of California (UC)
- UCLA Extension
- 4-year College/University in U.S. other than UC
- 2-year College in the U.S.
- 2 or 4-year College/University outside the U.S.
- High School (either in or outside U.S.)
- None - Working Professional or Full/Part-time Employed
- None - Other

What is the name of your school? *

School's Country *

- Select -

School's City *

School's State / Province / Region (if applicable)

- Select -

School's Zip / Postal Code (enter 'none', if not applicable) *

Are you graduating prior to Summer 2019? * Yes No

What best describes your expected class level in Fall 2019? (Click here for class-level descriptions). *

- Select -

6. Now you will be prompted for your personal information. Areas where registration errors commonly occur are listed below. Please pay special attention to these items:

- **Order of name entered:**
Enter the last (family) name and then the first (given) name. Each name should be spelled exactly as it appears on your passport.
- **Date of birth format:**
Please be sure to provide the date in the order of month, day, and year (US standard).
- **Email and permanent address:**
Enter your own personal email address and permanent address, not the registration center information.

PERSONAL INFORMATION

Please enter your legal name used in your legal records such as an identification card. International student must enter the name exactly as it appears in the passport. Do not use commas, periods, or special characters such as /, |, \.

Last Name / Family Name *

First Name / Given Name *

Middle Name

Suffix (if applicable)

Student Email Address *

Confirm Email Address *

Date of Birth *

Gender * Male Female

Gender Identity

Preferred Pronouns (select all that apply)

- She/Her/Her/Hers/Herself
- He/Him/His/His/Himself
- Ze/Hir/Hirs/Hirself
- They/Them/Their/Theirs/Themselves
- Other

Country of Citizenship *

Country of Birth *

City of Birth *

Permanent Address (No P.O. Boxes)

Street Address 1 (No. P.O. Boxes) *

Street Address 2

City *

Country *

State / Province (US/Canada Only - For all other countries, please leave blank)

Zip / Postal Code (enter 'none', if not applicable) *

Home Telephone Number (Please use numbers only. For non-US numbers, please enter the country code before the phone number. Click [here](#) to refer to the list of country codes.) *

7. In the next section, you will enter contact information for an emergency contact (parents, relatives, or guardians).

EMERGENCY CONTACT INFORMATION - PLEASE NOTE THAT THE CONTACT(S) MUST BE 18 OR OLDER

Primary Emergency Contact

Name of Emergency Contact *

Relationship *

Primary telephone (include area code first) *

Work telephone (include area code first)

Mobile telephone (include area code first)

Email Address *

Street Address 1 (No P.O. Boxes) *

Street Address 2

City *

Country *

State / Province / Region (if applicable)

Zip / Postal Code (enter 'none', if not applicable) *

8. In the final section, you will choose courses by writing the 9 digit course ID number in the corresponding box.

COURSE SELECTION

Please carefully list the complete 9-digit course ID number for only the courses you intend to enroll in. You can find the course ID numbers in the [Schedule of Classes](#).

NOTE: Enrollment is not guaranteed as it is a competitive process. You can confirm enrollments by logging into your MyUCLA account within 24 hours of submitting this form.

Courses	Course ID	Units
Course 1*	<input type="text"/>	
Course 2	<input type="text"/>	
Course 3	<input type="text"/>	
Course 4	<input type="text"/>	

Continue

The unit field can be left blank as most courses have a set number of unit credit assigned. However, a small number of courses have variable units. If the course you selected is a variable unit course, please be sure to check the range of units that you can sign up for and decide on the number of units you'd like. If you are unsure whether the course you selected is a variable unit course or not, you can leave the unit field blank and select continue to find out. An error will appear if it's a variable unit course as the unit field then becomes mandatory.

9. Review all information and make any necessary changes before clicking Continue.

10. Click Continue to submit. After submission, verify all information is correct on the confirmation page, and contact our office at international@summer.ucla.edu if you notice any errors.

11. You will receive registration confirmation and UID number via email. Please note that you are entitled to privacy rights as stipulated under the 1974 Family Educational Rights and Privacy Act (FERPA) and UCLA Administrative Policy 220 and that you agree to waive your rights by registering as an affiliated student. FYI, below is an example of the FERPA related text that will be emailed to you:

You are now enrolled as an Affiliated Student of the Registration Center and agree to the following: Affiliated Students are entitled to certain privacy rights as stipulated under the 1974 Family Educational Rights and Privacy Act (FERPA) and UCLA Administrative Policy 220. The Affiliated Student agrees to waive their FERPA rights solely to extent necessary to permit the University to share student education records about the Affiliated Student's participation in UCLA Summer Sessions with the Registration Center and its agents, and authorizes the University to do so. The Affiliated Student also understands and agrees that in order to discontinue such sharing, UCLA Summer Sessions must terminate the Affiliated Student's affiliation status with the Registration Center, which may result in additional fee assessment and payment obligations.

12. You can view and review your enrollment information or make enrollment changes on MyUCLA.