

TRAVEL. LEARN. LIVE.

Study Abroad at the University of California!

UCEAP Reciprocal Exchanges Online Application Tutorial

<http://eap.ucop.edu/ReciprocalExchanges>

Access the UCEAP Reciprocity online application: <https://myeap.eap.ucop.edu/Galileo/Public/Login.aspx>.



Welcome to the University of California Education Abroad Program Reciprocal Exchanges Online Application

NOTE: Participation in the UC Education Abroad Program (UCEAP) and the use of this online application is limited to nominated UC partner university students only!

New to the UC Application?

To establish a username and password, and to access the UCEAP online application, [click here](#) ←

- To establish a log-in ID and password, click on the link on the left side of the screen.
- To return to your application at a later time, log-in with your ID and password on the right side of the screen.
- For technical problems, contact: reciprocityhelpdesk@eap.ucop.edu.

Already registered in the UC Application?

Log in below if you already have a username and password

Username:

Password:



Retype the numbers you see above

If you forgot your previously established username or password, [click here](#)

Problems logging in? [Click here](#)

Warning! If you access the UC application on a public computer, do not configure your browser to remember the Username and Password because someone else could access your account.




Welcome to the University of California Education Abroad Program Reciprocal Exchanges Online Application

NOTE: Participation in the UC Education Abroad Program (UCEAP) and the use of this online application is limited to nominated UC partner university students only!

Establish Username and Password

To establish a username and password, and to access the UCEAP online application, fill out the fields below to submit.

First Name: (as stated on passport)	<input type="text" value="Sally"/>
Middle Name: (as stated on passport)	<input type="text"/>
Last Name: (as stated on passport)	<input type="text" value="Ample"/>
Date of Birth: (month/day/year)	<input type="text" value="1/3/1996"/> 
E-mail Address:	<input type="text" value="test@mail.com"/>
Graduate Student Access Code: (only required for graduate students)	<input type="text"/>
Country of Your University:	<input type="text" value="FRANCE"/>
Current University:(i.e., EAP Partner institution)	<input type="text" value="University of Lyon 2"/>
Username: (at least 8 characters long)	<input type="text" value="sallyample"/>
Password: (at least 8 characters long)	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>
	<input type="button" value="Submit"/>

- Enter your date of birth in this format: **month/day/year**.
(i.e. January 3, 1996 = 1/3/1996)

- Enter the **e-mail address** you check the most frequently.

- Refer to the *Preliminary Steps* in application instructions:
<http://eap.ucop.edu/ReciprocalExchanges/Pages/Undergraduates/ApplyUndergraduates.aspx>.
- Select the application year and term to initiate your online application.
- Complete the *Study Plans* and *Prerequisites* sections before your home university can release your application.



University of California Education Abroad Program Reciprocal Exchanges Application

Select Your Application Term

To apply as an exchange student under the University of California Reciprocal Exchanges, you must be nominated by your home university. Your home university must have an established exchange agreement with the University of California to nominate you.

Some sections of the application must be completed online, while others must be in paper form. Use [How to Apply](#) guidelines to complete the online part of your application. Review the [Preliminary Steps](#) first.

Select your application term, that is the term when you want to begin your exchange at UC. Winter/Spring applicants: Check with your home university international office to ensure applications are being accepted.

FALL - August/September 2017

To complete the online part of your application follow these steps:

Complete all sections of the online application.
[Click here to complete the online application](#), then submit the application.

Research a minimum of three UC campuses at [Discover UC](#).

Return to the application and complete a **Study Plan** for each UC. Submit **Prerequisites** information if your major is listed, then submit the study plans.

Note: You must submit the application and the study plan sections separately.

Personal Information

Full Legal Name (exactly as it appears on your passport)

Last Name (Surname or Family Name)	First Name (Given Name)	Middle (Second Given, Christian, or Western Name)	Suffix (Jr., III, etc.)
<input type="text" value="AMPLE"/>	<input type="text" value="Sally"/>	<input type="text"/>	<input type="text"/>

Name On Previous Academic Records, If Different From Above


Last Name	First Name	Middle	Suffix (Jr., III, etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Place Of Birth

Country	City
<input type="text" value="FRANCE"/>	<input type="text" value="Lyon"/>
U.S. State	State or Province (if born outside the U.S.)
<input type="text" value="-- Not Applicable --"/>	<input type="text"/>

• Enter the personal information exactly as it appears on your passport.

Date Of Birth (month/day/year)



Gender

Female
 Male

Address Information

Primary E-mail Address

(max. 100 chars; used: 13)

Other E-mail Address

(max. 100 chars; used: 15)

UC Email (provide on arrival at UC)

Permanent Contact Address

Country

Number, Street, Apartment Number
Line 1*(max. 30 chars; used: 14)*

U.S. State

State or Province

Line 2

(max. 30 chars; used: 0)

U.S. Zip Code

International Postal Code

City

U.S. Telephone

International Telephone

- Make sure your e-mail address(es) are entered correctly. UC and EAP will mainly use e-mail to contact you.

Contact Address (while at your home university)

 Check If Same as Permanent Contact Address

Country

Number, Street, Apartment Number
Line 1*(max. 30 chars; used: 17)*

U.S. State

State or Province

Line 2

(max. 30 chars; used: 0)

U.S. Zip Code

International Postal Code

City

U.S. Telephone

International Telephone

- Enter at least one address that is a physical location (*not* a post office/P.O. box).

Emergency Contact Address

Provide the name of the person to contact in case of emergency, and the relationship to you.

Last Name

First Name

Relationship to You

Country

Number, Street, Apartment Number

City

U.S. State

U.S. Zip Code

U.S. Telephone

State or Province

International Postal Code

International Telephone

Contact Address (while at UC)

Provide your California address once established.

Valid from:

Valid to:

Number, Street, Apartment Number

City

Zip Code

U.S. Telephone

International Telephone

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Save & Exit

Visa Information

Are You a U.S. Citizen?

Yes
 No

Country Of Citizenship

FRANCE

Country Of Permanent Residence

Select the country in which you reside permanently as either a citizen or an immigrant, not as a visitor.

FRANCE

• Select "NA - Not Applicable" if you are **not** currently in the U.S. as a non-immigrant.

U.S. Immigration Status (non-U.S. citizens only)

Select your immigration status as of the date you submit this application (select "Non-immigrant" if the other options do not apply to you).

Non-immigrant

If you are currently in the U.S. as a "Non-immigrant", select the type of visa you hold.

NA - Not Applicable

Language Information

English as a Second Language Examination

[Where is my test registration number?](#)

Test Type	Test Score	Test Date (mm/dd/yyyy)	Test Registration Number		
TOEFL iBT	108	8/20/2016	12345678912345678911	Edit	Delete
-- Select --	<input type="text"/>	choose date	<input type="text"/>		<input type="button" value="Add"/>

Language(s) You Learned To Speak First

- English Only
- English and Another Language
- Another Language

- Enter your test type, date, and registration number, even if you have not received your test score yet.

If you checked "English and Another Language", or "Another Language", select the language from the list below.

If you attended school outside the United States, select the language of instruction used in your school for grades 6-8 and 9-12.

Grades 6-8

Grades 9-12

Language not listed? [Click here to contact the EAP Helpdesk](#)

Educational History

Schools Attended

List all schools that you have attended, starting with your secondary school of graduation through your current university. For your current university, list a projected ending month and ending year of your studies.

Country	Current School?	School Name	City	Beginning Month	Beginning Year	Ending Month	Ending Year	Is This Your Secondary School?	Diploma/Degree Received	Year Received		
FRANCE	No	Lycée Edouard Herriot	Lyon	9	2011	6	2014	Yes	Baccalauréat	2014	Edit	Delete
FRANCE	Yes	University of Lyon	Lyon	9	2015	6	2020	No		--	Edit	
-- Select --	--			--	----	--	----	--		----		Add

If you have not marked any of the above schools as your secondary school of graduation or equivalent, please explain:

- Enter your degree and field of study.

Current University

Country of your current university

Current university (i.e., EAP partner institution)

Current university degree program, major

Gaps In Education

If after secondary school graduation you were not enrolled in a college/university for six months during any academic year, use the space below to list the dates and briefly describe your activities during the period(s) you were not attending college. (maximum 250 characters)

(max. 250 chars; used: 42; words: 8)

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Save & Exit

- List and rank your three preferred UC campuses, with your UC major and duration of study for each campus choice. Consult the 2017-18 UC academic calendar to understand term dates.
- Share your academic objectives for your UC exchange studies. Describe what is important to you and how it may relate to your academics or future career objectives.
- From this screen, you may choose to complete the *Study Plans* section or proceed to the *Student Contract/Authorization* screen.

Personal Information	Address Information	Visa Information	Language Information	Educational History	UC Campus Choices	Student Contract/Authorization	Print	Submit
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UC Campus Choices and Majors

Three UC campus choices are **required for all applicants**. Submit a study plan for each campus choice that you list here.

Move Rank Down	Move Rank Up	Rank	UC Campus	UC Major	Duration	Edit	Delete	
↓		1	UCI	Economics	3	Edit	Delete	Complete Study Plan
↓	↑	2	UCM	Economics	2	Edit	Delete	Complete Study Plan
	↑	3	UCSC	Economics	3	Edit	Delete	Complete Study Plan
			-- Select --	-- Select A Campus First -----	--Terms--		Add	

I will be working on a thesis for my home university during my UC exchange:

- Yes
- No

Thesis subject:

Academic Statement

In addition to your study plan and transcripts, describe your academic plans for the UC exchange. (maximum of 1500 characters)

(max. 1500 chars; used: 0; words: 0)

UNIVERSITY OF CALIFORNIA

Calendar for the Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz campuses

UCB and UCM have semester-length terms.

A semester includes 15 weeks of instruction.

Fall semester (mid-August – mid-December)

Spring semester (mid-January – mid-May)

One full academic year at UCB and UCM is **two semesters for a total of 30 weeks** of instruction.

UCD, UCI, UCLA, UCR, UCSB, UCSC, and UCSD have quarter-length terms.

A quarter includes 10 weeks of instruction.

Fall quarter (mid-September – mid-December)

Winter quarter (January – mid-March)

Spring quarter (April – mid-June)

One full academic year at these UC campuses is **three quarters for a total of 30 weeks** of instruction.

Fall Arrival

UC Term	UC Campus	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Semester	UCB and UCM		Fall Semester					Spring Semester					
Quarter	all other UC campuses			Fall Quarter			Winter Quarter		Spring Quarter				

UNIVERSITY OF CALIFORNIA

Calendar for the Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz campuses

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UCD, UCI, UCLA, UCR, UCSB, UCSC, and UCSD have quarter-length terms.

A quarter includes 10 weeks of instruction.

Fall quarter (mid-September – mid-December)

Winter quarter (January – mid-March)

Spring quarter (April – mid-June)

One full academic year at these UC campuses is **three quarters for a total of 30 weeks** of instruction.

January Arrival

UC Term	UC Campus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Semester	UCB and UCM		Spring Semester							Fall Semester			
Quarter	all other UC campuses	Winter Quarter		Spring Quarter						Fall Quarter			

- Check the box for *Required Authorizations* to indicate that you understand and agree with the terms of your *Student Contract/Authorization*.

Personal Information	Address Information	Visa Information	Language Information	Educational History	UC Campus Choices	Student Contract/Authorization	Print	Submit
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Student Contract/Authorization

Student Contract

Participation Status

I understand that credits toward a University of California (UC) degree cannot be earned while I am a UC Education Abroad Program (UCEAP) non-degree student, as waiver of UC fees and non-resident tuition is contingent upon UCEAP non-degree status.

I understand that if accepted by a UC campus as a Reciprocal Exchange student, there may be certain limitations as to the courses in which I may enroll, and I cannot be guaranteed enrollment in specific courses.

I confirm that I will be enrolled at the UC partner university during the time of my exchange studies.

Financial Information

As a UCEAP non-degree student I will be exempt from UC tuition, student services fees and campus-wide miscellaneous fees. I agree that any campus fees associated with choosing to enroll in specific courses or to utilize specific services shall be paid by me. This may include, but is not limited to, studio and laboratory fees; field work fees; music studio and lessons fees; document/materials/technologies fees, and cultural, social, or athletic services fees.

I will be responsible for all personal expenses, including travel and living (meals, housing, etc.) while in the U.S.

I understand that I will automatically be enrolled in a UC-sponsored student health insurance plan and that I will be responsible for payment of the cost of that insurance during each term of enrollment at the University of California. I understand that I may submit a request for exemption (waiver) from the UC-required plan which will be subject to the approval of my host UC. It is further understood that UCEAP cannot guarantee that my request for waiver, should I choose to submit one, will be approved.

I will be responsible for any fees associated with mandatory arrival orientation. Said fees will not exceed the cost paid by other students participating in the same orientation program.

Student Conduct and Low Academic Achievement

I agree to abide by all the rules, regulations, and requirements of the University of California and the UC Education Abroad Program.

I understand that UCEAP reserves the right to deny or revoke my participation in UCEAP if I violate UC rules, or am dishonest in dealing with UCEAP or other University personnel, or I engage in behavior reflecting a serious lack of judgment or integrity, to the extent that it calls into question my ability to participate successfully in UCEAP.

I understand that I am expected to maintain good academic standing as determined by the University of California (minimum GPA of 2.0) for each term of Program participation. Failure to maintain good academic standing may result in probation or dismissal from the Program.

Any withdrawal or unauthorized leave of absence shall automatically terminate my participation in the Exchange.

Student Travel and Orientation

I understand that personal travel cannot interfere with participation in the exchange program and agree to be present for mandatory orientations, classes and scheduled examinations.

Housing

I understand that housing is not guaranteed or provided to me by the University of California, and that I will be responsible for payment of the cost of housing both temporary and permanent for the duration of my stay in the U.S.

Required Authorizations: You must accept these terms to submit your application.

I certify the information given on this application is my own work, factually true and correct. I further understand that withholding information or giving false information may be cause for denial of an offer of participation, cancellation of registration, or dismissal.

I hereby authorize the release of information and academic records generated during my attendance at the University of California to the UC Education Abroad Program and my home university, as deemed necessary by this Program.

In the event of a medical or other crisis, UC and UCEAP may release any necessary information to my home university and my emergency contact.

I authorize the University of California to release to my school or college counselor/counseling office (or sponsoring agency) information regarding my application, including test scores, transcripts, and other supporting documents, as they relate to my admission and scholarship status.

I understand that the information I provide to UCEAP may be transferred, stored and processed at any UCEAP location, including the United States, where the University of California is located, and that the data privacy laws of the United States may not provide the same privacy rights or level of data protection of my country of residence.

I understand these conditions and limitations of my application to the University of California and accept them as written.

- Review your information before you print this page for your personal records.

Personal Information	Address Information	Visa Information	Language Information	Educational History	UC Campus Choices	Student Contract/Authorization	Print	Submit
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PERSONAL INFORMATION

FULL LEGAL NAME: Sally AMPLE	PLACE OF BIRTH: Lyon, FRANCE
NAME ON PREVIOUS ACADEMIC RECORDS, IF DIFFERENT FROM ABOVE:	DATE OF BIRTH: 1/3/1996 (month/day/year)
	GENDER: Female

ADDRESS INFORMATION

PRIMARY E-MAIL ADDRESS: test@mail.com OTHER E-MAIL ADDRESS(ES): email2@mail.com	
<u>PERMANENT CONTACT ADDRESS</u>	<u>CURRENT CONTACT ADDRESS</u>
Country: FRANCE	Country: FRANCE
Street: 56 rue de Lyon	Street: 19 rue de France
City: Lyon	City: Lyon
State or Province:	State or Province:
International Postal Code: 69001	International Postal Code: 69005
International Telephone: + 33 4 12 34 56 78	International Telephone: + 33 6 87 65 43 21
U.S. State: n/a	U.S. State: n/a
U.S. Zip Code: n/a	U.S. Zip Code: n/a
U.S. Telephone: n/a	U.S. Telephone: n/a
<u>EMERGENCY MAILING ADDRESS</u>	<u>TEMPORARY MAILING ADDRESS</u>
Name: Richard Ample	From:
Relationship: Father	To:
Country: FRANCE	Country: [BLANK]
Street: 56 rue de Lyon	Street:
City: Lyon	City:
State or Province:	State or Province:
International Postal Code: 69001	International Postal Code:
International Telephone: + 33 4 12 34 56 78	International Telephone:
U.S. State: n/a	U.S. State: n/a
U.S. Zip Code: n/a	U.S. Zip Code: n/a
U.S. Telephone: n/a	U.S. Telephone: n/a

VISA INFORMATION

<u>CITIZENSHIP</u>	<u>U.S. IMMIGRATION STATUS</u>
ARE YOU A U.S. CITIZEN? No	CURRENT IMMIGRATION STATUS: Non-immigrant
COUNTRY OF CITIZENSHIP: FRANCE	CURRENT VISA TYPE: NA - Not Applicable
COUNTRY OF PERMANENT RESIDENCE: FRANCE	

- Review your information before you print this page for your personal records.

PERSONAL INFORMATION

FULL LEGAL NAME: Sally AMPLE

EDUCATIONAL HISTORY

CURRENT UNIVERSITY
COUNTRY OF YOUR UNIVERSITY: FRANCE
CURRENT UNIVERSITY: University of Lyon 2
CURRENT UNIVERSITY DEGREE PROGRAM: Licence, Faculty of Economics

SPOKEN LANGUAGES
LANGUAGE(S) YOU LEARNED TO SPEAK FIRST: French
OTHER LANGUAGE:

LANGUAGES OF INSTRUCTION
GRADES 6-8: French
GRADES 9-12: French

ESL SCORES

Type	Score	Date	Registration Number
TOEFL iBT	108	8/20/2016	12345678912345678911

EDUCATIONAL HISTORY

Country	Is Current School	Name	City	Begin Month	Begin Year	End Month	End Year	Is Secondary School of Grad.	Type of Certification Received	Received in Year
FRANCE	No	Lycée Edouard Herriot	Lyon	9	2011	6	2014	Yes	Baccalauréat	2014
FRANCE	Yes	University of Lyon	Lyon	9	2015	6	2020	No		--

EDUCATIONAL GAPS
 July 2014 to August 2015: Work and travel.

CAMPUS CHOICES

Ranking	Campus	Major	Duration
1	UCI	Economics	3
2	UCM	Economics	2
3	UCSC	Economics	3

I will be working on a thesis for my home university during my UC exchange: No
Thesis Subject:

RELEASE AUTHORIZATION

OUTSIDE AGENCIES	Yes
PARENTS OR GUARDIANS	Yes
STUDENT ORGANIZATIONS	Yes

PERSONAL INFORMATION

FULL LEGAL NAME: Sally AMPLE

ACADEMIC STATEMENT

- Complete all the areas of your application where information is missing.
- Click on the link to go to the appropriate screen for completion.

Personal Information	Address Information	Visa Information	Language Information	Educational History	UC Campus Choices	Student Contract/Authorization	Print	Submit
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Submit Application

Your application is not complete and cannot be submitted until all the required information below is provided.

Address Information

[Emergency Address Contact Person Relationship to You](#)

Visa Information

[Current Immigration Status](#)

Language Information

[Language of Instruction Grades 6 Through 8](#)

Educational History

[Explain gap in education history](#)

Academic Statement

[Enter an Academic Statement](#)

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Save & Exit

- Click the *Submit Application* button after completing all sections of the online application.

Personal Information	Address Information	Visa Information	Language Information	Educational History	UC Campus Choices	Student Contract/Authorization	Print	Submit
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Submit Application

By submitting this application, I certify that all information provided, including all supporting documentation and subsequent communication are complete and accurate. I also certify that I am the author of the submitted academic statement.
I understand that the University of California may verify any information I have provided in my application, including my academic statement, and may deny me approval or enrollment if any information is found to be incomplete or inaccurate.

Submit Application 

<< Back Next >> Save & Exit


- This screen will appear as a confirmation that your online application is submitted.

Personal Information	Address Information	Visa Information	Language Information	Educational History	UC Campus Choices	Student Contract/Authorization	Print	Submit
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Your Information Has Been Successfully Submitted

Your application has been successfully submitted and is being reviewed by your home university.

EAP Reciprocal Exchanges will be contacting you via your home university advisor and by email with information about your participation in the Education Abroad Program. Please add the uc-reciprocity@eap.ucop.edu email address to your email account's approved sender list to avoid missing important information to the Spam folder.

You still need to submit study plans for every UC campus choice you selected.
To complete your study plans now, [click here](#). 

- Check your primary e-mail address to make sure that you received an e-mail confirming submission of your online application.