**Instructions for London School of Economics and Political Science**

**Summer School Application**

The application period is from November 2018 to YOUR CAMPUS DEADLINE, 2019

Applications are **first-come first-serve**. Course choices will become limited by the beginning of March.

Bookmark or print out this instruction sheet to keep as reference for the entire application and admission process.

**First Step:** Complete and electronically submit the UCEAP Online Application. There are three applications to choose from: one for Session 1 only, one for Sessions 1 and 2 only, and one for Sessions 2 and 3 only. You MUST click “Submit” on the UCEAP application BEFORE continuing further.

**NOTE:** Session 1 only students are not eligible for Federal financial aid. Some Session 1 only students may also not be eligible for UC campus financial aid (varies by UC campus).

**Second Step:** Go to [http://www.lse.ac.uk/study-at-lse/Summer-Schools/Summer-School](http://www.lse.ac.uk/study-at-lse/Summer-Schools/Summer-School) to apply online to LSE. There is a non-refundable £50 (GBP) fee that can only be paid online by credit card.

**Third Step:** Take any items required by your campus EAP office into that office. The items will be listed in the UCEAP Application Requirements Checklist and/or a separate campus EAP office checklist. That office reviews the items and codes your application status into MyEAP.

Most fields in the LSE online application are self-explanatory. **Review the following when completing your application:**

- Enter your name exactly as it appears on your passport.
- Your nationality refers to the country issuing your passport (ex: United States) – it does not refer to your ethnicity.
- Select the sessions you will take: Session 1, Session 1 and Session 2, or Session 2 and 3. (No other combinations can be taken)
- Select “University of California” in the Current University drop-down box.
- Enter your Major for Principal Subject. Select Main Subject.
- Enter your Winter/Spring UC courses for Current Modules. Select Whole Credit.
- Enter your UC campus academic advisor for Reference.
- When choosing courses, remember you can choose only one course in each session and be sure to note which courses have prerequisites.
- If you have taken or are going to take the prerequisite, enter the required information where prompted. If the grade will be received after the LSE session course has started, you will need a letter of recommendation from the professor of that prerequisite. Note that this is at the discretion of LSE, and may not guarantee entry into a course.
• Note: AP credits are not considered sufficient prerequisites.
• Do NOT fill out the English Language Requirement.
• When asked who will be paying for your course at LSE? Enter “My university/employer”; Does your institution have an existing relationship with LSE? “Yes”; Institution Code: EAP18
• Upload a copy of your transcript. Transcripts can be unofficial, but they need to show your name and the name of the UC you attend. (LSE courses with high school prerequisites do not need a high school transcript.)

Admission and Visa Letter: Within 2 weeks, you will receive an email with an admission decision. LSE reserves the right to make the admission decision. The email from LSE will have an attachment that you must print out and keep to use as your official admission document for visa purposes. You will not receive a hard copy in the mail.

Tuition: Do NOT pay tuition to LSE. All applicants automatically receive a generic tuition request during the process; LSE is aware that UCEAP students do not pay tuition to LSE.

Housing: UCEAP students are encouraged to live in LSE housing. LSE has many accommodation options with various price differences and locations. If you receive a response that LSE housing is full, email back that you want LSE “alternative” housing.

http://www2.lse.ac.uk/study/summerSchools/summerSchool/accommodation/Home.aspx.

Make sure to read the conditions and regulations. Apply for housing when you receive the admission email with your LSE ID number as well as your selection email from your UC campus.

Housing Payment: Pay LSE directly for your housing, online by credit card – the cost is not part of your UCEAP fees, but it is factored into your total financial aid package. You will be required to pay for housing in full approximately two weeks after you receive an offer of housing. There is no deposit or plan to make several payments.

Delay in paying for housing will not prevent you from registering for courses, but it may prevent you from getting the housing you want because the residence halls fill up quickly for the summer session. Students receiving financial aid cannot wait to receive the aid before paying for housing.

Student Visitor Visa (Short-Term Study Visa): Instructions will be sent to you later in the UCEAP Pre-Departure Checklist. US citizens obtain the Student Visitor Visa upon arrival in the UK. Some Non-US citizens must obtain the Student Visitor Visa before departure from the US.

(NO ONE can apply for the “Tier 4 Student Visa” because no one will receive a required CAS number from LSE.)

If you have any questions, contact Meaghan White at UCEAP, (805) 893-2667 or mwhite@eap.ucop.edu.