



# Extension of Participation

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# Extending Your Study Abroad

Once you are abroad, you may decide to stay longer. It is possible to extend your participation in some programs.

You can expand your study abroad experiences in several ways:

1. Extend your stay from a single term to a second term abroad (see Steps in the Extension Process)
2. Participate in back-to-back programs
3. Go abroad again in a different academic term or year

## EXTENDING PARTICIPATION

### Steps in the extension process

Many short-term UCEAP programs allow you to extend your participation to a second term within the same program or country. It may also be possible to extend UCEAP participation at the same site to the following academic year.

It is easy to extend if you obtain approval before departure. We encourage you to consider this opportunity.

1. **Obtain approval to extend before departure**  
Obtaining approval to extend does not commit you to extending, but it keeps your options open. If you decide to extend once abroad, having the correct paperwork will make the process much easier.

Complete and submit an approved **Departmental/College Preliminary Approval to Extend** (DPA) form at the time of UCEAP application. If you miss this first deadline, you may still submit an approved DPA during the pre-departure period, depending on the program. The DPA must be approved by your departmental and/or college advisor.

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 once abroad, complete a **Request for Final Approval to Extend** (RFA) form. The RFA can be used only if you submitted an approved DPA. Submit the RFA to your Study Center or Liaison Office for processing.

#### Alternate Step

If you did not submit an approved DPA before departure, you must complete a **Petition to Extend** (PTE) instead of an RFA. This petition process takes time; the PTE must be approved by UCEAP, your UC campus department chair, and the UC dean or provost. It is best to avoid the frustrations and delays associated with this process and get preapproved with a DPA before you depart.

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 is 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 Study Abroad Office and they will notify your home campus Registrar and Financial Aid Office.



## Retracting your extension request

If you need to cancel an approved RFA or PTE, **send an email** immediately to the UCEAP Systemwide Office and the Study Center or Liaison Office to inform them of your decision. If you retract an extension request, you will be responsible for paying a withdrawal fee plus unrecoverable costs if your retraction is after the withdrawal deadline for the term to which you are extending. Refer to the Student Agreement in **MyEAP** for additional information.

## Considerations for the second term

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

Make sure you have health insurance coverage when you return to the US after your extension program is over.

## Extension program budget and payment due dates

Students who extend from a fall to year or spring to year program will receive a savings of \$900. For the remainder balance of the additional program, you are expected to make timely payments.

For program fees and due dates, see the UCEAP Student Budget and Payment Vouchers, located in the Money Matters section of the **Pre-Departure Checklist**. 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 email address on record in MyEAP 30 days prior to the final payment due date or upon approval of extension, whichever occurs later. Even if you do not receive a reminder email, you are responsible for paying 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 to remove the fees.

## MULTIPLE TERMS ABROAD

You can participate in several study abroad programs during your time at UC. Submit a separate application for each program by the campus deadline. If you are participating in sequential, back-to-back programs, work with your UCEAP advisor.

Participating in back-to-back programs requires staying organized, but the value you get is worth the effort. 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 US. In other cases, you may need to plan a flight home between programs or obtain new travel documents. In some cases, it may not be possible to participate in programs back-to-back due to visa requirements or conflicting schedules.