

University of California Education Abroad Program

Graduate Application Guide 2010-2011

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Useful Definitions

Reciprocal Exchange Students: University of California-bound EAP exchange students are called “Reciprocity Students.”

UOEAP: Universitywide Office of the Education Abroad Program, a division of the University of California Office of the President, establishes and operates EAP programs and coordinates EAP administration systemwide. The UOEAP Reciprocal Exchanges section coordinates your academic placement and your integration into UC campus life.

UC Liaison: This person, usually based in your home university’s international exchanges office or your home department, works with UOEAP to assist with all applications and pre-departure matters.

UC Study Center: In some locations abroad, UC maintains centers with UC staff and a faculty director. The Study Center facilitates communication between your home university and UOEAP.

International Students’ Office: Office that provides immigration (visa) advice, support services and activities for international students.

Host UC Department: The department where a student takes the majority of coursework while at UC. For graduate students, the department and Graduate Division together decide which students are admitted.

Graduate Division: The department at each campus that oversees, coordinates, and in some areas may set policy for the practices of each graduate department.

Campus EAP Office: On each UC campus there is a local EAP office. Your EAP Campus Office advisor will be your main contact for both campus-specific services and general advising once you arrive at UC.

EAP Web page: eap.ucop.edu – Select Reciprocal Exchanges

EAP Contact Information

If you cannot find the answer to your question after reading the Graduate Application Guide and the Student Guide, contact the exchange coordinator at your home university. Still have questions? Contact us directly at uc-reciprocity@eap.ucop.edu

Preliminary Steps

Students who have finished their studies at their home university are not eligible to participate in the Education Abroad Program. You must be enrolled at a UC partner university while an EAP participant.

Step 1: Determine Your Class Level

Undergraduate students are students completing their *first four years* of university-level study. University of California undergraduate students complete their studies in approximately four years and earn a Bachelor of Arts (BA) or a Bachelor of Sciences (BS) degree upon finishing. Students must complete a range of courses in their area of specialization or major, but also take a significant number of *general education* or *breadth* courses (GEs) in courses outside the major, fulfilling the requirements of a broad, liberal arts and sciences educational model. *Graduate* study at UC begins after completion of the Bachelor's degree and is much more tightly focused.

Undergraduate Study at UC				Graduate Study at UC		
Bachelor's Degree				Master's Degree		Doctorate
Year 1 Freshman	Year 2 Sophomore	Year 3 Junior	Year 4 Senior	Year 5	Year 6	Year 7+

If you have not completed at least **four academic years** of university study, you are considered an *undergraduate* and should apply to UC-EAP as an undergraduate.

If you have completed **four academic years or more of university study** and have received a degree for four or five academic years of university study, before planning to begin your UC-EAP studies, ask for information about applying as a graduate-level student.

Doctoral students who do not intend to enroll in coursework or need a UC transcript may be eligible to come to UC as an exchange visitor. Exchange visitors must obtain an invitation from a graduate department faculty member in their field.

See eap.ucop.edu/reciprocal_exchanges/visiting_scholars.shtm for eligibility and other information.

Do not apply as a graduate student until you have confirmed your eligibility to apply at the graduate level. Applying to UC at the wrong level may lead to the denial of your application and notification of the denial might come too late for you to reapply as an undergraduate.

Step 2: Research Prospective Host UC Departments

Consult the host UC Graduate Program Department links on the Graduate Programs page of the Reciprocity web site at eap.ucop.edu/reciprocal_exchanges/graduate/ to research the most appropriate campus choice(s) for your field and background.

Approval of graduate applicants is determined by a UC faculty committee and acceptance of your application cannot be guaranteed. **Application to three UC campuses is encouraged to improve your chances of being accepted.** Students who have an interest in only one campus, whose field of study is offered only at a particular UC campus, or who have already made arrangements to work with interested UC faculty at a campus, may decide that application to just one campus is an acceptable risk.

Multiple applications to the same UC

UC Davis, UC Irvine and UC San Diego: application to more than one department is permitted. (UC San Diego: application to more than one department is allowed but students may not apply to more than one specialization (major code) within the same department.)

UC Los Angeles and UC Riverside: application to an alternate department may be submitted only if the first application to that campus has been denied; the applicant must ask for the application to be directed to an alternate department.

Only one application per term is permitted.

UC Berkeley, UC Santa Barbara, and UC Santa Cruz

RESTRICTED FIELDS

Not all UC schools and departments accept applications from EAP Reciprocal Exchange students. EAP does not have the authority to change an individual school's or department's policy on their acceptance of non-degree students.

The fields of law, business management, and medicine are taught in UC professional schools, which have their own application process, form, and deadline, usually independent of the campus Graduate Division. Most UC professional schools, with few exceptions, are not open to EAP reciprocal exchange applicants.

- Law Schools: Closed at all campuses
- Medical Schools (including Veterinary Medicine): Closed at all campuses
- Management (Commerce, Business) Schools: Open at UC Riverside only

Also:

- Psychology, Clinical: Closed at all campuses
- Psychology, Other: Rarely accept visiting students

Step 3: Contact Prospective Host Faculty

Before applying online, contact faculty in the departments to which you intend to apply. While contacting faculty in advance will not guarantee your acceptance—official approval can only be given by the host department/campus after submission of a complete application—it will potentially give an indication of:

- match of your study objectives to the academic focus of the host department
- the department's ability to host a non-degree student (space availability may be an issue)
- the availability of faculty in your area of study during the time you plan to study at UC

Include a copy of any host department faculty correspondence with your application materials.

If a departmental deadline for application is approaching, do not wait for a response from a UC faculty member in order to apply. Late applications may be rejected by the department.

Note that faculty members you contact are not necessarily involved in the application review and selection process. Do not interpret favorable e-mail communications with UC faculty as a guarantee of acceptance.

The following is a sample e-mail message you can send to prospective host faculty at each department and campus to which you want to apply:

Dear Professor _____,

I am writing to you as a prospective University of California Education Abroad Program (EAP) graduate reciprocity student to apply for the 2010-2011 academic year [or other time period]. I am from the University of _____ and am in my ____ year of undergraduate/post-graduate studies.

I will be a non-degree/no-fee-exchange student applying for coursework only and for no longer than one academic year. EAP Reciprocal Exchange students are exempt from non-resident tuition and educational fees, and if accepted, all registration and campus miscellaneous fees are paid on my behalf by the Education Abroad Program.

My area of specialization is _____. [Briefly describe your current research, fieldwork, and coursework objectives while at UC. If you are an advanced student, e.g., a Ph.D. candidate, and will be interested primarily in research, writing and library work conducted outside of the classroom, it is appropriate to mention here your interest in enrolling in Independent Studies course units as well as or instead of courses.]

Given my academic interests as outlined above, would you encourage me to apply to your department?

I understand that you cannot guarantee approval of my proposed study prior to submission of my application, but I would like to know if you or other faculty interested in my area would be available during my time on exchange. [If lab or studio space is a consideration in your field, ask if space would be available.]

If you have any questions about the EAP Reciprocal Exchanges Program, contact uc-reciprocity@eap.ucop.edu or go to the EAP web site at eap.ucop.edu/reciprocal_exchanges

Sincerely, (your name)

Step 4: Enroll in Required Tests

See the Examinations section for requirements, enrollment and score reporting information.

ENGLISH LANGUAGE PROFICIENCY TESTING

Students enrolled at institutions in countries where English is not the official language of instruction must present proof of proficiency in English. Enroll in one of the approved English language tests as early as possible so as not to delay your admission to the program.

Applicants who have obtained their undergraduate degree from English-medium institutions located in countries where English is the official language of instruction are not normally required to submit English language proficiency examination scores. UC reserves the right to ask for further documentation when there are reservations about a student's English ability.

GRADUATE RECORD EXAM (GRE)

Most graduate departments or the campus Graduate Division, require the GRE of applicants, including EAP Reciprocity students. Some departments also require a GRE subject test. If the GRE is listed as a requirement, many graduate departments will not exempt EAP reciprocity students from the exam. Exemption is rarely possible for applicants to economics, most engineering fields and the sciences.

Application Process

- Each campus has its own **online application**
- Required paper documents must be submitted through your home university, which will sent them to UOEAP.

Step 1: Check Application Deadlines for Prospective Host Departments

Select your campus from the drop-down menu in the Graduate Programs page of the Reciprocal Exchanges web site eap.ucop.edu/reciprocity/Graduate and check the program deadlines under the “Programs and Deadlines” links for each UC campus.

Step 2: Check Departmental Requirements

Some departments require additional documentation, such as a departmental application or pre-application form, portfolio, or writing sample.

Check individual department requirements on the web and contact UOEAP if you have questions about which requirements apply to EAP students.

Step 3: Complete the Online Application

Complete an application for each prospective host UC department following the special EAP student instructions in the Graduate Programs page of the Reciprocal Exchanges web site eap.ucop.edu/reciprocity/Graduate.

Online Application Tips

- **Submit your application by the deadline.**
While some departments waive deadlines for EAP reciprocity students, your request to submit a late application might not be accepted. Departments prefer to review your application at the time of their regularly scheduled meeting to consider all candidates for the year.
- **Application Fee**
Do not pay the application fee. Follow the campus-specific instruction on the [UOEAP web page](#) for bypassing payment.
- **Non-Degree Status**
You will be classified as a non-degree student. Select “Non-Degree”, “Coursework only” (CWO), or “EAP” if these are options.
- **Grade Point Average (GPA)**
If you are asked for this information and your university does not use a U.S. grading scale, you will need to convert your GPA to the U.S. equivalent. The UC Liaison at your home university can help you or you may contact UOEAP.
- **Financial Aid**
Do not apply for UC-based financial aid or funding (fellowships or teaching assistantships). You are not eligible for UC-sponsored funding. Ask your home university about funding options available to you.
- **Designate UOEAP as an agency you will allow access to your application.**
Privacy policies may otherwise restrict UOEAP’s access to information about your application and limit our ability to assist you.

Step 4: Send Notification to EAP

Send an e-mail to UOEAP at uc-reciprocity@eap.ucop.edu with the following information about each program to which you apply.

Subject line: GR: EAP application submission

In the text of your message include:

Your name:

Home university:

UC Campus of application:

Department name (program, if applicable):

Link to departmental requirements webpage:

ID, or transaction number and password:

Note: Keep this information for your reference. You will need it to access your application and the admission decision at each prospective host UC campus.

Step 5: Submit application materials and EAP forms to your home university.

Note that UOEAP must receive all paper documents and online application information at least one week prior to the application deadline date.

Application forms and supplemental materials, including a signed EAP nomination form, must be sent to UOEAP on your behalf by the UC Liaison at your home university. Do not send forms to UOEAP yourself.

Do not send materials directly to the graduate department or Graduate Division office. Once applications are received at UOEAP, they are clearly identified as “EAP Reciprocity” which may increase your chances of a competitive review.

Include the following:

- EAP Forms (One only of each; no photocopies are required)
- EAP Student Information form
- EAP Nomination (signed by you and a home university official)

EAP Address and Emergency Contact Form

Application materials (One original for each campus to which you have applied and one photocopy for UOEAP.):

UC on-line application printout (First two or three primary pages only; one for each UC campus to which you have applied.)

Statement of Purpose

Official university-level transcripts and photocopies of any university-level degrees obtained (Include translations if not in English.)

- Letters of recommendation
- Graduate Study Plan
- Additional materials required by department (i.e., portfolio or writing sample)
- Passport photocopies (two copies)

Tips on Supplemental Materials

Statement of Purpose

Your statement of purpose should focus on the reasons why you are interested in attending a specific graduate program and how that experience will add to your current program of studies at home. Be concise and keep the focus academic. (Yours may be one of 90 applications read by the academic department, so keep your statement to one or two pages.)

Individualize your statement of purpose to the campus to which you are applying. This shows that you have researched the UC department and that you are a serious applicant.

If your field is interdisciplinary, the statement of purpose should still reflect an emphasis on the specific academic department to which you are applying. Once you are at UC, it is normally acceptable to take a few courses outside of your host department.

See these helpful [guidelines for writing a statement of purpose](#).

Transcripts

Applicants must submit original or certified true copies of transcripts from all post-secondary schools and universities attended, whether or not a degree was obtained. High school or secondary school records are not required.

Translations are required for all documents not in English. If your home university does not offer a certified translation, the UC Liaison at your home university can attest to the accuracy of the translation.

Letters of Recommendation

Letters are required for each prospective host UC department. Letters must be recent and written by your faculty advisor, former or current instructor, or employer if relevant to your field.

Some UC's may require letters to be submitted online. Follow campus specific instructions for noting the names of your recommenders and the submission of their letters.

If you are not sending the letters to UOEAP, inform us by e-mail that the requirement has been met and provide the recommender's name.

Additional Department Requirements

Some departments may require additional documentation such as a departmental application form, portfolio, or writing sample. Departmental requirements are not automatically waived for EAP Reciprocity students.

Check individual department requirements on the web and contact UOEAP if you have questions about which requirements apply to EAP students.

Notification of UC Decisions

1) EAP Application Status Confirmation

You will receive an applicant status form via your home university UC Liaison confirming that your application has been received at UOEAP and that supplemental documentation has been sent to the potential host UC campus. Pay special attention to any “Notes to the Applicant” or requests for missing items from your application.

2) Acceptance/Denial Notification

Acceptance of graduate-level applicants is a two step process:

- 1) student is recommended by the department for acceptance
- 2) recommendation must be approved by the Graduate Division

Approval of the department’s recommendation is not guaranteed. **Acceptance is not final until confirmed by the Graduate Division.**

Notification of an acceptance or a denial is sent directly to you from the prospective campus by e-mail and/or is accessible online using your application account secure log-in. Decisions are usually announced in March through May.

Decisions are usually announced in March through May.

Contact the UC Liaison Office and UOEAP if you do not receive an official admission letter or e-mail from the Graduate Division Office within a few weeks of receiving notification of acceptance from the UC department.

3) Communication of Your Decision to UOEAP

Send copies of recommendations of admission and notifications of admission or denial to UOEAP as soon as possible and inform UOEAP if you will accept a campus’ offer of admission.

UOEAP needs this information to coordinate your visa document issue and fee payment exemption with your host UC.

4) Statement of Intent to Register (SIR)

Once officially admitted, you will be sent additional forms by your host campus, usually electronically, for your immediate response. These may include the *Statement of Intent to Register (SIR)*, the *Statement of Legal Residence (SLR)*, and in some cases, health statement forms.

You may accept only one offer of admission. You must decline offers from other campuses and should cancel all other pending campus applications.

Read the SIR carefully to ensure that you meet the deadlines indicated. If you require more time for your response to the SIR because you are waiting for a decision from different UC, contact the prospective host UC department to ask if extension of the SIR deadline is possible.

Send a copy of your request to UOEAP so that we can assist you, and better respond to questions from the host department about your status as an EAP Reciprocal Exchanges participant.

5) EAP Participant Letter

After UOEAP confirms your official acceptance at a UC campus, you will receive an EAP participant letter. It will describe your benefits as an EAP student (fees that are exempt or paid on your behalf by EAP) and the length of your study program. Read the letter carefully and ask questions about any items that you do not understand. Sign and return the bottom portion of the EAP letter to confirm acceptance of the conditions and your intent to attend.

Document Your Financial Resources

Once you have submitted a Statement of Intent to Register (SIR) to your chosen host UC, you will receive instructions from UOEAP by e-mail on how to document your financial support during your EAP studies.

Living Expenses

U.S. Immigration regulations require that international students document their ability to support themselves for the duration of their studies. A certificate of eligibility for visa application cannot be issued until complete financial documentation has been received. (See the Visa Requirements section of the Student Guide.)

See [EAP Reciprocal Exchanges web page](#) for 2010-2011 living expense requirements by campus.

Department and UC-based Funding

EAP Reciprocal Exchange applicants are not eligible for teaching and research assistantships, UC scholarships, or financial aid. Acceptance to the program is based on the understanding that you will be responsible for your living expense costs while at UC.

If you are offered a UC teaching or research assistantship by a department, confer with UOEAP. Graduate departments are not always aware of the campus employment policies for international non-degree students.

Scholarship Support

If you have scholarship support from your home country, a letter describing the amount of the scholarship, and the date of the award, must accompany your financial documentation.

Notify UOEAP if you are a **Fulbright scholar**. The DS-2019 for Fulbright scholars J-1 visa application will be issued by Fulbright, not by UC.

Examinations

ESL and GRE Requirements (2010-2011)

If applicable, register for the examinations below as early as possible. Take into consideration the score reporting dates when enrolling, as applications are not complete without a UC-recognized English as a Second Language (ESL) examination score or Graduate Record Exam (GRE) score.

Note: UC will receive your score electronically and match it to your UC record so it is important that the name you use to enroll in examinations match the name, date of birth and gender that you provide for your UC application online.

GRADUATE MINIMUM SCORE REQUIREMENTS: TOEFL/ IELTS

UC Campus	UC TOEFL Code	Department Code	Paper-based TOEFL	Internet-based TOEFL	IELTS	Pearson's Language Test
UCB ¹	4833	Select Dept Code	570	68	7.0	NA
UCD	4834	Select Dept Code	550	68	7.0	NA
UCI	4859	NA	550	80	7.0 ²	NA
UCLA ¹	4837	Select Dept Code	560	87 ³	7.0	NA
UCR	4839	Select Dept Code	550	80	NA	NA
UCSB ¹	4835	NA	550	80	7.0	NA
UCSD ⁴	4836	Select Dept Code	550	80	7.0	65
UCSC ⁵	4860	NA	550	83	NA	NA

1. Some majors may require higher ESL scores.
2. IELTS: A score of 7.0 is required, with no less than 6.0 in any individual module.
3. Internet-based TOEFL requires a minimum score in each section as follows: 25 in Writing, 24 in Speaking, 21 in Reading, and 17 in Listening.
4. The Biological Sciences, Communication, and Sociology departments require TOEFL: The Test of Written English (TWE); optional for other applicants. Test for Spoken English (TSE) is recommended.
5. Chemistry and Biochemistry, Computer Engineering, Computer Science, and Electrical Engineering require 570 on the paper-based test, or 89 on the Internet-based test.

Test Enrollment and Score Reporting

ESL Score Requirement: Students whose native language is not English must present proof of proficiency in English.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) www.ets.org/toefl

Visit the official TOEFL web site to learn more about the TOEFL testing components, test administration, computer tutorials, and other frequently asked questions.

Validity of Scores: Scores are valid for two years from the testing date.

Campus Score Reporting: UC campuses and UOEAP receive TOEFL scores electronically from ETS (Educational Testing Service). Ask that your TOEFL scores be reported to each prospective host UC campus and UOEAP *at the time you take the examination*. This will ensure the most rapid and reliable reporting of your scores.

Report TOEFL scores to each prospective host UC campus using the institutional code (and department code when applicable).

Report the TOEFL to UOEAP:

Select: **USA**

Select: **California**

Select: **4795 U of California**

Note: If you cannot find **4795 U of California** on the institutional reporting menu, ask the examination attendant for assistance.

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) <http://www.ielts.org>

Visit the official IELTS website to learn more about the testing components, test administration, computer tutorials, and other frequently asked questions.

Note: IELTS is NOT recognized for graduate applicants by *UC Riverside and UC Santa Cruz*.

Minimum IELTS score: 7.0

Validity of Scores: Scores are valid for two years from the testing date.

Note: Students must take the **Academic** IELTS. The **Vocational** IELTS examination is not accepted for exchange participants.

Campus Score Reporting

IELTS score reports should be sent to the host UC Graduate Admissions Office or department (as indicated in application instructions) with a copy sent to UOEAP along with application material.

UOEAP Score Reporting Address

**RECIPROCAL EXCHANGES
UNIVERSITYWIDE OFFICE, EDUCATION ABROAD PROGRAM
6950 HOLLISTER AVENUE, SUITE 200
GOLETA, CA 93117 - 5823**

GRADUATE RECORD EXAMINATION (GRE) www.gre.org

Visit the GRE website for information on test center locations, exam dates, preparation tips, registration, and score reporting.

Institution Codes

Reports should be sent to the host UC Graduate Admissions Office or department (as indicated in application instructions) with a copy sent to UOEAP along with application material. There is no institutional code for UOEAP. Send a photocopy of your score results to UOEAP when available.

UC Campus	GRE Code	Department Code
UCB	4833	Select Dept Code
UCD	4834	Select Dept Code
UCI	4859	NA
UCLA	4837	Select Dept Code
UCR	4839	Select Dept Code
UCSB	4835	NA
UCSD	4836	Select Dept Code
UCSC	4860	NA

The GRE is required by most UC departments, so it is to your advantage to register for a testing date as early as possible. Late test scores can delay acceptance of an application. Failure to provide a test score may cause an application to be denied.

GRE Score Requirements

Unlike TOEFL scores, there is no minimum GRE score established by the Graduate Division of each UC campus. If a department has established minimum GRE scores, this will be noted in the application requirements portion of the web site for each department.

Frequently Asked Questions

What is “Non-Degree” or “Coursework Only” status?

Reciprocal Exchange students attend UC in a “non-degree” or “coursework only” (CWO) status for an academic year or less. At the end of your exchange period you are expected to return to your home university.

Exchange participants are for the most part required to follow the same application processes as degree-seeking students. If you are approved for the Exchange, this allows you to enjoy the same services as UC students, enroll in courses and receive a UC transcript at the end of your stay. For further clarification of the terms and conditions of your EAP status, read the *Nomination and Authorization for Release of Academic Records and Information* form and contact the UC Liaison if you have questions.

Will I earn a UC degree while on exchange?

Units earned at the University of California will not allow you to earn a degree or certificate at the University of California. EAP cannot guarantee that your home university will recognize coursework completed at UC and count it toward your current degree program. If you have questions about whether or not you will receive credit for UC coursework, contact your home university academic advisor.

Is my acceptance guaranteed because I am an EAP reciprocal exchange student?

Acceptance is not guaranteed. Graduate departments reserve the right to select students for their programs, and cannot always accommodate all EAP non-degree applicants who apply. UOEAP is not able to change denial decisions.

What are the criteria for acceptance?

Students must meet minimum eligibility requirements of a 3.0 grade point average (GPA) or equivalent for all prior university-level work. Transcripts should also reflect excellence in coursework for the major. Applicants must have adequate academic preparation for the proposed field of study.

Decisions are based on many factors, including the size of the department, the match or focus of department curricula with the student’s stated interests, lab space, and availability of faculty in an applicant’s specialization. Many programs consider the GRE score to be an important factor in their decision.

Even though you will be an exchange student, the department will want to see that you are on the same level as your UC peers and will be a contributing member of their academic community.

Must I apply to start at UC in the fall or is mid-year (January) attendance an option?

Most UC departments accept applications for the fall term only, as faculty committees meet only once to consider new applicants for the following year. Course scheduling and registration are also geared to full-year students. Many courses, particularly in the sciences, are taught in sequential order. Furthermore, not all courses are offered in each term of the year, so starting mid-year may prevent access to some courses.

It is possible for students to start mid-year at a few campuses and departments; department and Graduate Division web sites will note any mid-year application deadlines. Check online before applying, as there is no guarantee that an exception will be granted.

More questions? Contact your UC Liaison or UOEAP at uc-reciprocity@eap.ucop.edu