

MyUCR Abroad UCEAP Application Guide



Application Tips

Eligibility for Programs

- You must meet the eligibility requirements like major and minimum GPA by the time of application submission. If you do not meet the eligibility of a program, your application will not move forward.
 - Some eligibility requirements, like course prerequisites, can be met at the time of participation.
- You must maintain the minimum eligibility and good student conduct throughout the predeparture phase if accepted.
 - If you do not meet these requirements, you will be administratively withdrawn from your program.

Housing while on Program

- Explore the Housing tab on your program page; some programs will only offer **1 type** of housing, while others could have up to **3 options**. Make sure you are comfortable with the potential living situations for your time on program.

Program Dates

- Program dates are not available at this time, but the approximate dates are available on the Dates and Eligibility tab. If accepted by the program, you will be obligated to participate on your program during that time, starting late or leaving early will not be possible.

Program Names and Terms

- Program names can be very similar or programs be offered during multiple terms; make sure your MyUCR Abroad and UCEAP applications match

MyUCR Abroad Application

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FILL OUT APPLICATION

- ☐ **UCEAP Application Acknowledgement**
- ☐ **Personal and Program Informaiton**
- ☐ **Transcript Upload**
- ☐ **Academic Planning Form & Additional Documents**
- ☐ **Passport Information**
- ☐ **UCEAP Disciplinary Clearance Form**
- ☐ Review & Save
- ☐ **Selection Letter (You MUST read this after receiving Acceptance Email)**

Your application will consist of 6 sections.

Some sections do not need to be completely filled out for you to submit your application.

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Participating in a UCEAP program is a dual application process. To move forward for consideration, you must complete the campus application on MyUCR Abroad and the application on the UCEAP portal.

Read through the UCEAP Application Acknowledgement and answer Yes or No

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Personal and Program Information will ask questions about you and the program you selected.

We recommend that you have the UCEAP program page available to assist with this section

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Questions in the **Personal and Program Information** section will include:

- Is this your first time outside of the country?
 - If you select 'No' - Was this a study abroad program? Where did you go?
- In two to four sentences, why are you interested in participating in this program or location?
- Using the 'Dates and Eligibility' tab on your program's UCEAP page, you will be away from campus for which terms?
- Using the 'Academics' tab on your program's page, what kinds of courses or educational experiences do you want to take part in?
- What language do you plan on taking courses in? (English, host language, etc) Do you speak the language of your host country? If yes, what level of proficiency?
- Have you explored the 'Housing' tab on your program's UCEAP page?
 - If you select 'Yes' - If your program has multiple housing options, which would be your first choice and why?
- Using the 'Cost Estimate' tool on your program's UCEAP page, how much is the estimated cost of your program
 - Note 1: When using the 'Cost Estimate' tool, your 'Cohort' will be the year that you first started at UCR. For example, if your first term at UCR was Fall 2024, your cohort would be 2024-2025.
 - Note 2: Total Estimated Cost of Attendance is broken down into two sections, Costs Paid to UCEAP and Costs Not Paid to UCEAP. Your financial aid will be disbursed to the Cost Paid to UCEAP, if you have a refund of funds it can be used for other costs associated with the program. We encourage you to apply for every scholarship opportunity you are eligible for to assist with program costs.
- Do you plan to receive financial aid?
- Will you file for FAFSA for the next academic year?
- I acknowledge that I have reviewed all of the available information on the UCEAP portal about my program:
 - Dates and Eligibility
 - Academics
 - Housing
 - Cost
 - Support

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FILL OUT APPLICATION



The screenshot shows a vertical list of application steps, each with a radio button icon to its left. The steps are: UCEAP Application Acknowledgement, Personal and Program Information, Transcript Upload, Academic Planning Form & Additional Documents, Passport Information, UCEAP Disciplinary Clearance Form, Review & Save, and Selection Letter (You MUST read this after receiving Acceptance Email). A large blue arrow points from the right towards the 'Transcript Upload' option.

- ☐ UCEAP Application Acknowledgement
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Upload a copy of your most up-to-date UCR transcript.

- You may upload an official or unofficial transcript
- To get an unofficial transcript:
 - Log onto R'Web
 - Click Student Academic Summary
 - Selecting the Unofficial Transcript option on the left.
 - Click Print, then Save as PDF
- Label your document with your first initial last name and Transcript - (example: S. Highlander Transcript). Only upload JPG and PDF files
- If you are a transfer student:
 - Double check the UCEAP Application instructions to see if you are able to apply with a transfer transcript.

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You can submit your MyUCR Abroad application **without** your Academic Planning Form (APF).

The APF can be submitted up to a month after the application deadline. Check your program's page for the application deadline and plan your meetings with your UCR Academic Advising team accordingly.

We encourage you to be proactive with this requirement and try to complete it before submitting your application

If you submit this item earlier, it's one less thing to do in your predeparture phase.



How to Complete the APF

1. Download the APF on MyUCR Abroad in the Academic Planning Form & Additional Documents section of your application **OR** in the Document Library on MyUCR Abroad.
 - a. Make sure to download the form based on your college or school.
2. Go to the Academics tab of your program and scroll to the Catalogs and Resources.
3. Use the catalogs to explore potential course opportunities; we recommend starting with the UCEAP Course Catalog and then exploring the options on any other available catalogs.
4. Fill out the APF with courses and save any course descriptions or syllabi available in preparation to meet with your Academic Advisor
5. Meet with your Advisor to discuss the courses you intend to take
 - a. If the form requires a Dean's signature, your Academic Advisor will assist with this step
 - b. If you are a double major or have a minor, you may need to meet with the Academic Advisor if you want to fulfill requirements in that area
 - c. If you are pre-business, wanting to fulfill Business requirements, you will also need to meet with an Academic Advisor in the School of Business to receive credit approval
6. Depending on the department, your completed APF may be sent to the Education Abroad office on your behalf or you will need to upload it

Note: You are not registering for your program coursework when you complete your APF; course registration occurs at a later date.



- Passports are **not typically required** at the time of submission, **HOWEVER**, you must have your passport in hand by the date UCEAP lists on the Application Instructions
- Passports must be valid up to 6 months AFTER the end of your program
 - If your program ends in June, your passport must be valid until December
- If you do not have a passport, it's expired, or it's going to expire, order your passport immediately!
- You can apply for your passport/renewal on campus with [Campus Business Services!](#)
- The scan upload must include the photo and signature page. Your passport must be signed to be considered valid.
 - Non-U.S. Passports must show the equivalent details

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- **No immediate action** needs to be taken by you for the Disciplinary Clearance. The Education Abroad office will reach out to the Student Conduct and Academic Integrity Programs on your behalf and will reach out to you as necessary.
- If you do not provide consent for us to perform a conduct check, it's possible you will not move forward for consideration for your program.



Final Application Tips

- Many programs are limited capacity. For the best likelihood of being selected for your first choice in program, submit your application early!
- Both MyUCR Abroad and UCEAP Applications must be submitted by the 11:59pm on the deadline date.
- Late apps will not be accepted!



Questions on the UCEAP portal/application?

If you have questions about the UCEAP Portal, program or application process, the UCEAP Advising team has 3 different types of advising opportunities!

GET READY WITH ME: PREPARING FOR YOUR GLOBAL ADVENTURE

THURSDAYS AT 2–3 PM | [PRE-REGISTER OR REGISTER AS YOU JOIN](#)

This interactive application workshop will help you think through all the preparation necessary to study abroad. In addition to program selection and goal setting, this workshop will cover academic planning; finances, budgeting, and scholarships; cultural awareness and identity; and the application process timeline.

[View our registration form](#) and select the Thursday afternoon session that works for you.

*Note: These workshops are not recorded. If you cannot attend during the designated time, please come to a drop-in session or schedule a one-on-one appointment for more information!

DROP-IN HOURS

MORNINGS AND AFTERNOONS, MONDAY THROUGH THURSDAY | [REGISTER VIA THE LINKS BELOW](#)

These are casual sessions where you can swing by to ask one of our advisors anything that's on your mind. Note that there may be other students in the session with you: if you have a lot of program-specific questions or a unique situation, we suggest booking a one-on-one appointment below.

Click on the orange timeframes to view the registration form and select the date that works for you.

Mondays	Tuesdays	Wednesdays	Thursdays
10 am – Noon	8 – 10 am	9 – 11 am	11 am – 1 pm
2 – 4 pm	2 – 4 pm	1 – 3 pm	3 – 5 pm

ONE-ON-ONE ADVISING

SCHEDULE A VIRTUAL APPOINTMENT | [RESERVE YOUR APPOINTMENT HERE](#)

Schedule a one-on-one virtual advising appointment to chat with a UCEAP advisor. You can schedule a regional appointment if you have questions about specific program offerings, or a general advising appointment if you just want to learn more about UCEAP.

<https://uceap.universityofcalifornia.edu/discover/uceap-application-advising>

Questions?

We are here to help & support!

Student Services Building 2nd Floor

General Email: educationabroad@ucr.edu

Campus Advisors:

Katharine Fitzgerald
UCEAP Advisor
katharine.fitzgerald@ucr.edu
951-827-2906

Sonja Lind
FLEAP Advisor
sonja.lind@ucr.edu
951-827-6143

Financial Aid:

Mary Grawl
mary.grawl@ucr.edu
Last Names: A-L

Lesley Hernandez
lesley.hernandez@ucr.edu
Last Names: M-Z

Campus Application Drop-In: Tuesdays, check the '[Events](#)' calendar for the most up-to-date times.

Appointments for Campus EA and Financial Aid Advisors: Appointment tab on [MyUCR Abroad](#). To see advisor availability, you must select an appointment reason and an advisor's name.

UCEAP Advising: <https://uceap.universityofcalifornia.edu/discover/uceap-application-advising>

UCEAP Student Application Tutorial: <https://www.youtube.com/watch?v=ffzRIQZr2Mg&t=1s>