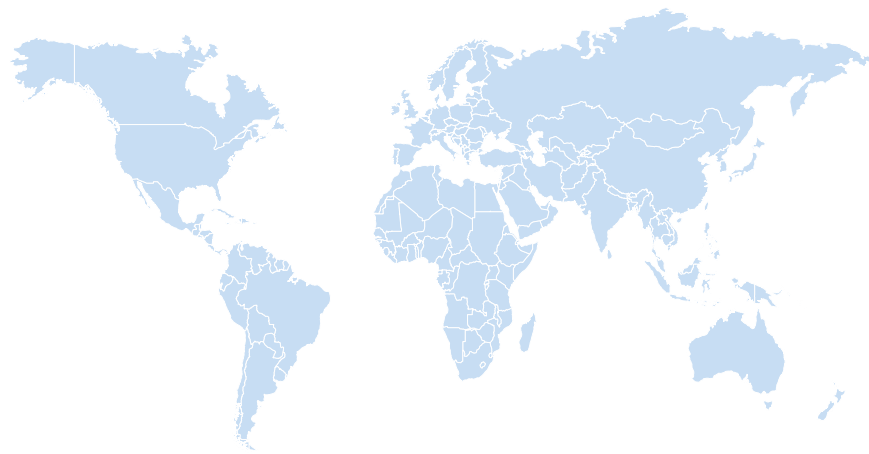


2021-22

# UCLA Exchange STUDENT GUIDE



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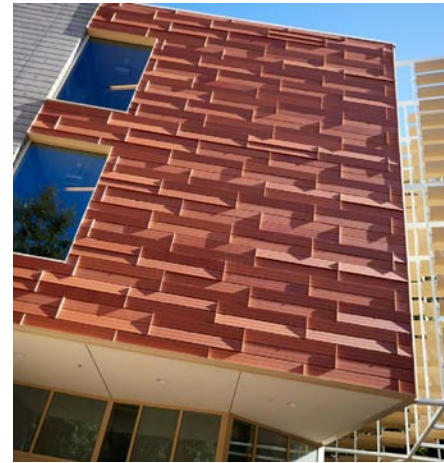


## **UCLA has it all: Location, Reputation, and Excellence in Education.**

UCLA welcomes students from all over the world to join its educational community.

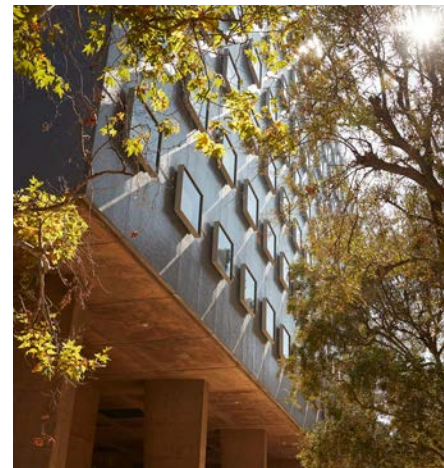
The university's location in one of the world's most vibrant international cities, coupled with its excellent faculty and extensive academic resources, make UCLA one of the most desired educational destinations for visiting students.

→ [IEO.UCLA.EDU/EXCHANGE](https://ieo.ucla.edu/exchange)



One of  
the World's  
Most Premiere  
Higher Learning  
Institutions

5,000 +  
Courses in  
109 Academic  
Departments



Internationally  
Renowned  
Faculty

# RESOURCES

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## Primary Resource Offices

### International Education Office (IEO)

*1332 Murphy Hall*

*Tel: 310-825-4995*

[IEO.UCLA.EDU/EXCHANGE](http://IEO.UCLA.EDU/EXCHANGE)

The UCLA International Education Office (IEO) acts as a liaison with the partner university's international office for the exchange student's applications. IEO also assists exchange students with pre-arrival arrangements, post-arrival orientation and academic counseling.

### Dashew Center for International Students and Scholars (DCISS)

*106 Bradley Hall*

*Tel: (310) 825 - 1681*

[INTERNATIONALCENTER.UCLA.EDU](http://INTERNATIONALCENTER.UCLA.EDU)

DCISS issues the DS-2019 form (document needed to obtain the J-1 visa), provides immigration and visa counseling, employment advising, iSTART@UCLA orientation, and immigration check-in for the UCLA international student population. This office also offers programs and services to help international students and scholars adjust to life on campus and in Los Angeles.

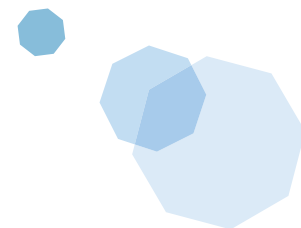
### Registrar's Office

*1113 Murphy Hall*

*Tel: (310) 825 – 1091*

[REGISTRAR.UCLA.EDU](http://REGISTRAR.UCLA.EDU)

The Registrar's Office maintains all areas of scheduling, student information systems and academic record services such as the issuance of transcripts, diplomas, verification of attendance, registration and enrollment, collection of grades and production of official campus publications.



# ACADEMICS

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Please be aware that enrollment is subject to availability and NOT guaranteed for any particular course.

Enrollment in some courses may be restricted because of prerequisites or degree requirements (as in graduate courses), while other courses are in high demand and may be limited to UCLA degree-seeking students.

Examples of restricted courses are those in Theater, Film and Television, Economics, Mathematics, Management, Physical and Life Sciences, and Engineering and Applied Sciences.

IEO encourages exchange students to consider a schedule consisting of courses from multiple departments.

*The UCLA Exchange Program is not advisable for students looking to fulfill specific degree requirements from their home university.*



## Academic Calendar

An up-to-date academic calendar, with term start/end dates, holidays, and final exam schedules can be found [online](#).

## Quarters

The academic year is comprised of three 10-week terms, known as quarters. If interested in [Summer Sessions](#), consult a counselor.



## Schedule of Classes

You can see what courses are offered each quarter by going to the [Schedule of Classes](#). You can also browse the [General Catalog](#) for broad course descriptions.

# ACADEMICS

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## University Identification Number (UID)

Each student is assigned a unique 9-digit UID number. This number will be used to identify you and is often requested by advisors and university staff when attempting to access billing records, personal identification information or grades.

## Course Information and Unit Requirements

A course unit is the measure of time spent in the classroom, discussion sections, and labs. Most courses are worth 3 to 5 units. Not all courses have the same unit (credit) value. Undergraduate exchange students must be enrolled in at least 12 quarter units at UCLA to be in good standing. Graduate students' full-time status varies between 8 and 12 units. You should confer with your home university to ensure that you also satisfy your home university's enrollment requirements. IEO recommends that students enroll in general courses of personal interest, particularly those that may not be offered at their home university.

## Textbooks

Textbooks can be purchased in one of three main book stores on campus. Undergraduates and most graduate student books are stocked in the textbook area of the UCLA Store, A-level Ackerman Union. Use the [UCLA Store Web site](#) to browse through and order textbooks online. You may enter your UID to search for a list of textbooks for the courses you are enrolled in. Books can cost \$75-\$300 per quarter, depending on the courses you are taking. Used textbooks are generally 25% less than new ones. Students may sell their textbooks back to the UCLA Store for cash at the end of each quarter.

## Identifying Courses at Your Level of Study

### Undergraduate Courses:

**Lower-division courses:** Courses numbered 1-99 are introductory and often taken by UCLA students in their first two years of study. They can be challenging but also very interesting.

**Upper-division courses:** Courses numbered 100-199 are usually taken by UCLA students in their last two years of study. You must have completed the prerequisites listed, or their equivalent, at your home university. Exchange students who do not meet course prerequisites for upper-division classes may not be able to enroll in these courses.

### Undergraduate Courses:

Courses numbered 200 and above are graduate-level. Most graduate programs do not allow undergraduates to enroll in graduate courses. Undergraduate exchange students may enroll in graduate courses only if they receive the instructor's permission to enroll. Students must respect any restrictions that apply.

## Independent Studies Courses

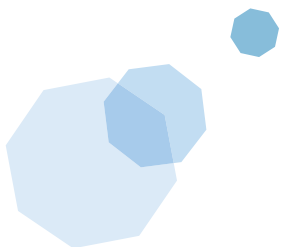
If you must complete a home university thesis or research project while participating in the exchange program, you may enroll in an independent study course. Permission to enroll in these courses is entirely up to the instructor's discretion and all arrangements must be made directly with the instructor. IEO cannot guarantee the availability of independent study course work.

**Undergraduate students:** Courses numbered 198 and 199

**Graduate students:** Courses numbered 299 and 596

## English as a Second Language (ESL)

ESL courses are designed to help students improve academic English language skills such as reading, listening, writing and oral presentation. Enrollment priority is given to students on degree programs. If space is available, exchange students may enroll. Students will be asked to take the English as a Second Language Placement Exam. The results from this test will help you choose the class that is best for you.



# ACADEMICS

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## Course Enrollment

The exchange program is not advisable for students looking to fulfill specific academic requirements from their home university. UCLA students have enrollment priority and the class may be full by the time you have access to enrollment. IEO cannot guarantee the availability of any specific course.

It is possible to add or change courses after arrival. This practice is common among UCLA students during the first two weeks of a term.

## MyUCLA

[MyUCLA](#) is the official registrar's Web site and is the most accurate resource for academic, financial and student information.

This site is the hub of information for students at UCLA. It provides access to enrollment, schedule adjustments, billing records, personal identification information, course grades, and change of address.

You will need to create a [UCLA Logon/Password](#) in order to access MyUCLA and use its features.

## Permission to Enroll (PTE) Number

PTE is the special code number assigned by the course instructor or department that allows students to add a particular impacted or restricted course to their schedule through MyUCLA. These codes cannot be traded or exchanged. Some departments do not have PTE numbers. In that case, the student advisor will need to help you with your enrollment.

## Study List Changes

You may change your class schedule during the first two weeks of the term by adding or dropping (removing) courses from your enrollment list. After the second week of classes, there will be a charge for each schedule change. Students often attend classes in which they are not enrolled on the first day of instruction to try to add a space as other students drop the course. Professors or staff may give the student a PTE code (see section above) when there is space in the classroom. During the first two weeks of the term, most UCLA students adjust their schedules by adding and dropping courses.

## Withdrawal from Courses

If you choose to stop attending a class, you must follow the UCLA procedures for dropping the course from your schedule. If you neglect to officially drop that course, the Registrar will record a grade of "F" (Fail) on your UCLA transcript at the end of the term, which can be difficult to remove retroactively. If, at a later date you wish to apply for a job or graduate school where an official copy of your UCLA transcript is required, it will be to your advantage to provide a strong academic record from UCLA.

If you decide to drop a course later in the term, you must be certain that you meet the full-time unit load requirement of your visa. Check with IEO or DCISS to confirm the full-time load minimum before dropping courses.

## Exams

Some instructors choose to put past exams on library reserve. These exams, which students commonly use as practice exams, can give you an idea of how instructors ask questions and what they regard as relevant material. You can access the exams, and all other reserve materials [online](#).

## Grade Point Average (GPA)

Grade Point Average (GPA) is the calculation of the average of a student's letter grades based on each course's unit value.

## Grading Options

You have the choice between a letter grade (A, B, C, D, or F) which are calculated in the GPA, and a pass/no pass (P/NP) or satisfactory/unsatisfactory (S/U) grading option which is not calculated in the GPA. The pass/no pass and satisfactory/unsatisfactory grading option is generally limited to 1 course per quarter.

- **Pass/No Pass Grading:** Undergraduates: C and above = pass; C- and below = no pass Graduates: B and above = satisfactory; B- and below = unsatisfactory
- **Incomplete Grades:** The instructor may assign an incomplete (I) grade when work is of passing quality but is incomplete for a good reason (such as illness or other serious problems). It is the student's responsibility to discuss with the instructor the possibility of receiving an incomplete grade. Once an incomplete is assigned, it remains on the transcript along with the final grade for the course. If the work is not completed by the end of the following term, the grade becomes an F, NP, or U accordingly.



# PRE-ARRIVAL



## Immigration and J-1 Visa Information

Once you are accepted to participate in the exchange program, you will receive an email with a link to the DS-2019 request. You will use this document to apply for your J-1 visa at a U.S. embassy or consulate in your home country. In most cases, you will need to wait until you have received the DS-2019 form in the mail to make an appointment at the U.S. Embassy.

To apply for the J1 Non-Degree Student visa, you first must complete the Online Nonimmigrant Visa Application ([Form DS-160](#)). You can then schedule an appointment at the U.S. Embassy/Consulate, pay the application fee and gather the required documents. You also need to pay the SEVIS fee at [www.fmjfee.com](http://www.fmjfee.com) at least 3 days before your visa interview.

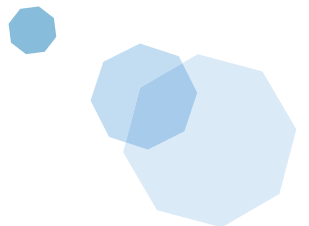
With the J-1 visa, you will be allowed to enter the U.S. up to 30 days before the start date on your DS-2019 form.

Be sure to give the following information to your parents, family member or a trusted friend before leaving for the U.S.:

- Copy of your passport and visa (in case you lose or misplace it)
- Your contact information in the U.S. such as your complete address and phone number
- Name and contact information of the Exchange Coordinator at UCLA (in case of emergency)

Make sure when traveling to the U.S. that you have the following documents with you:

- Passport
- Visa
- DS-2019 Form
- Proof of funding





# PRE-ARRIVAL

## Online Orientation

iSTART@UCLA is a mandatory orientation that is offered online and you should complete it BEFORE your arrival at UCLA. After arrival, all exchange students are required to attend the International Education Office (IEO) Orientation. Both orientations will provide you with useful information about your visa status, immigration policies and the many campus resources available to you at UCLA. You will also receive helpful tips that will be very beneficial to you as you get settled into your new environment. The scheduled dates, times and locations for the orientations will be sent to you by email before your arrival.

## Pre-Departure Checklist

After obtaining the J-1 visa you should:

### ☐ **Purchase Airline Ticket**

We recommend that you book your airline ticket early and try to obtain a flight to the Los Angeles International Airport (LAX), which is the closest airport to UCLA.

### ☐ **Arrange for Transportation upon Arrival**

You may want to look into some of the following options for transportation from LAX to UCLA on your day of arrival. Several options are: [Super Shuttle](#); [Taxi](#), [Uber](#) and [Lyft](#). Please visit the Transportation section (page 16) for more detailed information about transportation options upon arrival and thereafter.

### ☐ **Make a Budget Plan**

Be sure to establish a budget for the entire time you will be in the U.S. Things you should consider when preparing your budget is the cost for housing and utility bills, meals, household cost, transportation, health cost and insurance, apparel, travel, entertainment and personal expense. Please see the Managing your Finances section for more information.

### ☐ **Weather**

The Los Angeles area generally has mild and warm weather, but it does get cool in the evenings and during the winter season. Average temperatures are 40°F to 70°F from November to February; 60°F to 80°F from March through June; and 70°F to 100°F from July to October.

### ☐ **What to Bring**

Most students usually wear comfortable casual clothes like blue jeans, shorts, and cotton shirts around campus. Since it can get quite cool in the evening and at night in Los Angeles you should bring a sweater and some warm clothes. You may also want to bring a pair of trousers/slacks and dress shirt for special occasions. It is best to bring clothes that are easy to care for. Bring a couple pairs of comfortable shoes, but keep in mind that there are plenty of places where you can buy affordable clothes and shoes after you arrive in California.

Make sure to bring any prescription drugs with appropriate documentation. Other items to consider: cosmetics and hygienic items; any sentimental valued items such as family photos; favorite personal items used for hobbies such as musical instruments; and a lap top computer.

Here is an example of things that you can purchase after you arrive:

- Linen and towels
- Dishes and small kitchen appliances
- Household goods
- Alarm clock
- Books and school supplies
- TV and Stereo
- Additional hygienic items

(There are many stores where you may find these items at discounted prices such as Target, Best Buy and Ross).



# POST-ARRIVAL

## International Education Office (IEO) Orientation

At the beginning of your first quarter at UCLA, you will be required to attend a post-arrival IEO Welcome/Orientation event. This is a separate requirement from the online orientation. Further details will be sent to you by email before your arrival at UCLA.

## UCLA Identification Card (BruinCard)

The [BruinCard](#) is the official UCLA identification card used to confirm status and eligibility for services. It serves as a library card, student ticket discount card, debit card for purchases on and off campus, student health services card, and residence hall meal and access card. You will need your 9-digit UID number and your passport to obtain your BruinCard.

You can apply for the BruinCard online or at the Bruin Office located at:

123 Kerckhoff Hall  
9am-4pm, Monday-Friday

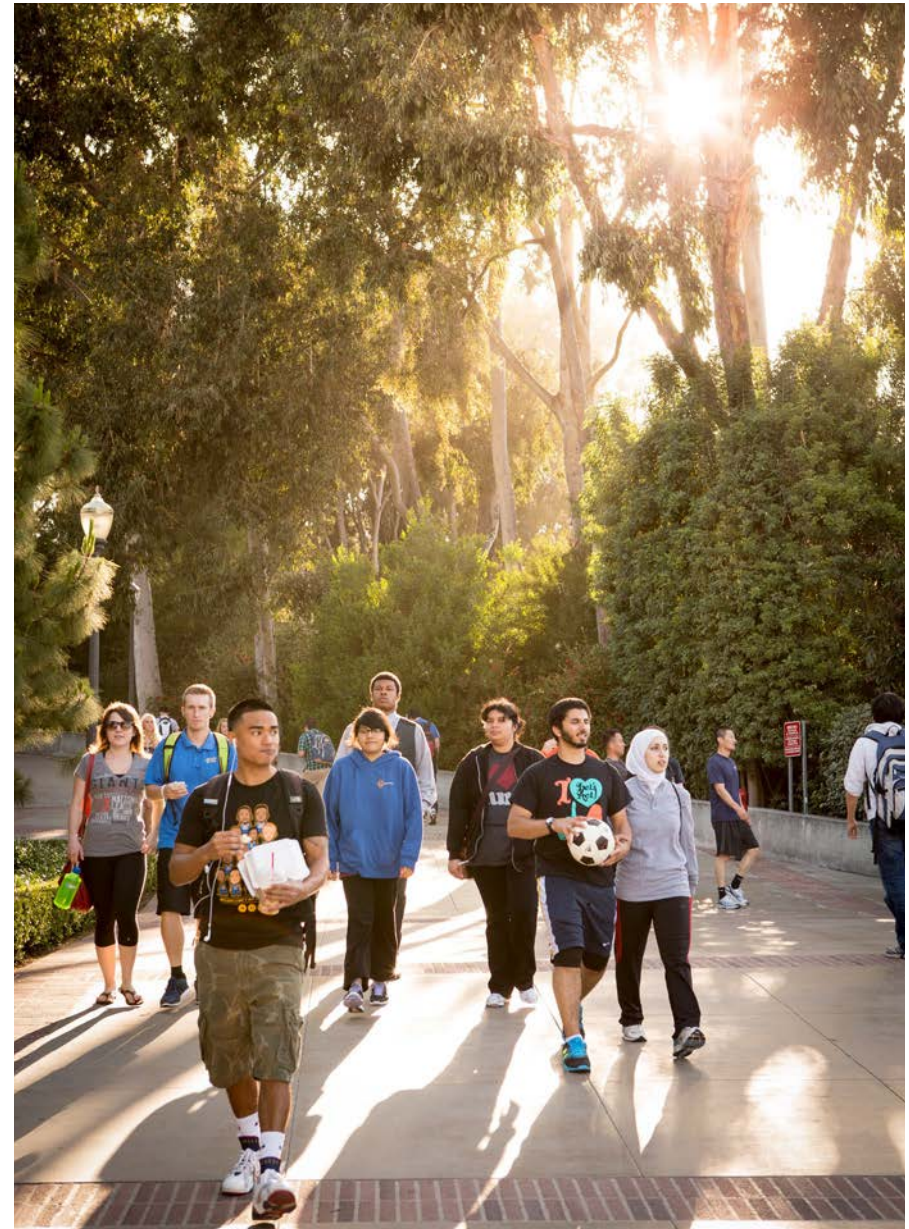
## Visa check-In and Validation

Upon your arrival, you will need to complete the mandatory online J-1 Visa Check-in Application. This process is called “validation” and must be completed within 25 days of the starting date stated on the DS2019 form. Click [here](#) for more information.

***Failure to validate your arrival may result in automatic termination of your J-1 status in the SEVIS system!***

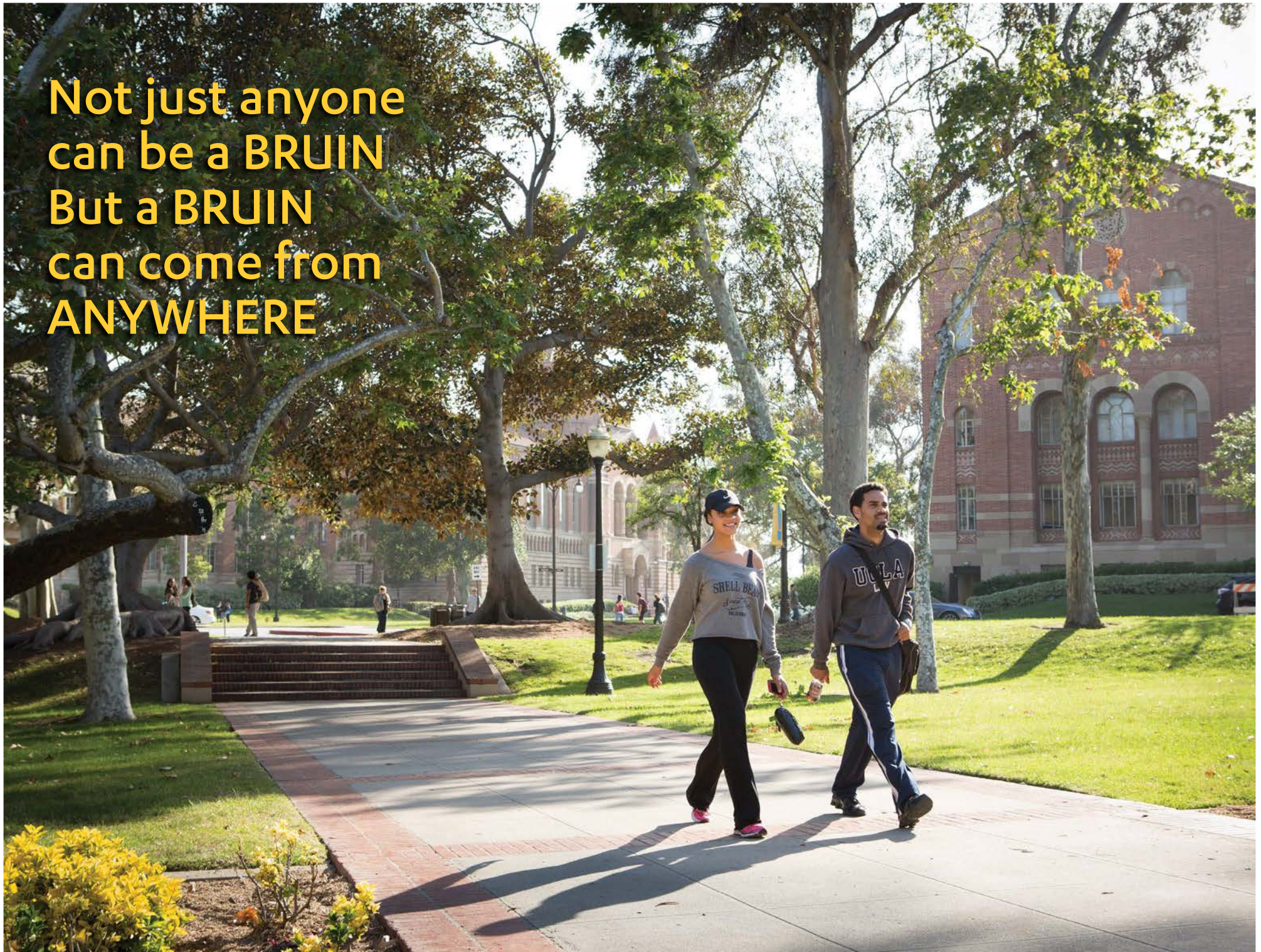
You will be required to upload electronic copies of the following documents:

- Page 1 of DS-2019 Form (the version signed by the consular officer at the visa appointment)
- [I-94](#) Admission Record
- J-1 Visa (except Canadian citizens)
- Passport Photo Page
- Most recent U.S. Entry Stamp inside passport (if available)





Not just anyone  
can be a BRUIN  
But a BRUIN  
can come from  
ANYWHERE





# STUDENT LIFE



## Student Services

### Pace of Studies

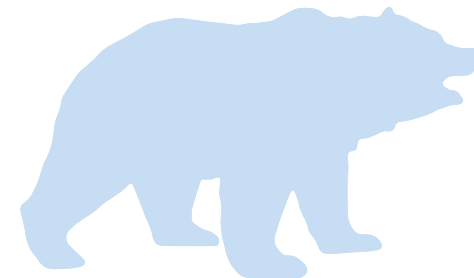
The rapid pace of the quarter makes it difficult for students who fall behind to complete the term successfully. From the beginning of the term, you should devote a substantial amount of time to your courses. Do not wait until the end of the term to begin studying. The academic culture at UCLA may be different than that at your home institution. For example, in addition to courses for the major degree, UC students take a broad range of general education courses during their undergraduate years. This educational model benefits exchange students by allowing them to experiment with new disciplines and classes that might not be available in their core program at home.

### Academic Advising Services

Each academic department has an advisor to assist students in planning and in determining if they meet course prerequisites. You can find more information accessing the department's website.

## Office Hours

UC faculty and teaching assistants (TAs) have scheduled times when they are available to meet with students. This open consultation time is called "office hours." You should feel free to use the professor's or TA's office hours to address any academic or administrative questions you have about course material. Please contact the department administrative office directly for a listing of professors' office hours.



# STUDENT LIFE

## Computers

There are several Computer Labs and printing centers located around campus. Currently enrolled students, faculty, or staff members with a UCLA logon and password can use the College Library Instructional Computing Commons ([CLICC](#)) services, which include access to laptops, printing, and equipment checkout. Printing is available from both desktop and laptop computer stations. You can deposit money on your BruinCard with funds from your bank or credit card to pay for printing. A full list of printing and computing labs on campus is available [online](#).

## UCLA Transcript

You can request your [transcripts](#) through [MyUCLA](#). Please note that due to privacy rules, transcripts are not issued automatically. You must request them yourself. When ordering, you should select “Academic Transcript” and not “Verification Transcript”. The academic transcript is what your home university will need, since it includes course information and your grades. The verification transcript is only verification that you attended UCLA, without grades.

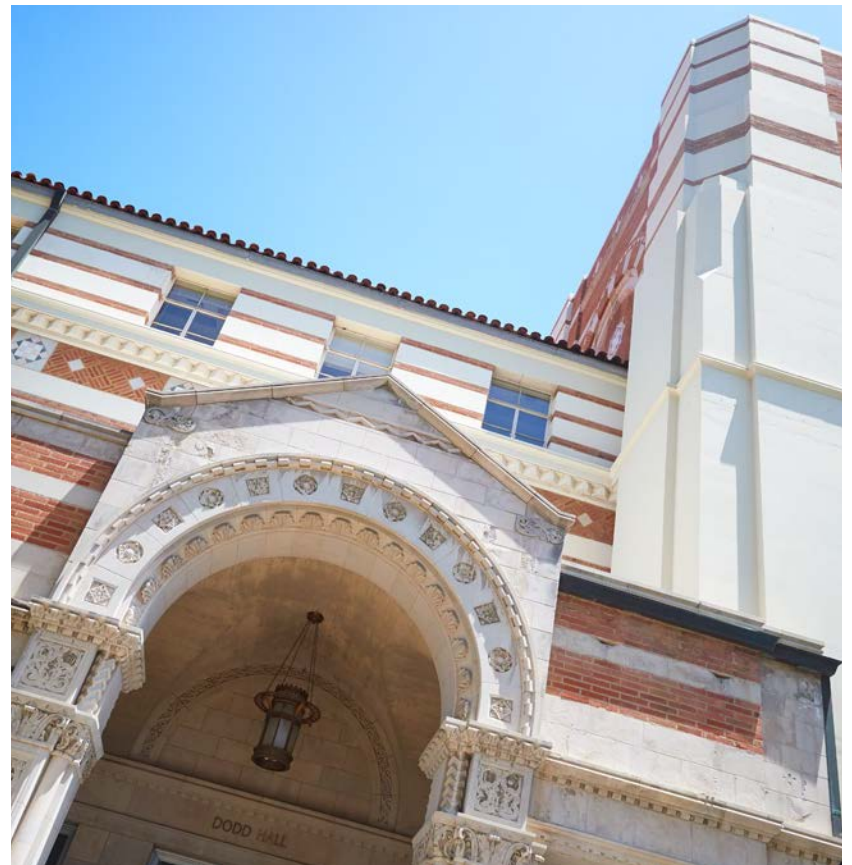
Before you leave UCLA, remember to update your contact information on MyUCLA and pay all debts. If your account shows outstanding debts, a hold will be placed on your records and you will not be able to obtain a copy of your official transcript.

## Attendance and Vacation Travel

Even if your home university will not be assigning credit for all work completed while you are an exchange participant, you must respect the rules and requirements for regularly enrolled students at UCLA. Attendance and participation are often important factors in determining your grade for a class. Failure to respect requirements may result in your dismissal from UCLA. IEO recommends that you wait to schedule leisure travel until after your exchange program is finished. You will also have several holiday breaks for travel during the year. You must take exams for all courses while enrolled at UCLA. Check the campus [Schedule of Classes](#) for the end-of-term examination dates to plan travel accordingly.

13 LIBRARIES  
located on the UCLA campus

[library.ucla.edu](http://library.ucla.edu)



# STUDENT LIFE

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## Cross Cultural Adjustment

Adjusting to life in a different country can be challenging. While most students will initially feel excited about their new surroundings, and welcome the opportunity to meet new people, and experience a culture different from their own, many students also experience a phenomenon called “Culture Shock” during the adjustment period.

[Culture Shock](#) can develop once you start to feel homesick of friends, foods and habits of your home country. It can also be caused by the frustration of trying to communicate in a new language.

These feelings usually start to subside once you begin to make friends and develop a comfortable routine on campus. You may want to consider counseling, if you feel that you are having a very difficult time adjusting to your new environment. The Dashew Center for International Students and Scholars (DCISS) has an in-house case manager to assist you on [Cultural Adjustment](#).

The following books provide information about intercultural issues:

Intercultural Communication: A Reader, Larry A. Samovar and Richard E. Porter, eds.; Belmont: Wadsworth, 1997. Series title: Wadsworth series in communication studies. (Note: This is probably the best overall look at the subject)

Toward Internationalism: Readings in Cross-Cultural Communication, Louise Fiber Luce and Elise C. Smith, eds.; Cambridge, Mass.: Newbury House, 1986.

Learning Across Cultures: Intercultural Communication and International Educational Exchange, Gary Althen, ed.; Washington, DC. Order from Publications Order Desk, National Association for Foreign Student Affairs (NAFSA), 1860 19th St., NW, Washington, DC 20009.

Intercultural Press has a rich listing of books about specific cultures, which can be accessed [online](#).

You may also consider contacting UCLA Counseling & Psychological Services (CAPS).

## [Counseling and Psychological Services \(CAPS\)](#)

John Wooden Center West  
221 Westwood Plaza  
(310) 825-0768 8am-5pm, Monday-Friday  
Crisis Counseling available 24-hours a day by phone

## Managing your Finances

### Cost of Living

The cost of living in Los Angeles may be significantly higher than what most students are used to. Although expenses will vary depending on each student’s personal budget and needs, UCLA estimates the minimum cost of living to be about \$6,500 per quarter.

### Social Security Number

Although you will be permitted to begin working immediately after arriving in the U.S., you will not be able to receive any payment until you have obtained a Social Security Number (SSN). You can get a SSN with proper authorization from an advisor at DCISS. Please remember that exchange students are not allowed to work off-campus.

### Employment on Campus

Students on J-1 status may work on campus part-time for no more than 20 hours per week while school is in session and full time during the breaks, including summer vacation. In order to obtain employment, students must be in good academic standing and must have written authorization from DCISS.

Although many students may wish to work on campus to supplement their funds, it is important to remember that employment on campus is in high demand and may be hard to find. Employment cannot be guaranteed.

Places to look for employment on campus:

### [Associated Students UCLA](#)

Human Resources 219 Kerckhoff Hall  
(310) 825-7055

### [Career Center](#)

501 Westwood Plaza, North Entrance  
Strathmore Building, 2nd and 3rd Floors (310) 206-1915



# STUDENT LIFE

## Student Conduct

### Academic Integrity

You may find the expectations for academic behavior at UCLA to be different from those of other schools you have attended. Do not assume that what might be acceptable elsewhere, especially as it relates to file sharing, group work and citation rules, will be acceptable at UCLA. Academic dishonesty may result in suspension or withdrawal from the exchange program.

### Plagiarism

Plagiarism is the use of another's ideas or words as if they were one's own. Plagiarism includes, but is not limited to obtaining, by purchase or otherwise, a part of, or an entire work, which you then represent as your original work; representing as your own work identifiable ideas, data or wording of another; and/or omitting the true source of any idea, data or argument in any assignment so that the reader assumes the work is your own. Paraphrasing or summarizing the contents of another's work is usually acceptable if the source is clearly identified, but neither technique constitutes independent work.

### Multiple Submissions

Multiple submission is the submission by a student of any work which is concurrently or has been previously submitted for credit in identical or similar form in one course to fulfill any of the requirements of another course. To do so without prior permission from the current instructor(s) is impermissible and shall be considered academic dishonesty.

### Fabrication

Fabrication is the unauthorized falsification or invention of any information or citation in an academic exercise. For example, your laboratory report should be a discussion of the results of an experiment which you performed. If you worked in a lab, but your results are not what you believe they should have been, talk with the instructor. Do not assume, in either case, that you may fabricate the lab report or invent the data.

### Cheating

Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise; or helping or attempting to help another student commit an act of academic dishonesty. For example, when you take an exam, whether in class or out of class, it is expected that the responses you give are your own, without looking at or copying someone else's work.

You can access the full version of the [UCLA Student Conduct Code](#) for additional information.

## Health and Safety

### Health Insurance

All exchange students are required by U.S. federal regulations to obtain health, accident, medical evacuation and repatriation of remains insurance. The insurance policies must cover the exchange visitor and all accompanying dependents. Any exchange visitor who willfully refuses to comply with this requirement shall be considered to be in violation of his/her exchange visitor status.

Exchange students are required to purchase the [Student Health Insurance Plan \(SHIP\)](#) while participating in the exchange program at UCLA. SHIP is the UCLA student health care plan offered by Anthem Blue Cross. Students will be charged a quarterly fee during the length of their stay. Students who have SHIP will have access to the Arthur Ashe Student Health & Wellness Center (Ashe Center) located on campus.

### Arthur Ashe Student Health and Wellness Center

Students insured under SHIP can get the majority of their healthcare needs at the Ashe center. Most services are covered under SHIP with no additional out of pocket costs. Although students should make an appointment to see a physician or nurse practitioner, the Ashe Center does provide walk-in service for urgent care as well as a 24-hour nurse line you can call at (866) 704-9660, when the office is closed.

Additional information on the Student Health Plan and the Ashe Center can be found [online](#) or by calling (310) 825-4073

### 911 and Emergency Information

In case of any emergency, dial 911. On-campus emergency assistance may be summoned immediately by touching a button at one of the "Emergency UCLA Police" reporting stations (ERS) which are identifiable by a blue hood throughout the campus and by yellow emergency phones inside parking structures. The ERS will dispatch police and activate a tape recording of all sounds in the area.

### On-Campus Emergency and Safety Phone Numbers:

UCLA Police Department: (310) 825-1491, for non-emergency calls  
Crime Prevention Officer and Information: (310) 794-6084  
CSO Escort Service: (310) 794-WALK (9255)  
UCLA Emergency Medical Center: (310) 825-2111 or (310) 267-0532.

### Health Services

Ronald Reagan UCLA Medical Center  
[Emergency Room](#) (24 hours)  
757 Westwood Plaza, Los Angeles  
(310) 825-2111 (For patient information)  
Dial 35 on campus for ambulance

# STUDENT LIFE

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## Transportation

### Bus and Metro Lines

There are many different bus lines that operate throughout the City of Los Angeles. You can use online resources to map out a route between UCLA and several popular destinations. Please keep in mind that you may need to transfer between different bus companies to reach some destinations.

- [LA County Metropolitan Transportation Authority \(Metro\)](#)

The [Metro](#) serves the larger L.A. metropolitan area and can take you to areas like Hollywood, Studio City and downtown Los Angeles. You can use the [Trip Planner service](#) to find out exactly which routes you need to take to get to your desired destination.

- [Big Blue Bus](#)

The Big Blue Bus is operated by the nearby city of Santa Monica and has many routes servicing UCLA and the west-side of Los Angeles. There are two main bus terminals conveniently located on campus: one on Hilgard Avenue near Murphy Hall and another on Strathmore Drive near the Student Union in Ackerman hall. Visit the [Big Blue Bus Website](#) or call the customer service line at (310) 451-5444 for additional details and route information.

- [Culver City Bus](#)

Green [Culver City buses](#) offers service throughout the west side of L.A., between UCLA and nearby neighborhoods of Mar Vista, Palms, Venice and Culver City. Bus routes and schedules are available online.

- [Campus Shuttles](#)

The [BruinBus](#) is a complimentary campus shuttle that loop through much of the campus Monday through Friday every 8 to 15 minutes during posted service hours. The combination of the Campus Express and Wilshire Center routes cover much of the campus and reach into Westwood Village.

### Evening Vans and Escort Service

The evening van service is free of charge and provides a safe means of transportation around campus during evening hours. The vans provide transportation between campus buildings, on-campus housing and nearby residential areas. The Evening Van Service is available Fall, Winter, and Spring quarters. The hours of operation are Monday through Thursday from 7pm to midnight. Please check [online](#) for more information, including the van route, stops and operations.

Evening escort services are also available every day from dusk until 1 a.m. between campus buildings, local living areas or Westwood Village. You can request this service by calling (310) 794-WALK (9255), 15 minutes before departure.

### Car Shares

UCLA has partnered with [Zipcar](#) to bring car sharing to all Bruins. Once you pay an annual fee, Zipcar members will have access to hourly (or daily) rate that includes gas, insurance, maintenance, a reserved parking space, roadside assistance, and 24-hour customer service. Zipcar is great for both commuters and on-campus residents without a car for brief off-campus trips, appointments and errands.

### Campus Parking

You may purchase a quarterly or monthly permit, or pay for parking on a daily basis. A term permit is generally more cost effective and convenient. Please check [online](#) for permit fee information. Daily permits are sold on a space-available basis at parking and information booths located throughout campus. Motorcycles, mopeds and motor scooters do not require parking permits, but may park only in designated areas.

# STUDENT LIFE

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## Recreation

UCLA Recreation provides extensive access to a broad range of recreational activities and group sports. Programs include archery, chess, water polo, rugby, table tennis, soccer, swimming and golf. All students have access to UCLA Recreation but some classes may require a fee. You must show a valid BruinCard to use [UCLA Recreation](#) services.

### John Wooden Center

The [John Wooden Center](#), named after the legendary basketball coach, is a 95,000 square foot recreation center with various athletic facilities ranging from basketball courts, strength and conditioning zones, rock climbing wall to handball courts. Students can call (310) 206-8307 for more information.

### Sunset Canyon Recreation Center

[Sunset Canyon Recreation Center](#) is a park-like facility that has pools, picnic and barbecue areas, and tennis courts. Athletic equipment can be checked out for short term use. Students can call (310) 825-3671 for more information.

## DCISS

During the academic year, DCISS organizes and co-sponsors a variety of special events such as culture nights, performances, and dances. Program information can be found online at the [Dashew Center Programs page](#).

## Daily Bruin

The [Daily Bruin](#) is the primary source for news on campus. The newspaper is published almost every weekday during the academic year and once a week during the summer.

## Central Ticket Office

Tickets for all UCLA cultural events are available at the [Central Ticket Office](#) (CTO) located in the James West Alumni Center. The CTO also offers discounted student tickets to campus athletic events and local motion picture theaters. Tickets to off-campus events through Ticketmaster, student discount tickets for MTA buses and tokens for the Santa Monica and Culver City Municipal Bus Lines are also available at CTO.

## Travel and Tourism

### Traveling Outside the United States

With your J-1 Visa you will be allowed to travel to Mexico or Canada as a tourist for a period less than 30 days. Before you leave the U.S. you will need to take your DS-2019 form to an international advisor at DCISS for validation.

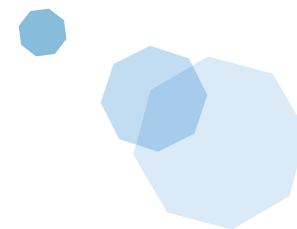
When you re-enter the U.S. you will be required to show the following documents at the Port of Entry:

- Valid passport (for at least 6 months)
- Valid DS-2019 endorsed for travel by DCISS (each signature is valid for one year).
- Valid J-1 visa (unless you are traveling to Mexico or Canada for a period less than 30 days).

**Note: Be sure to make a copy of the identification and visa pages of your passport and, your DS-2019, and keep them in a secure place, separate from the originals. If your passport is lost or stolen, you must contact your country's embassy or consulate and the local police immediately. An official birth certificate is useful to obtain a passport replacement.**

### Returning Home

Upon finishing your exchange program, you will be given a grace period of 30 days from the expiration date on your DS-2019 before you are required to return home. If you leave the U.S. during this time, you will not be able to re-enter the country on the expired DS-2019.





# HOUSING



## University Housing

Though placement in on-campus housing is competitive, most exchange students have been able to receive a housing offer from UCLA.

### Undergraduate Students

After your exchange program registration is approved, your name is sent to the UCLA Housing Office. Subsequently, you will receive information on how to apply. A housing offer will be made, if space is available. Ultimately, you will have the option to accept or decline the offer.

### Graduate Students

Graduate student housing at UCLA is extremely competitive. Submitted applications are assigned lottery numbers, which dictate the order in which housing offers are made. To apply, visit the [Housing Portal](#).

For more information about UCLA housing on-campus or off-campus please visit the [UCLA Housing Services](#) Web site.

## Non-university housing (off campus)

There are many options for students who want to live off campus.

Some students may choose to look for housing in near-by areas such as Westwood, West LA, Beverly Hills, Santa Monica, or West Hollywood. Commutes to these neighborhoods may vary depending on traffic. You can visit [Neighborhood Profiles](#) page to find which options are closer to campus.

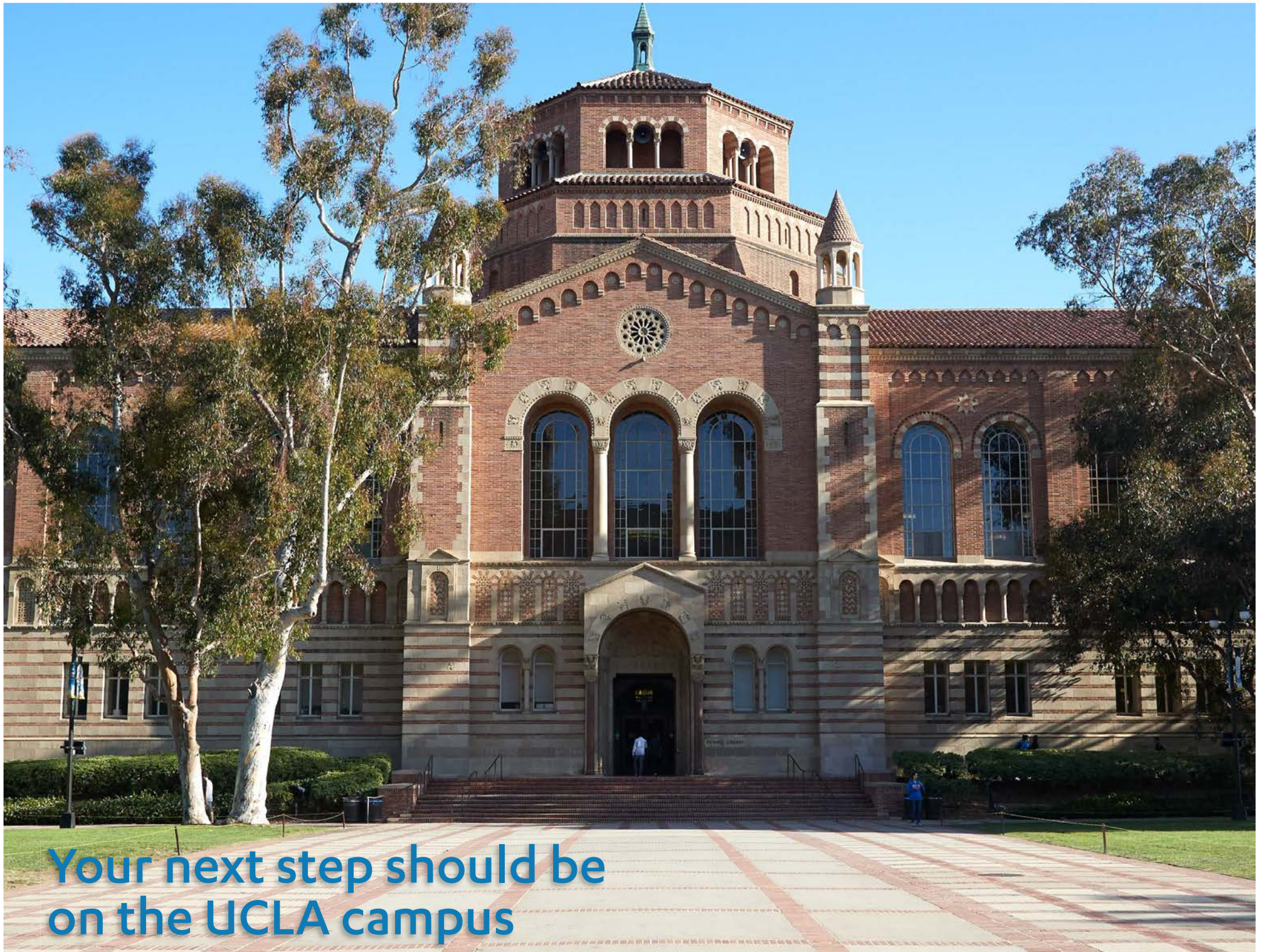
You can search for off-campus housing in the Los Angeles area online.

Here are a few websites that may be helpful:

[Facebook.com/groups  
ForRentUniversity  
Solutions In LA](#)

[ZUMA Housing  
UCLA Daily Bruin Newspaper  
Westside Rentals](#)





Your next step should be  
on the UCLA campus



# DIRECTORY

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## **INTERNATIONAL EDUCATION OFFICE**

1331 Murphy Hall  
info@ieo.ucla.edu  
(310) 825-4995

[ieo.ucla.edu](http://ieo.ucla.edu)

## **DASHEW CENTER FOR INTERNATIONAL STUDENTS & SCHOLARSHIPS (DCISS)**

106 Bradley Hall  
(310) 825-1681

[internationalcenter.ucla.edu](http://internationalcenter.ucla.edu)

## **REGISTRAR'S OFFICE**

Enrollment Verification and Transcripts  
1113 Murphy Hall  
transcripts@registrar.ucla.edu  
(310) 825-1091

[registrar.ucla.edu](http://registrar.ucla.edu)

## **SUMMER SESSIONS AND SPECIAL PROGRAMS**

1331 Murphy Hall  
info@summer.ucla.edu  
(310) 825-4101

[summer.ucla.edu](http://summer.ucla.edu)

## **HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE**

6426 Boelter Hall  
(310) 825-9580

[engineering.ucla.edu](http://engineering.ucla.edu)

## **SCHOOL OF ARTS & ARCHITECTURE**

2200 Broad Art Center  
(310) 206-3564

[arts.ucla.edu](http://arts.ucla.edu)

## **SCHOOL OF THEATER, FILM AND TELEVISION**

102 East Melnitz Hall  
(310) 206-8441

[tft.ucla.edu](http://tft.ucla.edu)

## **UCLA HOUSING RESOURCES**

360 De Neve Drive  
(310) 206-7011

[portal.housing.ucla.edu](http://portal.housing.ucla.edu)



# DIRECTORY

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## **BRUINCARD CENTER**

123 Kerkoff Hall  
B-8-152 NPI Ronald Reagan Hospital (Health Care Badges Only)  
(310) 825-2336

[bruincard.ucla.edu](https://bruincard.ucla.edu)

## **SELF-SERVICE PRINTING CENTERS**

B01 LuValle Commons  
(310) 206-5630  
Hours: 8AM-6PM (Mon-Fri)

[library.ucla.edu](https://library.ucla.edu)

## **COLLEGE LIBRARY INSTRUCTIONAL COMPUTING COMMONS (CLICC)**

145 Powell Library (Lab)  
140 Powell (Laptop check out)  
(310) 206-0271

[library.ucla.edu](https://library.ucla.edu)

## **OFFICE OF RESIDENTIAL LIFE LABS**

Covel commons, De Neve, Rieber, Hedrick  
(310) 206-0950

[reslife.ucla.edu](https://reslife.ucla.edu)

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

146 Humanities Building  
(310) 206-1145

[wp.ucla.edu](https://wp.ucla.edu)

## **UCLA HAPPENINGS**

Your personal guide to UCLA arts, culture, exhibitions, music, sports and more.

[happenings.ucla.edu](https://happenings.ucla.edu)



**UCLA**  
Study  
Abroad

# UCLA Exchange

INTERNATIONAL EDUCATION OFFICE  
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(310) 825-4995

[INFO@IEO.UCLA.EDU](mailto:INFO@IEO.UCLA.EDU)

[IEO.UCLA.EDU/EXCHANGE](http://IEO.UCLA.EDU/EXCHANGE)

