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## ***HOW DOES THE PLACEMENT PROCESS WORK?***

## ***WHAT ELSE DO I NEED TO KNOW RIGHT NOW?***

***Read the letter, then complete and return the “I Understand” form***

**2012**

**TO:** All United Kingdom Applicants,  
Year and Short-Term Immersion Programs

**FROM:** Michelle Bobro, International Programs Specialist-Operations, UCEAP  
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***Please share this letter with whomever may be assisting you financially  
and/or in making arrangements for your stay abroad***

Congratulations on reaching this stage of the UK placement process! Our host institutions actively exercise their prerogative of admission. In other words, although EAP has selected you to participate in the UK program, the final decision on your participation rests solely with the admitting institution.

Placement at a host institution is a process:

- 1) First, you are selected at your UC campus.
- 2) Your application is forwarded to UCEAP from your campus EAP office, then further forwarded to the appropriate EAP Study Center in either London or Edinburgh, according to the host institution you have listed as your first choice. Study Center staff include a Program Manager, Program Officer, and a UC Faculty Consultant.
- 3) Study Center staff very carefully read the applications. The number of spaces in the UK available to EAP applicants is based on reciprocal exchange agreements, individually negotiated with each host institution. Spaces and academic criteria vary widely among institutions.
- 4) Staff note your academic strengths; your academic needs; your wishes for placement location; special needs relating to access to specific services; etc. Although you have indicated your top choices of host institution, we cannot guarantee that your application will be sent to your first choice. However, the majority of the applications are sent to the first choice institution.

- 5) There may be more student applications than spaces available at a specific institution. Some applications may be placed on a waitlist from which to draw as students withdraw from the program.
- 6) The applications are mailed to one institution at a time. (If you have not already submitted the appropriate host institution application, you will be asked to do so before your application is forwarded to the host institution.) The institutions circulate the applications among the appropriate departments. Each department retains the autonomy to admit or not admit each student and may have questions that need to be answered before they make their decision.
- 7) Staff may forward institution or department questions to UCEAP or to the appropriate campus EAP office. Sometimes the institution or Study Center staff communicate directly with the student, usually via e-mail.
- 8) The host institution notifies the Study Center of which students have been admitted and returns any rejected applications to the Study Center. In most cases, staff have done such a thorough job of matching applications to host institutions, that few applications are rejected. The rejections are usually due to lack of space in impacted programs, or non-competitive GPA. Occasionally, an institution will reject an application because the student has not met the prerequisites for the courses he or she needs to take, or the courses, as they are taught, are not appropriate for the student's academic emphasis (such as art history vs. studio art or drama theory vs. performance).
- 9) Staff code the UCEAP database with host institution acceptances; UCEAP immediately notifies the appropriate campus EAP offices (by e-mail); the campus office notifies you. Host institution acceptances can occur as early as March and as late as August, but the overwhelming majority occur by the end of May. Since acceptances occur department-by-department, date of notification is extremely variable even within one host institution.
- 10) At that point, you are admitted. You will receive by e-mail from UCEAP a Letter of Participation for your own records or any other use if needed.
- (a) After admission, you are encouraged to begin a correspondence with your host institution, if necessary, to clarify exactly what courses you hope to take and to discover what you may not be able to take. The correspondence does not mean you are pre-registered in those courses, unless stated otherwise. In general, this correspondence will give you a better chance to obtain the courses you want.
- (b) You will begin to receive materials (hard-copy and/or online) from your host institution. They may arrive all at once or incrementally. They may arrive soon after your placement, or not until late in the summer. Each institution follows their own method and timeline. However, if another student placed at the same institution receives materials, while you do not, then contact the host institution to request the materials. Always identify yourself very clearly as a University of California EAP student (i.e., you are a part of a reciprocal exchange agreement; you are not an independent foreign student).
- (c) Materials from the host institution may include a query as to whether you accept your placement there; a generic application form; a course choice registration form; an orientation reservation form\*\*; a health evaluation form; accommodations information; an accommodations reservation form; and a variety of other items, including an admission letter for use in obtaining an entry clearance (visa). Many materials are generic, so you may need to write on the forms that, as a UCEAP student, you do not pay tuition; you have already submitted transcripts and letters of recommendation; etc. Most host institutions will ask you if you plan to apply for a Tier 4 Student Visa before departure. Respond immediately, but only after you have read the visa instructions written by UCEAP, found in the UCEAP Predeparture Checklist.

\*\*Note that UCEAP will provide a mandatory orientation session for you, usually prior to your host institution's orientation. Most mandatory EAP orientations are held in either London or Edinburgh and

include accommodation for two nights. The orientation is NOT necessarily held in the city where your EAP Study Center is located. You will be responsible for your own travel and housing between the end of the EAP orientation and the beginning of your host institution orientation.

The mandatory EAP orientation dates, locations, accommodations addresses, arrival instructions, and maps are found in the Arrival/Orientation Information in the UCEAP Predeparture Checklist. The Program Calendars on the UCEAP website will show the dates and locations for BOTH the mandatory EAP orientations and the host university orientations. CHECK THE WEBSITE REGULARLY FOR ANY CHANGES.

(d) You are responsible for making your own housing arrangements and housing payments for the academic term or year. Contact the accommodations office at the host institution if you have any questions or need more detailed information. If you do not receive housing information soon after placement, write directly to the accommodations office at the host institution and request it. You will probably be required to mail a deposit in pounds sterling (£) to the accommodations office. Do not sign an accommodations contract without carefully reading it. The contract may be for the academic year and there may be no refund of any kind even if you change your mind soon after arrival at the accommodations. The contract is a legal document and the host institution is entitled to hold your grades and transcript if you break the contract or if you fail to pay the full cost.

(e) Photocopy all completed materials before airmailing them, including your acceptance of the host university's admission offer (usually a postcard or form to be returned to the host university, but sometimes your own handwritten note or e-mail response).

11) There are no group flights for the UK programs. You are responsible to arrange your own travel to the mandatory EAP orientation site.

12) Please remain aware of the possibility that you may not be admitted by a host institution. This fact may cause some dilemmas for you, related to purchasing your airline ticket, registering for courses at your UC campus, or reserving housing. Discuss these issues as they arise with your campus EAP office; they will contact UCEAP to find where your application actually is, i.e., almost admitted, still on the waitlist, etc.

13) If you decide to withdraw from EAP, please notify your campus EAP office immediately. If you do not want to withdraw, but also do not want to accept the placement offered and hope to obtain a different placement, please e-mail your reasons to me. I will forward your explanation to the appropriate Study Center; staff will have the best reading on the feasibility of what you propose. In the past, serious reasons have included change of major; unacceptable reasons have included proximity to Europe for weekend travel.

If you are patient and, above all, flexible about which host university you will attend, you will maximize your chances of being able to enjoy a rewarding EAP experience in the United Kingdom.

14) All Year students going to a host university in the United Kingdom MUST apply for, and obtain, the Tier 4 Student Visa from the British Consulate in New York before departure for the UK. The Consulate allows you to apply up to three months before departure, so do not wait until close to departure but take advantage of the full three-month window. You cannot apply before you receive a CAS number from your host university.

Short-term students who are U.S. citizens can (1) apply for the Tier 4 Student Visa before departure, OR (2) can obtain a "Student Visitor Visa" upon arrival in the United Kingdom. (There are application fees before departure, but the "Student Visitor Visa" is free upon arrival.) You cannot apply before departure unless you request and receive a CAS number from your host university.

However, all short-term students who want to WORK or DO VOLUNTEER WORK or INTERN in the UK MUST apply for and receive the Tier 4 Student Visa before departure.

Short-term students who are not U.S. citizens must check the UKBA website IMMEDIATELY to find out if they must apply for and obtain a visa before departure.

Detailed information about the two UK visa options are found in the visa instructions in the UCEAP Predeparture Checklist.

15) If your passport number changes for any reason, inform both UCEAP and the host university and also change the number in MyEAP.

16) Students who will study in the United Kingdom MUST NOT travel to or through the Republic of Ireland on their way to the UK. The reason is explained in the Program Guide on the UCEAP website.

Best wishes to you as you prepare for study abroad!

*The following page is the “I Understand” form.*



*Read, complete, and return the form along with your other Predeparture Checklist materials*

*Keep the letter and a copy of the completed form for your own records.*

**University of California Education Abroad Program (UCEAP)  
“I Understand” Form 2012  
United Kingdom Year and Short-Term Immersion Programs**

I have read the letter from Michelle Bobro, UCEAP, explaining the placement process for EAP applicants to the United Kingdom Year and Short-Term Immersion Programs.

I understand:

The host institution makes the final admission decision. (First paragraph)

My application may be forwarded to a host institution that is not my first choice. #4

My application may be placed on a waitlist, an appropriate space may not open, and my participation in EAP is not guaranteed. #5

If admitted, I must attend a mandatory EAP orientation abroad (date and site found in the UCEAP Arrival/Orientation Instructions) before the start of classes at my host university. #10C

I am responsible for all travel and accommodations costs between the end of the EAP mandatory orientation and the beginning of the host institution’s orientation. #10C

I am responsible to make my own housing arrangements and housing payments, either directly with the host institution or within the community. #10D

I am responsible for all travel arrangements from the U.S. to the EAP mandatory orientation site abroad. #11

I must read the entry clearance (visa) information in the UCEAP Predeparture Checklist. I understand it is my responsibility to obtain the correct entry clearance (visa) in order to participate in EAP. #14

All students who will study in the United Kingdom MUST NOT travel to or through the Republic of Ireland on their way to the UK. #16

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please CIRCLE ONE:      YEAR      FALL Immersion      SPRING Immersion