



## EXTENSION OF PARTICIPATION

<b>Why You Should Consider Extending</b>	Review possible UCEAP extensions and keep your options open
<b>Steps in the Extension Process</b>	<ol style="list-style-type: none"><li>1. Obtain approval to extend before departure</li><li>2. Request final approval to extend by the deadline</li><li>3. Final approval of your request</li></ol> Retracting your extension request
<b>Logistics for the Second Term</b>	You are responsible for planning the details of the second term Extension program budget and payment due dates
<b>Back-to-Back UCEAP Programs</b>	You may be able to participate in more than one UCEAP program



## Why You Should Consider Extending

### Review possible UCEAP extensions and keep your options open

Students on short-term programs often discover that they want to stay longer. If you are going on a short-term program, consider what commonly occurs:

After a few months in the host country, your language skills will have increased, you will be acclimated to the local traditions and customs, and you will have formed bonds with new friends. You may want to stay longer, but if you do not plan ahead for this possibility, it may be too late to extend by the time you reach the decision.

It is best to keep your options open. If you can anticipate the possibility of extending your participation now, you will be ahead of the game. It is easy to extend if you obtain approval before departure (see Step 1 in the next section of this chapter). You are strongly encouraged to consider this opportunity.

Most short-term UCEAP programs enable you to extend your participation from the first term to the next within the same program or country. It may also be possible to extend UCEAP participation at the same site to the following academic year.

## Steps in the Extension Process

### 1. Obtain approval to extend before departure

Complete and submit an approved [Departmental/College Preliminary Approval to Extend](#) form (DPA) at the time of UCEAP application. If you miss this first deadline, you may still submit a DPA during the predeparture period, depending on the program. The DPA must include a “yes” response and must be approved by your departmental/college advisor.

Submitting a DPA does not commit you to extending, but it keeps your options open; if you decide to extend once abroad, having a DPA will make the process much easier.

### 2. Request final approval to extend by the deadline

Know the deadline to request extension of your participation once you are abroad. Your Study Center or Liaison Office may send a reminder, but it is your responsibility to meet the deadline.

To extend your participation, complete a [Request for Final Approval to Extend](#) form (RFA). The RFA can be used only if you submitted an approved DPA. Submit the RFA to your Study Center or Liaison Office.

**Alternate Step:** If you did not submit an approved DPA before departure, you must complete a [Petition to Extend form](#) (PTE) instead of an RFA. The petition process can be lengthy; it must be approved by UCEAP, your UC campus department chair, and the UC dean or provost. Obtaining approval to extend using this form can take up to six weeks if not longer, and there is no guarantee that you will be approved to extend. It is best to avoid the frustrations and delays associated with this process by getting preapproved with a DPA before departure.

### 3. Final approval of your request

If approved by the Study Center or Liaison Office, the RFA will be forwarded to UCEAP for final approval. Final approval is determined by UCEAP and contingent upon space availability in the program, fulfillment of financial obligations, language acquisition, and satisfactory academic and behavioral standing. This process usually takes less than one week.

Once your extension has been approved, UCEAP will notify your UC Campus EAP Office and that office will notify your home campus registrar and Financial Aid Office.

### Retracting your extension request

If you need to cancel an approved RFA or Petition to Extend, you must immediately notify both the UCEAP Systemwide Office and the Study Center or Liaison Office of your decision in writing. If you retract an extension request, you will be responsible for paying a withdrawal fee plus unrecoverable costs. Refer to the Student Agreement for additional information.



## Logistics for the Second Term

### You are responsible for planning the details of the second term

Work with the Study Center or Liaison Office to ensure that your visa is extended to the next term. Make sure you have housing and that other logistical issues are in order, and budget appropriately.

Make sure you have health insurance coverage when you return to the U.S. after your extension program is over. If you find that you need gap insurance coverage after your program, you can register and pay the premium for gap insurance online through the UCEAP insurance provider.

### Extension program budget and payment due dates

Make timely payments for the additional program. For program fees and due dates, see the UCEAP Student Budget and Payment Vouchers, located in the [Participants](#) portal of the UCEAP website. Refer to the due dates of the program to which you have extended.

If you receive financial aid, contact your UC Financial Aid Office to request a revision of your financial aid package. Financial aid revisions may delay disbursement, so be sure to plan and budget accordingly.

#### Final Payment Due Dates

- To extend from a fall program to a year program: **December 1**
- To extend from a spring program to a year program: **August 1**

A billing notification is sent to your e-mail address on record in MyEAP 30 days prior to the final payment due date or upon approval of extension, whichever occurs later. Failure to receive a reminder billing e-mail from UCEAP's Finance Unit does not relieve you of the responsibility to make UCEAP program payments on time.

If you are also sent a bill from your UC campus for the term to which you are extending your UCEAP participation, contact your UC campus billing office in order for them to remove the fees.

## Back-to-Back UCEAP Programs

### You may be able to participate in more than one UCEAP program

Participating in multiple programs is another option you may consider, and the process is different from extending. You can arrange this before leaving the U.S. Submit a separate application for each program by the campus deadline, and notify your Campus EAP Advisor that you intend to participate in back-to-back programs. The Campus EAP Office may have additional requirements.

Participating in back-to-back programs requires an exceptional level of organization and maturity. You must prepare in advance for the second program while completing the first one. For example, you may need to obtain a visa or entry permit for the second program while you are outside the U.S. In other cases you may need to plan a flight home between programs or pay for a second passport. In some cases, it may not be possible to participate in programs back-to-back due to visa requirements or conflicting schedules.