### UCEAP Application Tips

**Submit Only 1 Application (per EAP Term)**

If you submit multiple applications, only the first one that you submit will be reviewed. The application portal timestamps your application submission actions. Cancel the applications for programs which you no longer have an interest.

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**Coursework Section (Tab #4 - Academic Information)**

Your application cannot be reviewed until this section has been fully completed.

Starting with the term in which your UCEAP application is submitted, list your current course work and all projected course work for each remaining term prior to your UCEAP departure, including summer. Include full course titles. Do not include work already completed.

### Total Units (Tab #4 - Academic Information)

Find the total overall units at the bottom of your transcript.

### Class Level (Tab #4 - Academic Information)

Locate your “total units at the time your program starts.”

- Use this table to translate what your class standing will be based on your units at the time your program starts.
- Select the correct class level here

<table>
<thead>
<tr>
<th>Standing</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-44.9</td>
</tr>
<tr>
<td>Sophomore</td>
<td>45-89.9</td>
</tr>
<tr>
<td>Junior</td>
<td>90-134.9</td>
</tr>
<tr>
<td>Senior</td>
<td>135.0 +</td>
</tr>
</tbody>
</table>
PASSPORT COPY (Application Instructions)

If your application requires this, upload a clear copy of your valid and signed passport. Do not upload copies of passports that have or will expire sooner than 6 months after your program ends, unless otherwise stated on your UCEAP application instructions. Do not upload copies of passport order receipts.

Example of a clear passport copy.
Make sure all numbers are clear and not cut off. The copy should be a scan and not a picture.

DEPARTMENTAL PRE-APPROVAL TO EXTEND - DPA (Application Instructions)

If the option to extend from one UCEAP term to another is available for your program, this will be listed on your application instructions.

Many students extend their participation while abroad!

- You are strongly encouraged to complete and submit the DPA. It must be signed by your academic advisor.
- If you’re planning to graduate at the end of your EAP program, you must also obtain a signature from your College (L&S, Engineering, CCS).
- Submitting this form does not commit you to extending; it just makes the process of extending much easier for you.

DOCUMENT UPLOAD (Tab #6)

Select the correct upload document name!

For example:

- Application requires the “Statement of Purpose”
- Select “Statement of Purpose”
- Do NOT select “Campus Statement of Purpose”