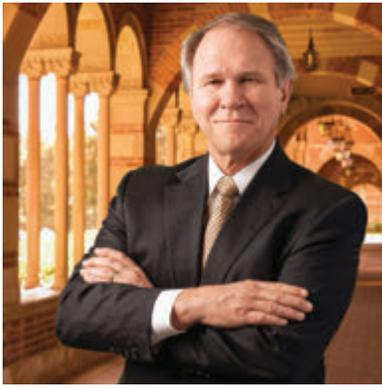


UCLA Extension



Certificate Programs for International Students

Study Side-by-Side with American Professionals & Students



A Message from the Dean

Welcome to UCLA Extension. We are a part of the University of California, Los Angeles (UCLA) Division of Continuing Education. This brochure introduces you to UCLA Extension certificate programs, which are among our most attractive study options for American and international participants.

Our certificate programs offer:

- **Exceptional Quality:** UCLA Extension certificate programs meet UCLA standards of excellence and are approved by the UCLA Academic Senate.
- **Outstanding Instructors:** Industry experts provide practical perspectives on the day-to-day realities of each field of study.
- **Networking Opportunities:** The combination of American and International participants offers excellent opportunities to network and share ideas.
- **Reasonably-Priced Programs:** UCLA Extension programs are a great value; course fees for American and international students are the same.
- **Practical Experience:** Many programs include internships and the possibility of Optional Practical Training (OPT) with a year of paid work experience.

UCLA Extension certificate programs give you the education and experience you need to get the job you want. We welcome you to an important step toward advancing your career!

Sincerely,

Wayne Smutz, PhD
 Dean
 UCLA Extension

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UCLA & UCLA Extension

The University of California, Los Angeles (UCLA) is the largest of the 10-campus University of California system, including UC Berkeley, UC Irvine, UC San Diego, and others. UCLA is a top-ranked research university and offers bachelor's, master's, and doctoral degrees in a wide variety of fields. Located in one of the safest and most attractive parts of Los Angeles near Bel Air, Beverly Hills, and the Pacific Ocean, UCLA has a beautiful, park-like campus and outstanding sports and recreation facilities.

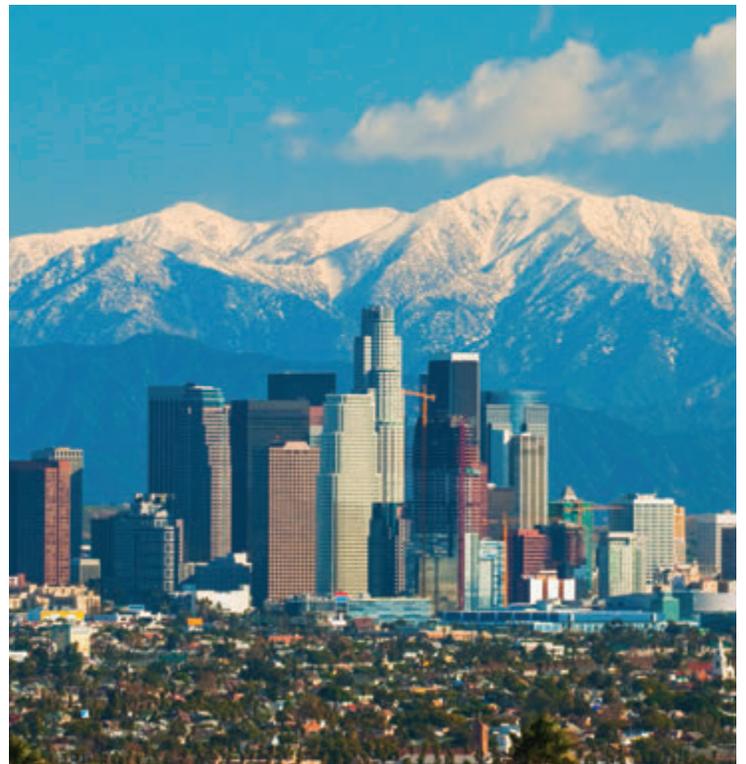
UCLA Extension is a part of the UCLA Division of Continuing Education. With more than 40,000 participants per year, UCLA Extension is said to be the largest single-campus continuing education program in the world. UCLA Extension does not offer degree programs; however, it offers a wide variety of university-level, credit-bearing courses as well as many other courses and programs for students and professionals. Our student body includes nearly 3,000 international students and professionals per year. Many professionals who have university degrees enroll in UCLA Extension courses and programs to update their knowledge in such fields as engineering, computer science, business and management, health sciences, and teacher education.



Los Angeles & Westwood

Located on the Pacific coast in the southern part of the state, Los Angeles (L.A.) is the largest city in California. The warm, sunny year-round climate is ideal for outdoor sports and recreation, including swimming, surfing, golf, tennis, hiking, and many other activities. L.A. is a city of contrasts with beautiful beaches, mountains, desert landscapes, the hustle and bustle of business districts and freeways, and the small-town feel of peaceful neighborhoods and quiet streets. Well-known for Hollywood and the film industry, L.A. is also a hub for international business, fashion, design, and culture, especially for a wide variety of museums, concert halls, and live theater. Angelenos, as we call ourselves, comprise a wide variety of cultures and traditions; we have large communities of Armenians, Chinese, Iranians, Japanese, Koreans, Mexicans, Russians, Thais, and other ethnic groups as well as a broad sampling of markets and restaurants. L.A. is also a starting point for sightseeing and excursions to San Diego, Santa Barbara, Las Vegas, and the Grand Canyon.

Known as the “hometown of UCLA,” Westwood is one of many neighborhoods in Los Angeles. Located at the southern entrance of the UCLA campus, Westwood Village features multiple movie theaters, cafes, fast-food and fine-dining restaurants, supermarkets, a department store, and a farmers’ market on Thursdays. At least once a month, the Fox Theater rolls out the red carpet for a film premiere, and movie stars emerge from limousines amidst bright lights, reporters, and excited crowds of fans and onlookers. Most of us get around in Westwood Village on foot; however, three major bus companies serve Westwood and UCLA and take passengers to and from all parts of the city.





“UCLA is breathtaking — students will immediately fall in love with the vibrant campus atmosphere.”

—Ishwarya Panneerselvam, India, Systems Analysis

Certificate Programs

uclaextension.edu/IntlCertList

Certificate programs, which some universities call “diploma programs,” consist of a sequence of courses related to a specialized field or topic such as General Business Studies, Filmmaking, Marketing, Graphic Design, Project Management, Sustainability, and Journalism. Each program is designed to help you achieve a specific level of competency. Certificate programs are not degree programs; however, many Americans who have bachelor’s and master’s degrees enroll in certificate programs to advance or change their careers.

UCLA Extension offers more than 30 F-1 visa-approved programs that allow international participants to study full-time in the U.S. The majority of our programs fall into 2 categories: Business & Management and Entertainment Studies. Our popular General Business Studies programs address topics such as “Introduction to International Business,” “Management Theory,” and “Business Economics,” and they allow you to specialize in such areas as Accounting, Entrepreneurship, International Trade and Commerce, and Marketing. We also offer separate programs in Finance, International Trade and Commerce, Marketing, and Real Estate.

Los Angeles is well-known for Hollywood and the entertainment industry, and UCLA Extension offers a rich variety of programs in Acting, Cinematography, Directing, the Music Business, and Screenwriting for Film and TV.

In addition to business and entertainment programs, we offer a wide variety of other programs; for example, Design Communication Arts, Interior Architectural Design, Applications Programming, Project Management, Systems Analysis, Sustainability, Journalism, and Pre-Medical & General Science Studies.



Reasons for Enrolling in a Certificate Program

Students and professionals enroll in certificate programs for a variety of reasons. Many of our American participants are working professionals who want to stay up-to-date in their fields and move up to higher paying positions. Other professionals want to make a career change and explore a new field. International participants often choose certificate programs as a cost-effective alternative to U.S. master's or doctoral degree programs. Some international students just want the experience of living in a world-class city like Los Angeles and studying at a prestigious university like UCLA.

Throughout the world, many university programs focus on theory and do not give students an understanding of the day-to-day realities of particular fields. Since UCLA Extension certificate programs usually are taught by working professionals who are experts in their fields, programs offer a practical, real-world approach to each field of study. In addition, internships and Optional Practical Training (OPT) in the U.S. increase the chances of finding a job when you return home.

Program Details

Universities in many parts of the world operate on the semester system, with 2 or 3 semesters per year. UCLA and UCLA Extension operate on the quarter system, with four 3-month sessions, or quarters, per year. Most international participants enroll in 3- or 4-quarter certificate programs, lasting from 9 months to a year; however, there are some programs that require more than one year of study. Participants usually take 3 or 4 courses each quarter.

At UCLA, academic work is measured in units of credit. Each course has a unit value, and 1 unit represents 3 hours of work per week each quarter, including class attendance and preparation. At UCLA and UCLA Extension, there are many 4-, 5-, and 6-unit courses. In order to meet international student visa requirements, you must enroll in at least 12 units of academic credit each quarter, for example, a minimum of three 4-unit courses.

UCLA certificate programs are demanding and designed for native speakers of English. To succeed, international participants must be serious, mature, highly motivated, and able to manage their time effectively. You should be prepared to spend many hours outside of the classroom working on individual and group assignments. You must enroll in all program courses for "credit/letter grades" and maintain a C grade point average (GPA) throughout your program. Upon satisfactory completion of your program, you will receive a gold seal certificate, be eligible to attend the annual June graduation ceremony, and become a member of the prestigious UCLA Alumni Association.

“ UCLA Extension instructors provide a challenging and professional environment that is needed when preparing to work in a competitive field. ”

-Kerry Kolbe, United Kingdom, Screenwriting: Film and TV Comprehensive



Programs and Courses

Most programs include required and elective courses. Generally, you must take a minimum number of required courses to gain a basic foundation and understanding of each field of study. Electives allow you to tailor the program to your own needs and interests.

Courses usually meet once per week in the evening, 6:30–9:30 pm or 7–10 pm for a total of 36 to 48 hours per quarter. For each 3-hour course meeting, you can expect to spend 6–9 hours per week studying outside of class. See the sample program schedules on page 17.

Some programs offer concentrations or specializations so that you can focus on one particular subject area within a field of study. For example, the General Business Studies Program offers concentrations in Accounting, Advertising, Marketing, and more. In General Business Studies it is possible to work with your academic advisor and design your own program.

Online Certificate Programs and Courses **uclaextension.edu/OnlinePrograms**

UCLA Extension offers many certificate programs fully and partially online; you do not need an F-1 student visa to complete these programs in your home country.



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“ I came to Los Angeles to achieve my dreams of working in the film industry. UCLA Extension helped me discover and develop my talents. ”

—Firat Uran, Turkey, Entertainment Studies

Curricular Practical Training (CPT) & Optional Practical Training (OPT)

At UCLA Extension, we have two employment-based opportunities for international students, Curricular Practical Training (CPT) and Optional Practical Training (OPT). CPT is an internship that directly relates to your certificate program. Offered as a course, the internship allows you to gain work experience in your field while you are taking courses and working toward completion of your certificate. To qualify for CPT, you must be enrolled in a program that offers internships, and you must complete 9 months of full-time study in your program before you can participate in CPT.

To determine whether your program offers internships, visit uclaextension.edu/IntlCertList. For more information on CPT, please visit uclaextension.edu/CPT.

Optional Practical Training (OPT) occurs after you have completed a certificate program lasting at least 9 months. OPT allows you to remain in the U.S. for up to 1 year of paid employment in a field related to your certificate. If you want to participate in OPT, you need to apply at the beginning of your last quarter of a program lasting 9 months or longer. For more information on OPT, please visit uclaextension.edu/OPT

“ Optional Practical Training (OPT) was one of the main benefits of the program. I started as a digital strategist and am now a technology coordinator. More than a university, UCLA is a source of inspiration that opens many doors! ”

—Oriol Boix, Spain, Marketing



Employment on the UCLA Campus

uclaextension.edu/studentwork

If you are an international student on an F-1 visa, you are permitted to work only on the UCLA campus while you are enrolled in a certificate program. Employment on the UCLA campus is restricted to 20 hours per week for full-time students. Since employment opportunities on the UCLA campus are limited, please do not assume that you will be able to work to cover the costs of your program and living expenses.



Hummel Scholarship

uclaextension.edu/hummel

The Laurel Hummel Scholarship for International Students was established at UCLA Extension in 2005 by the Hummel family to honor Mrs. Laurel Hummel, who created the first International Student Office (ISO) at UCLA Extension in the 1970s. The Hummel Scholarship seeks to foster multicultural perspectives in the classroom, reflecting today's global society. Scholarships are awarded to students who have demonstrated academic achievement, interpersonal communication skills, and unique abilities that advance multicultural perspectives in the UCLA Extension classroom.

Each quarter, the scholarship is awarded to 3 or 4 full-time certificate program students who are citizens of a foreign country or who have dual citizenship. Note: If a student has "dual citizenship" (United States and another country), the student doesn't need an F-1 visa.

The scholarship covers course fees for one quarter, usually in the amount of approximately \$1,500. To apply for the scholarship, you must:

- Be enrolled full-time in a UCLA Extension certificate program
- Have already completed at least 12 units of certificate program courses with grades of C or better, not including English language courses
- Maintain a minimum cumulative grade point average (GPA) of 3.0 in your program, and
- Submit a scholarship application, certificate program transcript, and letters of recommendation.



Hummel Scholarship recipients with Mr. William Hummel and his son, Mr. Martin Hummel



Mr. and Mrs. Hummel

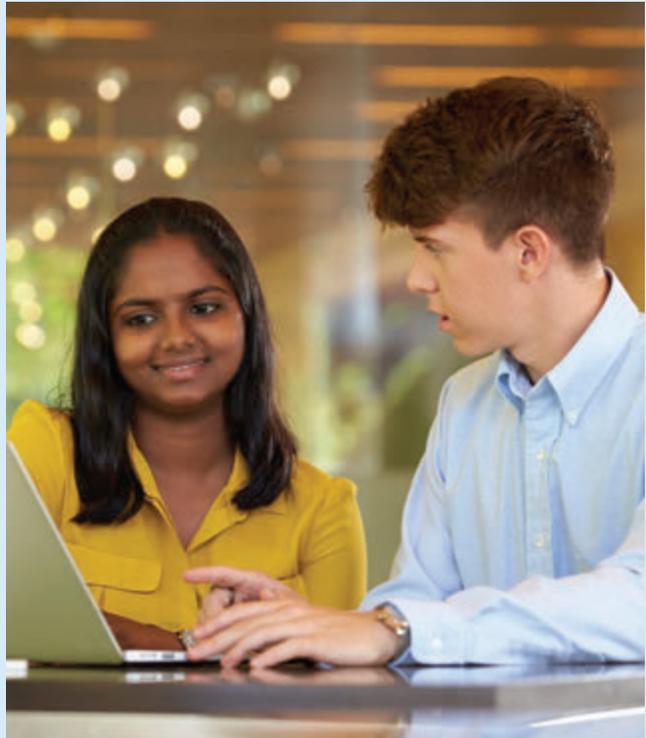


“ I highly appreciate Mr. Hummel's support for international students like me. UCLA Extension gives foreign students a unique chance to gain professional training in the capital of innovation — California. ”

—Aleksandra Waltos, Poland, Marketing

Certificate Program Admission & Program Requirements

- **Age:** You must be at least 18 years old — most participants range in age from 22-40.
- **Degree Requirements:** We strongly recommend that you have at least a bachelor's degree or several years of training or work experience after high school; some programs require an undergraduate degree. In all cases, you must have completed the equivalent of high school in your home country.
- **Program Prerequisites:** In most cases you do not need to have taken courses, have specific knowledge about, or experience in the field of study related to a certificate program. For example, you do not need to have studied or have experience in Marketing to join a Marketing certificate program.
- **English Language Requirements:**
 - Most certificate programs require a minimum score of 83 on the Test of English as a Foreign Language (TOEFL) Internet-based-test (iBT) **or** a minimum score of 6.5 of the International English Language Testing System (IELTS).
 - Some programs require a TOEFL score of 100 (iBT) or an IELTS score of 7.0; to see what TOEFL **or** IELTS score is required for your program, please visit uclaextension.edu/IntlCertList. You are not required to submit TOEFL or IELTS scores 1) if you are a native speaker of English, or 2) if you have completed an associate's degree or higher from an English-speaking country, or 3) if you state that English is your second language and you have a transcript showing at least 4 years of instruction from a high school, university, or college where English was the language of instruction.



If you do not meet TOEFL or IELTS English language requirements, you can enroll in the UCLA Extension American Language Center (ALC) Academic Intensive English Program (AIEP), please visit uclaextension.edu/AIEP. AIEP students who achieve a grade point average (GPA) of A- or higher in the most advanced level of the program do not have to take TOEFL or IELTS to enter most certificate programs.

“ The UCLA Extension experience helped me develop leadership and communication skills and introduced me to more opportunities than I could have imagined. ”

—Jasmin Reichle, Germany, Real Estate, concentration in Investments





“ Being a part of the UCLA community has been invaluable to my professional and personal development. I have enjoyed the engaging courses and exchanges of perspectives and experiences with my classmates. ”

—Sumin Sohn, South Korea, Sustainability



Important English Language Requirements

uclaextension.edu/ESLPE

- If you enter a certificate program with a TOEFL score of less than 100 (iBT) or an IELTS score less than 7.0, you will be required to register for and take the UCLA English as a Second Language Placement Exam (ESLPE) when you arrive at UCLA and before you enroll in courses. The ESLPE registration fee is approximately \$50.
- For example, if you have applied for the Marketing certificate program, which requires a TOEFL iBT score of 83 or an IELTS score of 6.5, and you actually have an iBT score of 85 or an IELTS score of 6.5, you have met the entrance requirements for the Marketing program.
- However, because your TOEFL score is under 100 or your IELTS score is under 7.0, you will still have to register for and take the ESLPE.
- Based on your performance on the ESLPE, you may be “exempt” and not required to enroll in additional English courses, **or**
- You may be required to take 1 or 2 English courses during your first and second quarters in your program. The cost for each course is approximately \$600. So, if you have to take 1 or 2 English courses, the cost of your program will be higher.
- These English courses meet once a week on Fridays or Saturdays, and you will be allowed to enroll in 2 certificate courses along with your English course.
- If you are required to enroll in 1 or 2 English courses, you should enroll in 1 English course during your first quarter. If you do not enroll in an English course in your first quarter, you will receive a warning notice.
- **If you are required to enroll in 1 or 2 English courses and you have not enrolled in an English course in your first quarter or by the beginning of your second quarter, you will lose your student visa status and have to leave the program.**
- If you have to take 1 or more additional English courses, you may have to extend your program by 1 quarter to complete your program. Thus, if your program normally can be completed in 3 quarters and if you have to take 1 or 2 English courses, it may take 4 quarters to complete your program unless you take more than 3 courses per quarter.

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“ I’ve enjoyed living in Los Angeles and the laid-back, California lifestyle. ”

—Maxime Tendero, France, General Business, concentration in International Trade



Conditional Admission to UCLA Extension Certificate Programs

If you do not meet the minimum certificate program TOEFL or IELTS English language proficiency requirements and you plan to enroll in the UCLA Extension American Language Center (ALC) academic English program, you can request a letter of conditional admission for the certificate program you wish to enter. First, go to uclaextension.edu/applyfees, follow payment instructions and pay the application fee for the Academic Intensive English Program (AIEP). After you have received the confirmation that you have paid your application fee, please do the following:

- Complete an American Language Center application for AIEP
- Submit a written request for a letter of conditional admission
- Complete the certificate program application
- Gather all of the necessary certificate program documents except the TOEFL or IELTS scores
- Assemble and attach all of the above and send them via email to application@uclaextension.edu

Note: Do not include certificate program fees if you are applying for conditional admission.



“ For me, the great benefit was the practical aspect of my studies. Being the holder of several academic degrees, it was now important for me to be able to put my vision and ideas into practice. My studies at UCLA Extension gave me the ‘how to’ aspect of my vision. ”

—Bella Enahoro, England, Music Business

Application Procedures & Fees

To apply and pay application fees for a certificate program, please visit uclaextension.edu/CertApp and uclaextension.edu/CertFees

When you apply, you must also pay the following fees in advance:

- International Student Fee (3000\$ to 4500\$ per quarter)
- Program Candidacy Fee
- Insurance Fee(s) for your first quarter for yourself and for any dependents who will accompany you
- Express Mail Fee

In addition, you will need to provide a bank statement showing that you or your sponsor (parent, relative, or a sponsoring organization) has available assets to cover your expenses while you are in the U.S. The specific amount will be stated on the application.

Application Deadline	Entry Quarter
November 1	Winter (January–March)
February 1	Spring (March–June)
May 1	Summer (June–September)
August 1	Fall (September–December)



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“ Exposure to the unique experiences of program instructors helped me approach problems differently and develop my own point of view. ”

—Martin Ulikhanyan, Armenia, Film Scoring



Certificate Program Course Fees

uclaextension.edu/IntlCertList

In most cases, you can pay your course fees quarter-by-quarter at the beginning of each quarter. Individual fees vary, but range between \$600 and \$1,500; however, some fees are higher. You should estimate that you will spend between \$1,800 and \$3,000 per quarter depending on the estimated cost of your program. You also should plan on paying approximately \$200-\$300 per quarter for textbooks and other materials. In some cases, the cost of textbooks and course materials may be higher. If your score is below 100 on the TOEFL iBT or 7.0 on IELTS, you will have to pay the additional fees for the English as a Second Language Placement Exam and possibly for 1 or 2 English language courses. (See page 12 regarding “**Important English Language Requirements.**”)

Early Enrollment Discount

UCLA Extension offers reduced fees on most courses if you enroll in courses more than 30 days in advance of the course start-date. For example, if a course begins on October 1, and if you enroll before September 1, you may be eligible for an early enrollment discount. If your enrollment in a certificate program has been confirmed more than a month before the quarter start-date, and if you want to enroll in your courses online before you depart for Los Angeles, you may do so. However, it is often advisable to contact the certificate program advisor of your program to determine whether or not you are selecting appropriate courses for your first quarter. Most participants begin their programs by enrolling first in required courses. Please visit uclaextension.edu/CertAdvisor to find the contact information for your certificate program advisor.



Housing & Living Expenses

uclaextension.edu/CertHousing

As in most major cities in the world, housing in Los Angeles is expensive, especially if you want to live near the UCLA campus. Since UCLA campus housing is not available, you will need to make arrangements for off-campus housing. We recommend that you arrange housing in advance of your first quarter at UCLA; however, some students prefer to arrive a week or 2 in advance of their program start date to find an apartment on their own. In most cases, it is not advisable to commit to a long-term housing rental agreement for your first quarter at UCLA; students often wish to change their housing accommodations after a quarter or more, and it's difficult to make a change if you have signed a long-term agreement.

In addition to the UCLA Extension International Programs website (uclaextension.edu/intc), you can check *The Daily Bruin*, the UCLA newspaper, www.dailybruin.com, and the UCLA Community Housing Office, www.cho.ucla.edu, for off-campus listings. To access the Community Housing list, you will need to register online and pay a small fee of approximately \$25. Depending on whether or not you share housing and prepare your own meals, living expenses usually range between \$1,500 and \$2,500 per month. Also, if you live farther away from the UCLA campus, you may be able to find less expensive accommodations; however, keep in mind that public transportation in Los Angeles is not as widely available as it is in many other large metropolitan areas.



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“ My program was well-designed, and I was able to connect with a unique group of working professionals. In addition, the program assignments were realistic and comparable with those that I have experienced on the job. ”

—Henrik Andersson, Sweden, Design Communication Arts



Sample Certificate Program Schedules

Here are sample schedules that illustrate how some programs are structured. Schedules may vary from year to year and participant to participant.

Sustainability Certificate

1st Quarter Courses	2nd Quarter Courses	3rd Quarter Courses (Optional)
Principles of Sustainability I: Introduction Principles of Sustainability II: Current Issues & Case Studies Design Sustainability	Principles of Sustainability III: Stakeholders & Engaging Communities Renewable Energy Technologies Integrating a Green Business Strategy	Sustainability Internship (CPT) Green Marketing Strategies Sustainable Energy Management
12 Units	12 Units	12 Units

General Business Studies Certificate with Concentration in Marketing

1st Quarter Courses	2nd Quarter Courses	3rd Quarter Courses (Optional)
Introduction to International Business Management Theory, Policy, and Process Marketing Principles and Practices	Dynamics of Interpersonal Communication The Power of Brand: Brand Management Global Marketing and Strategy	Social Media Marketing Developing a Business Plan Doing Business in the U.S. Business Ethics (1 day)
12 Units	12 Units	12 Units

Entertainment Studies Certificate

1st Quarter Courses	2nd Quarter Courses	3rd Quarter Courses	4th Quarter Courses
Pre-Production and Production for Film and Television The Craft of the Cinematographer Introduction to Feature Film Development	Post-Production for Film and Television Acting Techniques: The Fundamentals Understanding Genre: How to Develop a Hollywood Classic	The Business of Entertainment The Craft of the Director Low-Budget Filmmaking	The Language of Filmmaking The Art of Line Producing Entertainment Financing
12 Units	12 Units	12 Units	12 Units



“ I owe my current position to this program — my employer was one of the guest speakers in the program. I started as an intern and ended up doing OPT with the same company. ”

—Cynthia Blondelle, France, Music Business

Certificate Programs at a Glance

Below is a sample list of UCLA Extension Certificate Programs which are approved for the international student (F-1) visa. For an up-to-date list of all F-1-visa-approved programs with costs and other details, visit uclaextension.edu/IntlCertList.

Department	Certificate Program	Program Length in Quarters ¹
Arts	Design Communication Arts	6
	Interior Design²: Foundation Level	6
	Screenwriting for Film & TV*	4
Business, Management & Legal	Accounting⁴	7
	Emergency Management & Homeland Security	3
	Finance	3
	General Business Studies⁵	
	Accounting	3
	Advertising	3
	Entrepreneurship	3
	Finance	3
	Human Resource Management	3
	International Trade & Commerce	3
	Marketing	3
	Personal Financial Planning	3
	Real Estate	3
	Taxation	3
	Human Resources Management*	3
	International Trade & Commerce	
	Global Business Management	3
	Financial Management	3
	Import/Export Operations	3
Finance	3	

Department	Certificate Program	Program Length in Quarters ¹
Business, Management & Legal	Marketing	
	Social Media & Web Analytics	3
	Paralegal Training*³	3
Education	Taxation	3
	Early Childhood Education*	4
	Applications Programming	3
	Construction Management	3
	Project Management⁶	2
	Systems Analysis	3
Engineering & Technology	Acting	4
	Business & Management of Entertainment	3
	Cinematography	4
	Development	4
	Directing	5
	Entertainment Studies	4
	Film Scoring	5
	Independent Music Production	3
	Music Business	4
	Producing	4
	Sustainability⁶	2
Entertainment Studies	Fitness Instruction	4
	Journalism*	3
	Pre-Medical & General Science Studies*	4
Humanities & Sciences		

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¹ UCLA and UCLA Extension operate on the quarter system; 1 quarter = 3 months (12 weeks); if students need to take 1 or 2 English courses, the program usually will require one additional quarter.

² Bachelor's degree required to apply for the Cal Poly MA Program

³ Bachelor's degree required

⁴ Bachelor's degree required to sit for the CPA Exam

⁵ The General Business Studies can be offered in a 2-quarter format by consulting with your certificate program advisor, uclaextension.edu/CertAdvisor

⁶ Optional third quarter is available for those who wish to do Optional Practical Training (OPT)

* Program requires a TOEFL (iBT) score of 100 or an IELTS score of 7.0. Unless specified, other programs require TOEFL (iBT) scores of 83 and IELTS scores of 6.5.

From **Summer 2017**, students who have the minimum TOEFL or IELTS score required for their certificate program, but whose TOEFL is below 100 or IELTS is below 7, must take and pass academic English courses as a requirement to complete the certificate program and be eligible to receive the certificate of completion and apply for OPT.

The following will determine which English courses students will be required to take:

TOEFL 83 – 90 or IELTS 6.5 with a 6 or below in writing – ESL X 433 B and ESL X 433 C

TOEFL 91 – 99 or IELTS 6.5 with 6.5 or above in writing – ESL X 433 C

UCLA Extension 4-year Academic Calendar

