UCEAP Application and Limited Capacity Programs Tutorial
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How to Complete & Submit Your Limited Capacity UCEAP Application

- Limited Capacity Basics
- MyEAP Application
- SlugsAbroad Application
- Additional Items and Notes
- FAQ's
Limited Capacity

• Some UCEAP programs are Limited Capacity. Please find a list of capacity programs on our website studyabroad.ucsc.edu.
• Limited Capacity programs have a restriction on the number of students who can be accepted. These programs will fill-up once the cap is met.
• What does that mean for you?
  • Review the list of Limited Capacity programs on our website
  • Apply early before the program fills up
  • Think about back-up program options in case your first choice fills up. Your Study Abroad Advisor will work with you so that you can apply to another suitable program.

What You Can Do in Advance Before Applying on SlugsAbroad:
• Find out what day the SlugsAbroad application will open up for your program and do the following before that day:
  • Apply on UCEAP - MyEAP applications are already open!
  • Complete your UCEAP Academic Planning Form
  • Apply for/renew your passport
MyEAP Online Application

tips, tricks, & must-haves

"Program," "Personal Info" & "Contact Info" tabs:

CLASS LEVEL WHILE ABROAD
Use your "Total Units at Time of Departure" in "Academic Info" tab of the UCEAP Online Application to determine your class level while abroad. Class Level by Units: 0-44=Freshman, 45-89=Sophomore, 90-134=Junior, 135+=Senior

PROGRAM & YEAR
Confirm that your application is for the correct academic year and correct program.

LAST NAME, FIRST NAME
Must be in this order. Must be the name that appears on your passport!

CITIZENSHIP
If not USA, you must speak with an International Student Advisor about any visa restrictions/limitations. Visit the UCSC International Student & Scholar Services website to find advisor drop-in hours: isss.ucsc.edu

PASSPORT
Passport expiration date must be valid at least 3 months after the end date of your program (6 months or more for some countries, see your UCEAP Application Checklist).
MyEAP Online Application  
*tips, tricks, & must-haves*

**STUDENT ID**  
Double check you input the correct ID.

**ANTICIPATED DATE OF GRADUATION**  
If you plan to spend your final term abroad, indicate an anticipated date of graduation that is after the end date of your program. You can NOT graduate prior to your UCEAP program.

**ADDRESS WHILE ATTENDING UC**  
Must be local (unless commuting). It will not be used as mailing address. You can continue to access your MyEAP account throughout the UCEAP process to update your address should you move or your address changes. You may put your College address.

**EMAIL**  
Must be your UCSC email address. And, you must check this email regularly.
MyEAP Online Application

*tips, tricks, & must-haves*

"Academic Info" tab

**MAJOR(S)/MINOR(S)**
Indicate ALL majors and minors.

**WILL YOUR EAP TERM BE YOUR FINAL TERM AT UC BEFORE GRADUATION**
If yes, see the "Info for Graduating Seniors" instructions at studyabroad.usc.edu

**ENROLLED EVERY QUARTER PRIOR TO DEPARTURE**
If not, speak with your UCSC Study Abroad Advisor BEFORE you apply.

**COURSE WORK**
Indicate courses in which you are currently enrolled and courses in which you intend to enroll every term prior to your UCEAP participation.
MyEAP Online Application

tips, tricks, & must-haves

TOTAL UNITS EARNED PRIOR TO TERM IN WHICH APPLICATION IS DUE
Must match units indicated on your transcript (second number on the bottom of your transcript).

OUTSTANDING UNITS
Should be "0" unless you have extenuating circumstances (e.g. outstanding transfer units, incompletes, etc.)

TOTAL UNITS AT TIME OF DEPARTURE
This number will auto-fill. Confirm again that your "Class Level While Abroad" on the "Program" tab of you UCEAP Online Application is accurate and that you will meet the class level requirement for your program.
**MyEAP Online Application**
*tips, tricks, & must-haves*

**Additional Items...**

**PARTNER INSTITUTION PREFERENCES**
*If required*, make sure you list the minimum # of host institution preferences and that you are qualified for each institution (i.e. course of study, GPA, term, etc.)

**SUBMIT & PRINT**
Don't forget to officially submit your UCEAP Online Application AND print.

**SIGNATURE & DATE**
After printing, sign and date your UCEAP Online Application under the "Statement of Understanding." Your signature must be on the original and all the copies.
Transcript

Confirm that you are submitting the correct version (either OFFICIAL or UNOFFICIAL) as indicated on your UCEAP Application Checklist, under the "Instructions" tab.

- **OFFICIAL transcripts:**
  - Order without evaluations through the UCSC Registrar (registrar.ucsc.edu). Each official transcript costs $17.00.
  - Transcripts will be processed in 5 to 10 business days before mailing.
  - Rush orders processing costs an additional $25.00. Transcripts will be processed within 2 business days before mailing.
  - Same-day transcript ($17 for a transcript, $23 for rush, plus $23 for special processing) in person at the Office of the Registrar between 10:00 a.m. and 3:00 p.m., Monday-Friday, excluding holidays.
  - We suggest you opt to pick-up your transcript rather than have it mailed to you.
  - You will only need to order one, you may open it to make copies.

- **UNOFFICIAL transcripts:**
  - Unofficial transcripts can be printed from MyUCSC (my.ucsc.edu). You will need to log on to MyUCSC and select "Transcript: View Unofficial" from the drop-down menu of your Student Center.

- Transcripts **MUST BE CURRENT**.

- Transfer students who have not completed at least one quarter at UCSC must submit transcripts from their previous institution(s) and an unofficial UCSC transcript.
Passport Copy

All students need a valid passport to participate on UCEAP. If you do not have a passport you will need to apply for one. Passport expiration date must be valid at least 3 months after the end date of your program (6 months or more for some countries, see your UCEAP Application Checklist)

Applications and renewals can go through the Baytree Bookstore. Please do not delay.

Passport copies must be clear and legible in order to be accepted by our office. Please be sure to avoid common mistakes and problems with passport copies.

If you have any concerns about this requirement, please contact your UCSC Study Abroad Advisor.

Please make sure all numbers are clear and not cut off. The photo should be clear and legible as well.
Academic Planning Form

Instructions
Fill out this form using the instructions on page 1.

Do You Plan to Take EAP Courses For Any of the Following?
Use the course and info links found on your Program Courses & Credits tab on the UCEAP website:
eap.ucop.edu

Courses
Indicate courses you plan to take Before, During, and After EAP. Remember, this is a planning form, not an enrollment form so the courses do not necessarily have to be specific but they must show a clear academic plan.

Student Acknowledgment
Read the acknowledgment, check the box, sign, and date.

Advisor Signatures
Visit your major/minor advisors BEFORE your college advisor. ALL of your academic advisors must fully complete their appropriate section and sign the form.
There is a $137 NON-REFUNDABLE Application Fee to cover the administrative costs of processing your application. You do NOT include the payment with the application, just complete the signed online form. You will see the fee on your UCSC account. This is a one time fee, regardless of how many times you participate on an UCEAP program as a UCSC student. If you have already participated on an UCEAP program as a UCSC student and paid the fee, you still need to submit the form but we will administratively waive the fee since you have previously paid. If you have concerns about paying the fee or when the fee is posted to your UCSC account, please contact your UCSC Study Abroad Advisor (studyabroad.ucsc.edu).

The Fee Agreement of Understanding is an electronic signature in SlugsAbroad.
Additional Items and Notes

(If Applicable)

Dual Applications (if requested)
Some UCEAP Application Checklist require you to submit a hard copy of a dual application or submit a dual application online. Please note that for programs that require you to indicate host institution preferences, students are not guaranteed their first choice placement. Contact your UCSC Study Abroad Advisor if you are concerned about completing a dual application or the placement process (studyabroad.ucsc.edu).

Departmental & College Preliminary Approval to Extend (DPA)
If you are considering extending, you need to meet with your major and college advisors to have them sign this form. You do not need to submit this form if you do not want pre-approval to extend.

Note: We strongly encourage you to get pre-approval to extend if you are applying to a program with an extension option! You are not making any commitments by getting pre-approval; you are just keeping your options open. Many students don’t think they will extend, only to change their minds after arriving in their host country. Without the pre-approval, the extension process can be very lengthy, and in some cases impossible.

Transfer Credit Reports (if requested)
If you need a Transfer Credit Report you can print it from your MyUCSC portal. Select "Transfer Credit: Report" from the drop-down menu of your Student Center at MyUCSC. my.ucsc.edu
Additional Items and Notes Continued

(If Applicable)

**Letter of Recommendation** (if requested)
If you are filling out a separate host university application that requires a letter of recommendation, here are some suggestions:
- Recommendations should be from a professor/TA with whom you have recently completed a course, preferably within your major.
- Letters must be requested well in advance, as professors often take a lot of time to complete them.
- If the professor/TA returns the letter to you in a sealed envelope, do NOT open it unless instructed otherwise.
- In all cases, default to the directions provided in the host university application.

**Language Requirement** (if requested)
- If your transcript accurately reflects your language level, then you do NOT need to take any further action.
- If you have achieved the necessary coursework equivalent via the AP test, and have not completed any subsequent university-level coursework, then provide documentation to the UCSC Study Abroad advisor of your AP score when you turn in your application.
- If you have no documentation of your language proficiency (e.g. native speaker), then you need to complete a UCEAP Language Evaluation Form or UCEAP Language Evaluation Form (Spanish) with a qualified instructor and submit it with your application. These can be found on your application checklist.
- This may take some time, so plan accordingly.
SlugsAbroad Sign On & Search

Sign on to SlugsAbroad

Search for programs—every UCEAP program will be listed in SlugsAbroad.
Apply on SlugsAbroad

Choose your program - this must match the program you applied for through MyEAP

Make sure to read all instructions to ensure a complete application
Submit SlugsAbroad Application

1. Fill Out Application
   - Program Selection
   - Required Documents Upload
   - Passport Information
   - Other Documents
   - Terms and Conditions
   - Review & Save

Program Selection
Welcome to UC Santa Cruz Study Abroad's online application portal for UC Education Abroad Program (UCEAP) applicants. Please review the information about your program below to verify you are applying for the correct option.

Program
- Engineering, Univ. of Michigan Shanghai Jiao Tong Univ., Joint Institute

Term
- Select the term you will be studying abroad
  - Fall 2018

MyEAP and SlugsAbroad online applications
Applying for a UCEAP program is a two-step process:
1. Submit an application online to UCEAP (MyEAP). Login here: [UCEAP Online Application](#).
2. Return to SlugsAbroad to complete your campus application.

2. Submit Your Application
   - Your Application Has been Submitted

3. Complete Pre-Departure Information
   - Welcome to UCEAP!
   - UCEAP Participants Portal
   - Academic Planning
   - Finances & Scholarships
   - New Passport
   - Health and Safety Abroad
   - Additional Resources

Upload application materials

*Only complete applications will be reviewed*
Submitting Your UCEAP Application

Tips and Reminders

We only accept COMPLETE applications. Unless you have received an email from your UCSC Study Abroad Advisor approving an incomplete item, your application will not be accepted until all application checklist items are complete & all items are uploaded properly in SlugsAbroad.

If you are an international student applying for study abroad, you should contact istudent@ucsc.edu now to discuss your re-entry process.

Students will be notified via email about the status of their participation within three business weeks after the end of submission of a complete application. If there are any issues with your application, your UCSC Study Abroad Advisor will contact you via email.

QUESTIONS?
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