Application Instructions for CIEE Online Application

(1) First, complete and electronically submit the UCEAP Online Application.

(2) Check with your campus UCEAP office/study abroad office to see if they require additional documents from you. If so, submit the required materials to your local UCEAP office by their deadline.

(3) LOG ON TO CIEE to set up an online account. Your MyCIEE account will be separate and different from your MyEAP account.

- Begin with this link.
- Create a password and confirm it.
- Under Personal Information, indicate that you are a student.
- IMPORTANT: Under Institution, choose ONLY “University of California EAP” and NOT your home campus. If you choose your home campus, you will be charged an application fee!
- Regions of Interest: Choose Asia
- Term: Fall 2013
- The rest is self-explanatory, so complete your personal information and save.

Once you have set up your MyCIEE account, you will find a list of items to be mailed or submitted to CIEE. Note, however, that UCEAP students are not required to submit the CIEE application fee. Use the list below to determine which items you need to send or submit electronically to CIEE. The deadline to submit your CIEE online application and ALL supplemental materials is March 15, 2013.

- When completing your CIEE online application, ALWAYS SELECT UC EAP AS YOUR HOME INSTITUTION and NOT YOUR UC CAMPUS.

- When completing the Home School nomination task, you will be asked to select your advisor. In this instance, select JEANIE O’CONNELL from the drop-down menu, and not your local UC study abroad advisor.

- Be sure to sign off on the CIEE Terms & Conditions.

Updated March 2013
Before you begin the application process, please carefully review the CIEE Academic Policies and Procedures.

SUPPLEMENTAL MATERIALS: In addition to completing your CIEE online application, CIEE requires the following supplemental materials to support the application:

- **Official UC transcript.**
- **Personal Statement.** Read program materials closely before writing your Personal Statement. This is completed as part of your online application. Upload a 500-word statement that answers the following questions.
  
  a. How does the program content relate to your present and future academic and career goals?

  b. What aspects of your personal experience, for instance, relevant coursework, job experiences, previous travel or study in India, have prepared you to live and study in India? Please specify any particular experience with Indian culture.

  c. What are your objectives for your time overseas with CIEE?

- **Evaluation.** Only one academic evaluation is required for UCEAP students (not two, as requested by CIEE). It should be from someone familiar with your academic background and should include your reasons for studying abroad. This does not necessarily need to be written by a professor or faculty member; your Academic Advisor may also write this evaluation. If you are applying for a CIEE scholarship, it should include your reasons for scholarship application. Provide the evaluator with information on the program, including eligibility requirements and the application deadline, as well as the CIEE evaluation form, which you can access on the CIEE application site.

- **Passport Copy.** Upload a legible scan of the photo and information page of your passport. Enter your passport information in the application system.

- **Passport Photo.** Upload a standard, compliant passport photo. Guidelines for acceptable passport photos can be found at this link.

SPECIAL NOTE: **EAP Health Clearance.** (This is not due at the time of application, but is a pre-departure requirement for CIEE. Check your CIEE account to find out when it should be uploaded to CIEE).

In lieu of the Physician Medical Report requested by CIEE, you should scan and upload a copy of your EAP Health Clearance. *Keep a copy to submit to the UCEAP Systemwide Office at a later date. If you do not know how to obtain an EAP Health Clearance, refer to your campus instructions.*