TRAVEL. LEARN. LIVE.

Study Abroad at the University of California!

UCEAP Reciprocal Exchanges
Online Application Tutorial

http://eap.ucop.edu/ReciprocalExchanges
Access MyEAP Online Application

To establish a log-in ID and password, click on the link on the left side of the screen.

To return to your application at a later time, log-in with your ID and password on the right side of the screen.

For technical problems, contact: reciprocityhelpdesk@eap.ucop.edu.

Access the UCEAP Reciprocity online application: https://myeap.eap.ucop.edu/Galileo/Public/Login.aspx.
Establish Username and Password

To establish a username and password, and to access the UCEAP online application, fill out the fields below to submit.

First Name: (as stated on passport)  
Middle Name: (as stated on passport)  
Last Name: (as stated on passport)  
Date of Birth: (month/day/year)  
E-mail Address:  
Graduate Student Access Code: (only required for graduate students)  
Country of Your University:  
Current University: (i.e., EAP Partner institution)  
Username: (at least 8 characters long)  
Password: (at least 8 characters long)  
Confirm Password:

- Enter your date of birth in this format: month/day/year. (i.e. January 3, 1997 = 1/3/1997)
- Enter the e-mail address you check the most frequently.
Select Start Term

To apply as an exchange student under the University of California Reciprocal Exchanges, you must be nominated by your home university. Your home university must have an established exchange agreement with the University of California to nominate you.

Some sections of the application must be completed online, while others must be in paper form. Use How to Apply guidelines to complete the online part of your application. Review the Preliminary Steps first.

Select your application term, that is the term when you want to begin your exchange at UC. Winter/Spring applicants: Check with your home university international office to ensure applications are being accepted.

FALL - August/September 2018

To complete the online part of your application follow these steps:

Complete all sections of the online application. Click here to complete the online application, then submit the application.

Research a minimum of three UC campuses at Discover UC.

Return to the application and complete a Study Plan for each UC. Submit Prerequisites information if your major is listed, then submit the study plans.

Note: You must submit the application and the study plan sections separately.

- Refer to the Preliminary Steps in application instructions: http://eap.ucop.edu/ReciprocalExchanges/Pages/Undergraduates/ApplyUndergraduates.aspx.
- Select the application year and term to initiate your online application.
- Complete the Study Plans and Prerequisites sections before your home university can release your application.
Personal Information

Full Legal Name (exactly as it appears on your passport)

<table>
<thead>
<tr>
<th>Last Name (Surname or Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle (Second Given, Christian, or Western Name)</th>
<th>Suffix (Jr., III, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMPLE</td>
<td>Sally</td>
<td></td>
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</tbody>
</table>

Name On Previous Academic Records, If Different From Above

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Suffix (Jr., III, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Place Of Birth

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRANCE</td>
<td>Lyon</td>
</tr>
</tbody>
</table>

U. S. State

State or Province (if born outside the U.S.)

-- Not Applicable --

Date Of Birth (month/day/year)

1/3/1997

Gender

- Female
- Male

- Enter the personal information exactly as it appears on your passport.
### Address Information

**Primary E-mail Address**
- Test@mail.com
  - (max. 100 chars; used: 13)

**Other E-mail Address**
- Email2@mail.com
  - (max. 100 chars; used: 15)

**UC E-mail Address**
- (provide on arrival at UC)

**Permanent Contact Address**
- **Country**: FRANCE
- **Number, Street, Apartment Number**
  - 56 rue de Lyon
    - (max. 30 chars; used: 14)
- **U.S. State**: -- Not Applicable --
- **U.S. Zip Code**
- **International Postal Code**: 69001
- **City**: Lyon
- **U.S. Telephone**
- **International Telephone**: +33 4 12 34 56 78

**Contact Address** (while at your home university)
- **Check If Same as Permanent Contact Address**
- **Country**: FRANCE
- **Number, Street, Apartment Number**
  - 19 rue de France
    - (max. 30 chars; used: 17)
- **U.S. State**: -- Not Applicable --
- **U.S. Zip Code**
- **International Postal Code**: 69005
- **City**: Lyon
- **U.S. Telephone**
- **International Telephone**: +33 6 87 65 43 21

- **Make sure your e-mail address(es) are entered correctly. UC and EAP will mainly use e-mail to contact you.**

- **Enter at least one address that is a physical location (not a post office/P.O. box).**
Address Information

Emergency Contact Address
Provide the name of the person to contact in case of emergency, and the relationship to you.

Last Name: Ample
First Name: Richard
Relationship to You: Father
Country: FRANCE
Number, Street, Apartment Number: 56 rue de Lyon
City: Lyon
U.S. State: -- Not Applicable --
U.S. Zip Code:
International Postal Code: 69001
U.S. Telephone:
International Telephone: +33 4 12 34 56 78

Contact Address (while at UC)
Provide your California address once established.

Valid from:
Valid to:
Number, Street, Apartment Number:
City:
Zip Code:
U.S. Telephone:
International Telephone:
Select "NA - Not Applicable" if you are not currently in the U.S. as a non-immigrant.
Enter your test type, date, and registration number, even if you have not received your test score yet.
Enter your degree and field of study.
Three UC campus choices are **required for all applicants**. Submit a study plan for each campus choice that you list here.

<table>
<thead>
<tr>
<th>Move Rank Down</th>
<th>Move Rank Up</th>
<th>Rank</th>
<th>UC Campus</th>
<th>UC Major</th>
<th>Duration</th>
<th>Edit</th>
<th>Delete</th>
<th>Complete Study Plan</th>
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<tr>
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<td>1</td>
<td>UCI</td>
<td>Economics</td>
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<td></td>
<td></td>
<td>2</td>
<td>UCM</td>
<td>Economics</td>
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<td>UCSC</td>
<td>Economics</td>
<td>3</td>
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</tr>
</tbody>
</table>

I will be working on a thesis for my home university during my UC exchange:

- [ ] Yes
- [x] No

**Thesis subject:**

---

**Academic Statement**

In addition to your study plan and transcripts, describe your academic plans for the UC exchange. (maximum of 1500 characters)

- List and rank your three preferred UC campuses, with your UC major and duration of study for each campus choice. Consult the [UC academic calendar](mailto:) to understand term dates.
- Share your academic objectives for your UC exchange studies. Describe what is important to you and how it may relate to your academics or future career objectives.
- From this screen, you may choose to complete the *Study Plans* section or proceed to the *Student Contract/Authorization* screen.

(max. 1500 chars; used: 0; words: 0)
UNIVERSITY OF CALIFORNIA

Calendar for the Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz campuses

**UCB and UCM have semester-length terms.**
A semester includes 15 weeks of instruction.
Fall semester (mid-August – mid-December)
Spring semester (mid-January – mid-May)
One full academic year at UCB and UCM is **two semesters for a total of 30 weeks** of instruction.

**UCD, UCI, UCLA, UCR, UCSB, UCSC, and UCSD have quarter-length terms.**
A quarter includes 10 weeks of instruction.
Fall quarter (mid-September – mid-December)
Winter quarter (January – mid-March)
Spring quarter (April – mid-June)
One full academic year at these UC campuses is **three quarters for a total of 30 weeks** of instruction.

**Fall Arrival**

<table>
<thead>
<tr>
<th>UC Term</th>
<th>UC Campus</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
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</thead>
<tbody>
<tr>
<td>Semester</td>
<td>UCB and UCM</td>
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<td>Quarter</td>
<td>all other UC campuses</td>
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**January Arrival**

<table>
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<tr>
<th>UC Term</th>
<th>UC Campus</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<td>Semester</td>
<td>UCB and UCM</td>
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<tr>
<td>Quarter</td>
<td>all other UC campuses</td>
<td>Winter Quarter</td>
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</table>
Participation Status
I understand that credits toward a University of California (UC) degree cannot be earned while I am a UC Education Abroad Program (UCEAP) non-degree student, as waiver of UC fees and non-resident tuition is contingent upon UCEAP non-degree status.

I understand that if accepted by a UC campus as a Reciprocal Exchange student, there may be certain limitations as to the courses in which I may enroll, and I cannot be guaranteed enrollment in specific courses.

I agree to enroll full-time each term (12-13 units) as defined by my host UC and host college/school. Full-time enrollment is required of both U.S. and non-U.S. citizens.

I agree to comply with the UC tuberculosis screening requirement and to provide proof of mandated vaccinations to my host UC in accordance with announced deadlines.

I confirm that I will be enrolled at the UC partner university during the time of my exchange studies.

Financial Information
As a UCEAP non-degree student I will be exempt from UC tuition, student services fees and campus-wide miscellaneous fees. I agree that any campus fees associated with choosing to enroll in specific courses or to utilize specific services shall be paid by me. This may include, but is not limited to, studio and laboratory fees; field work fees; music studio and lessons fees; document and document mailing fees, materials/technologies fees, and cultural, social, or athletic services fees.

I will be responsible for all personal expenses, including travel and living (meals, housing, etc.) while in the U.S.

I understand that I will automatically be enrolled in a UC-sponsored student health insurance plan and that I will be responsible for payment of the cost of that insurance during each term of enrollment at the University of California. I understand that I may submit a request for exemption (waiver) from the UC-required plan which will be subject to the approval of my host UC. It is further understood that UCEAP cannot guarantee that my request for waiver, should I choose to submit one, will be approved.

I will be responsible for any fees associated with mandatory arrival orientation. Said fees will not exceed the cost paid by other students participating in the same orientation program.

Student Conduct and Low Academic Achievement
I agree to abide by all the rules, regulations, and requirements of the University of California and the UC Education Abroad Program.

I understand that UCEAP reserves the right to deny or revoke my participation in UCEAP if I violate UC rules, or am dishonest in dealing with UCEAP or other University personnel, or I engage in behavior reflecting a serious lack of judgment or integrity, to the extent that it calls into question my ability to participate successfully in UCEAP.

I understand that I am expected to maintain good academic standing as determined by the University of California (minimum GPA of 2.0) for each term of Program participation. Failure to maintain good academic standing may result in probation or dismissal from the Program.

Any withdrawal or unauthorized leave of absence shall automatically terminate my participation in the Exchange.

Student Travel and Orientation
I understand that personal travel cannot interfere with participation in the exchange program and agree to be present for mandatory orientations, classes and scheduled examinations.

Housing
I understand that housing is not guaranteed or provided to me by the University of California, and that I will be responsible for payment of the cost of housing both temporary and permanent for the duration of my stay in the U.S.

Required Authorizations: You must accept these terms to submit your application.
I certify the information given on this application is my own work, factually true and correct. I further understand that withholding information or giving false information may be cause for denial of an offer of participation, cancellation of registration, or dismissal.

I hereby authorize the release of information and academic records generated during my attendance at the University of California to the UC Education Abroad Program and my home university, as deemed necessary by this Program.

In the event of a medical or other crisis, UC and UCEAP may release any necessary information to my home university and my emergency contact.

I authorize the University of California to release to my school or college counselor/counseling office (or sponsoring agency) information regarding my application, including test scores, transcripts, and other supporting documents, as they relate to my admission and scholarship status.

I understand that the information I provide to UCEAP may be transferred, stored and processed at any UCEAP location, including the United States, where the University of California is located, and that the data privacy laws of the United States may not provide the same privacy rights or level of data protection of my country of residence.
Review your information before you print this page for your personal records.

**PERSONAL INFORMATION**
- **FULL LEGAL NAME:** Sally AMPLE
- **PLACE OF BIRTH:** Lyon, FRANCE
- **NAME ON PREVIOUS ACADEMIC RECORDS,**
  **IF DIFFERENT FROM ABOVE:**
  **DATE OF BIRTH:** 1/3/1997 (month/day/year)
- **GENDER:** Female

**ADDRESS INFORMATION**
- **PRIMARY E-MAIL ADDRESS:** test@mail.com
- **OTHER E-MAIL ADDRESS(ES):** email2@mail.com
- **PERMANENT CONTACT ADDRESS**
  - **Country:** FRANCE
  - **Street:** 56 rue de Lyon
  - **City:** Lyon
  - **State or Province:**
  - **International Postal Code:** 69001
  - **International Telephone:** + 33 4 12 34 56 78
  - **U.S. State:** n/a
  - **U.S. Zip Code:** n/a
  - **U.S. Telephone:** n/a

- **CURRENT CONTACT ADDRESS**
  - **Country:** FRANCE
  - **Street:** 19 rue de France
  - **City:** Lyon
  - **State or Province:**
  - **International Postal Code:** 69005
  - **International Telephone:** + 33 6 87 65 43 21
  - **U.S. State:** n/a
  - **U.S. Zip Code:** n/a
  - **U.S. Telephone:** n/a

- **EMERGENCY MAILING ADDRESS**
  - **Name:** Richard Ample
  - **Relationship:** Father
  - **Country:** FRANCE
  - **Street:** 56 rue de Lyon
  - **City:** Lyon
  - **State or Province:**
  - **International Postal Code:** 69001
  - **International Telephone:** + 33 4 12 34 56 78
  - **U.S. State:** n/a
  - **U.S. Zip Code:** n/a
  - **U.S. Telephone:** n/a

- **TEMPORARY MAILING ADDRESS**
  - **From:**
  - **To:**
  - **Country:** [BLANK]
  - **Street:**
  - **City:**
  - **State or Province:**
  - **International Postal Code:**
  - **International Telephone:**
  - **U.S. State:** n/a
  - **U.S. Zip Code:** n/a
  - **U.S. Telephone:** n/a

**VISA INFORMATION**
- **ARE YOU A U.S. CITIZEN?** No
- **COUNTRY OF CITIZENSHIP:** FRANCE
- **COUNTRY OF PERMANENT RESIDENCE:** FRANCE

**U.S. IMMIGRATION STATUS**
- **CURRENT IMMIGRATION STATUS:** Non-immigrant
- **CURRENT VISA TYPE:** NA - Not Applicable
Review your information before you print this page for your personal records.

PERSONAL INFORMATION

FULL LEGAL NAME: Sally AMPLE

EDUCATIONAL HISTORY

COUNTRY UNIVERSITY
COUNTRY OF YOUR UNIVERSITY: FRANCE
CURRENT UNIVERSITY: University of Lyon 2
CURRENT UNIVERSITY DEGREE PROGRAM: Licence, Faculty of Economics

SPOKEN LANGUAGES
LANGUAGE(S) YOU LEARNED TO SPEAK FIRST: French
OTHER LANGUAGE:

ESL SCORES

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<thead>
<tr>
<th>Type</th>
<th>Score</th>
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<tbody>
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<td>TCEFL IBT</td>
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</table>

EDUCATIONAL HISTORY

<table>
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<th>City</th>
<th>Begin Month</th>
<th>Begin Year</th>
<th>End Month</th>
<th>End Year</th>
<th>Is Secondary School of Grad.</th>
<th>Type of Certification Received</th>
<th>Received in Year</th>
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<tr>
<td>FRANCE</td>
<td>No</td>
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<td>Lyon</td>
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<td>2012</td>
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<td>6</td>
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EDUCATIONAL GAPS

CAMPUS CHOICES

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<th>Ranking</th>
<th>Campus</th>
<th>Major</th>
<th>Duration</th>
</tr>
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<tbody>
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<tr>
<td>3</td>
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<td>Economics</td>
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RELEASE AUTHORIZATION

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<tr>
<th>OUTSIDE AGENCIES</th>
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<tbody>
<tr>
<td>PARENTS OR GUARDIANS</td>
<td>No</td>
</tr>
<tr>
<td>STUDENT ORGANIZATIONS</td>
<td>No</td>
</tr>
</tbody>
</table>

I will be working on a thesis for my home university during my UC exchange: No
Thesis Subject:

PERSONAL INFORMATION

FULL LEGAL NAME: Sally AMPLE

ACADEMIC STATEMENT
Your application is not complete and cannot be submitted until all the required information below is provided.

**Address Information**
Emergency Address Contact Person Relationship to You

**Visa Information**
Current Immigration Status

**Language Information**
Language of Instruction Grades 6 Through 8

**Educational History**
Explain gap in education history

**Academic Statement**
Enter an Academic Statement

**Release Authorization**
Indicate acceptance of the required release authorization.

- Complete all the areas of your application where information is missing.
- Click on the link to go to the appropriate screen for completion.
Submit

- Click the *Submit Application* button after completing all sections of the online application.

- Check your primary e-mail address to make sure that you received an e-mail confirming submission of your online application.

- This screen will appear as a confirmation that your online application is submitted.

- To complete your study plans now, click here.