



Universitywide Office
UC Education Abroad Program
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WHAT DO I NEED TO KNOW RIGHT NOW?

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

2013

TO: Applicants for *LSE Summer, Pembroke/King’s College Summer, and Sussex Summer*

FROM: Michelle Bobro, International Programs Specialist-Operations, UCEAP
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Give a copy of this letter to whomever may be assisting you financially and/or in making arrangements for your stay abroad. This letter will answer most of their questions.

The host university makes the final acceptance decision. You will receive an email directly from the host university if they have accepted your application. Admission occurs on a rolling basis – you are responsible to follow through on all UCEAP pre-departure requirements even if you have not yet received an acceptance decision.

Steps to follow for the most successful experience:

- 1) Carefully read all instructions and information regarding any pre-departure preparations as soon as you receive them. Keep the original letter of admission from the UK host university. You will need to show this letter in order to obtain an entry clearance (visa). The letter may be mailed to you directly or it may be forwarded to your campus EAP office for you to pick up.
- 2) The admitting institution may have questions about your choice of courses, or your special needs. Respond to these questions immediately, by e-mail, and send an e-mail copy to your campus EAP advisor. In some cases, the admitting institution is setting up courses and hiring faculty according to the applicants’ incoming requests. Since each course must have a minimum number of students, a positive or negative response from only one student can mean a specific course will or will not be offered.
- 3) Please inform UCEAP as soon as possible if you require access to services for learning, physical, or psychological disability. Submit documentation from your campus special services office, explaining the needs and any available funding. You are responsible to pay the provider abroad for any services – they are not included in the fees paid to UCEAP. Communicate with the provider before departure concerning the costs of these services.

- 4) Class attendance is mandatory based on the short duration of the program. Non-attendance will jeopardize your cumulative GPA. EAP grades appear on your UC transcript exactly as all your other UC grades.
- 5) If you withdraw from the program after its official start date, you will need to complete a Petition to Withdraw which will ultimately be signed by your Dean or Provost.
- 6) Housing will be pre-arranged for Sussex Summer students, but all LSE Summer and Pembroke/King's Summer students must reserve and pay for their own housing directly with the host university. Campus housing is an integral part of the study abroad experience.
- 7) You are responsible to make your own round-trip travel arrangements. Students must appear at the program's designated "arrival" site, on the correct date, or be subject to dismissal from the program (see the Student Agreement). The "official EAP start date" is published in the Program Calendars on the EAP website. *LSE Summer = July 7, 2013, Pembroke/King's Summer = June 30, 2013, and Sussex Summer = June 22, 2013*
- 8) Detailed arrival instructions and local transportation information is found in the Predeparture Checklist on the UCEAP website.
- 9) Although you will travel directly to your program site, and will have the most personal contacts with faculty and staff at the site, there is an EAP Study Center office responsible for you and your program. Study Center staff are available to you at any time. Even if you feel problems are being handled well at your program site, you should still discuss any problems with your Study Center.
- 10) The EAP withdrawal deadline without \$500 EAP withdrawal penalty = April 1.

NOTE: Summer program providers will charge additional, significant penalties for withdrawal after their own separate deadlines. These fees can amount to several thousand dollars. [See EAP Student Budget Worksheet.]

- 11) U.S. citizens studying in the UK for less than six months should obtain a "Student Visitor Visa" upon arrival in the UK. Detailed information is found in the Entry Clearance (Visa) instructions in the EAP Predeparture Checklist.

Students who are NOT U.S. citizens must check the British Consulate website IMMEDIATELY to find out if they must obtain a "Student Visitor Visa" before departure, due to their country of citizenship.

- 12) If your passport number changes for any reason, inform the host university and change the number in MyEAP.
- 13) 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 reasons for this are explained in the UCEAP Program Guide which is found on the UCEAP website.
- 14) ONLY YOUR UC CAMPUS ACADEMIC ADVISOR (College and/or Department) can approve credit and type of credit (major, minor, GE, elective) granted for courses taken on EAP. Please keep this fact in mind when choosing courses and be sure to contact your UC campus academic advisor first if you want to change courses once you are abroad.

Best wishes to you as you prepare for a wonderful experience 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 2013

LSE Summer - Pembroke/King’s College Summer – Sussex Summer

I have read the letter from Michelle Bobro, UOEAP, addressed to applicants for UK Summer programs.

I understand:

I am responsible for all travel arrangements from the U.S. to the program site and I understand the “official start date” is the day I must appear at the program’s designated “arrival” site. #7 and #8

I am required to live in campus housing. #6

Class attendance is mandatory. #4

There is an EAP Study Center in the UK available to assist me at any time with whatever problems I may encounter. #9

There are several EAP and Summer program provider withdrawal deadlines, with significant financial penalties. #10

I have read Section #11 and I understand it is my responsibility to obtain the correct entry clearance (visa) in order to participate in EAP.

I WILL NOT travel to or through the Republic of Ireland on my way to the UK. #13

Print name: _____ Date: _____

Signature: _____

Circle One: LSE Summer - Pembroke/King’s Summer - Sussex Summer