

University of California Education Abroad Program

Graduate Application Instructions

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Examinations

Frequently Asked Questions

Useful Definitions

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

UCEAP: The UC systemwide office that establishes and operates EAP programs and coordinates EAP administration throughout the ten UC campuses. The Reciprocal Exchanges section coordinates your academic placement and your integration into UC campus life.

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

International Students’ Office: The office that provides non-immigrant (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 office 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.

UCEAP Reciprocal Exchanges Webpage: eap.ucop.edu/ReciprocalExchanges

UCEAP Contact Information

If you cannot find the answer to your question after reading these instructions 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* 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 UCEAP 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 UCEAP studies, ask for information about applying as a graduate-level student.

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 [Graduate Majors](#) link for 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 acceptable.

Multiple applications to the same UC

UC Davis 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 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 alternative department.

Only one application per term is permitted.

UC Berkeley, UC Irvine, UC Santa Barbara and UC Santa Cruz

RESTRICTED FIELDS

Not all UC schools and departments accept applications from UCEAP Reciprocal Exchange students. UCEAP 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 and deadlines, usually independent of the ones at the campus Graduate Division. Most UC professional schools, with few exceptions, are not open to UCEAP 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 where you intend to apply. Exploring faculty research interest and identifying faculty who share your academic interests is critical to the success of your application.

To learn about faculty research interests, go to the website of your department of application to find a tab “Faculty” or “People” where professors’ profiles, areas of research and contact information are listed.

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

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

Note that faculty members you contact may not be 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 may send to prospective host faculty at each department and campus to which you apply:

Dear Professor _____,

I am writing to you as a prospective University of California Education Abroad Program (UCEAP) graduate Reciprocal Exchange student to apply for the 2017-2018 academic year [or other time period]. I am from the University of _____ and am in my ____ year of undergraduate/graduate studies.

I will be a non-degree/no-fee-exchange student applying for coursework only and for no longer than one academic year. UCEAP 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 before 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.]

Would the department consider waiving the GRE requirement for me as a non-degree applicant?

If you have any questions about UCEAP Reciprocal Exchanges, contact uc-reciprocity@eap.ucop.edu or go to the UCEAP webpage at eap.ucop.edu/ReciprocalExchanges

Sincerely,

(Your Name)

Step 4: Enroll in Required Tests

See [Examinations](#) 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 UC-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 General Test* of applicants, including UCEAP Reciprocal Exchange students. Some departments also require a *GRE Subject Test*. If the GRE is listed as a requirement, many graduate departments will not exempt UCEAP Reciprocal Exchange students from the exam. Exemption is rarely possible for applicants to economics, most engineering fields and the sciences.

Application Process

- Each UC graduate program has specific **application deadlines** and **requirements**
- Required paper documents must be submitted through your home university to UCEAP

Step 1: Check Application Deadlines for Prospective Host Departments

[Select your campus](#) to check the program deadlines under the *Programs and Deadlines* links for each UC campus.

Step 2: Check Program Requirements

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

Check individual program requirements and contact UCEAP if you have questions about which requirements apply to you.

Step 3: Contact Recommenders

Most programs require recommendations from three professors who can attest to your ability to succeed in a graduate program. Request recommendations from professors in your field of study who know you and can comment on your academic history.

A few programs specifically state that they allow recommendations from employers or other people who are familiar with your work; otherwise, only submit letters from professors.

Be sure to allow sufficient time for recommenders to respond with a thoughtful letter.

Step 4: Request Transcripts

University-level transcripts showing courses, grades and dates the courses were taken are required to be uploaded onto the online application. Most programs require official transcripts only if an applicant is accepted to the program.

Check individual program requirements for transcripts submission.

Transcripts should be submitted in the original language accompanied by an English translation. Translations from school officials and government or other official translators are usually accepted.

Step 5: Prepare a Statement of Purpose

The graduate program admissions committee uses this important short essay to learn about your motivation, competence and potential as a graduate student, as well as to evaluate your writing skills. See [statement of purpose](#) guidelines.

Step 6: Complete the Online Application

Complete an application for each prospective host UC program. Follow the application instructions to complete your biographical and contact information, educational background, transcript upload, exam requirements, recommenders' contact information, and statement of purpose submission.

Reference the [Instructions for Online Application](#) (see *Select Your Campus*) to identify yourself as a graduate reciprocity non-degree/no-fee exchange applicant.

Step 7: Send Notification to UCEAP

E-mail UCEAP at uc-reciprocity@eap.ucop.edu with the following information about each program to which you apply.

Subject line: UCEAP graduate 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:

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 8: Submit Application Materials and UCEAP Forms to Your Home University

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

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

Use the [Graduate Student Application Checklist](#) to assemble your materials for mailing.