

Welcome to your Program



2023-2024 Student Handbook



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Welcome, Anteater!

Dear Student,

Welcome to the University of California, Irvine Division of Continuing Education (DCE)!

We are so proud that you have chosen to join us in sunny Southern California to further your studies. We are confident that your time here will be academically, culturally, and personally rewarding as you develop new skills and engage with other students from around the world.

This student handbook has been prepared to help you succeed when you're studying with us. Please read it carefully as it will answer many of your questions and provide you with important academic, legal, cultural, and practical information. Your health and safety are very important to us, and we require your cooperation in following rules and best practices.

If you have additional questions after reading this handbook, please reach out to our friendly student support staff. We want to ensure your experience in Irvine is rewarding, safe and enjoyable.

Enjoy your time at UC Irvine, we are glad to have you with us!

Warmest regards,

Krissy

Kristine (Krissy) Collins (she/her/hers)
Dean, Division of Continuing Education



Staff Contacts

Who to Contact for Program Assistance?

All staff members are available to assist you during your program. Department contact information and a description of services are below. To learn more about each department's services, please find their section in the handbook.

(Note: Usual business hours for staff members are Monday – Friday, 9:00am – 4:00pm PST)

Contact the Applications & Admissions staff if...

- You have questions about your student application or the admission process.
- You have general questions about International Programs.

Applications & Admissions

E-mail: ip@ce.uci.edu

Phone Number: 949-824-5414 | Fax: 949-824-8065

Contact the Registration & Payment office if...

- You have questions about how to pay your fees.
- You have questions about registration, enrollment, and payment deadlines.

Registration & Payment

E-mail: ip@ce.uci.edu

Phone Number: 949-824-5414

Contact an International Student Advisor if...

- You need help with immigration matters (visa, transfer, etc.).
- You are planning to leave the United States for a vacation, etc.
- You have questions about employment in the United States.

Immigration Advising

E-mail: ImmigrationOfficials@ce.uci.edu

Phone Number: 949-824-5414

Contact an Academic Advisor if...

- You need help with academic planning and course selection.
- You need help choosing a DCE program.
- You need U.S. College Counseling.
- You have attendance questions or problems.
- You have problems with a teacher or classmate.
- You are experiencing difficulties in your courses.

Academic Advising

E-mail: AcademicAdvising@ce.uci.edu

Phone Number: 949-824-5414

Contact the Student Life & Activities office if...

- You need information about activities.
- You need information about transportation, bus passes, car rentals, etc.
- You need information to apply for a California Driver's License.
- You would like to meet with native English speakers to practice your English.



- You need general information about the UC Irvine campus or area.
- You need help creating a UCINetID or UCI Gmail account.
- You need help accessing UCI Wi-Fi.

Student Life & Activities
E-mail: activities@ce.uci.edu
Phone Number: 949-824-8530
Website: <https://about.me/activities>

Contact the Student Wellness & Support Advisor if...

- You need help with your physical and mental health and wellness.
- You need help with housing or financial concerns.
- You need help with UCI Health Insurance.

Student Wellness & Support Advisor
Mike Sciarappa
E-mail: mscarap@uci.edu or HealthandWellness@ce.uci.edu
Phone Number: 949-824-687

Other Contacts:

Send questions about Class Attendance to: ESL-Attendance@ce.uci.edu
For a complete list of DCE Staff Contacts, go to:
<https://ce.uci.edu/about/contacts/departments/>
<https://ce.uci.edu/about/contacts/administrative/>

Contacts Card

Here are some important contacts you want to always keep with you. Print out the Contacts Card and put it in your wallet!

Contacts Card

In case of an emergency, dial **911**
UC Irvine Campus Police: 949-824-5223
UC Irvine Student Health Center: 949-824-5301

DCE Student Affairs & Student Services

Website: ip.ce.uci.edu
E-mail: ip@ce.uci.edu
Phone Number: 949-824-5414
Immigration Concerns:
ImmigrationOfficials@ce.uci.edu

Contacts Card

In case of an emergency, dial 911
UC Irvine Campus Police: 949-824-5223
UC Irvine Student Health Center: 949-824-5301

DCE Student Affairs & Student Services

Website: <https://ip.ce.uci.edu/>
E-mail: ip@ce.uci.edu
Phone Number: 949-824-5414
Immigration Concerns:
ImmigrationOfficials@ce.uci.edu

Pre-Arrival Information

Important Information

Is there a deposit?

There is a non-refundable deposit due prior to the program start date for the following programs:

- Accelerated Certificate Programs (ACP)



- \$3,000 USD
- 10-Week Intensive ESL
\$2,000 USD

When is the fee deadline?

Tuition and fees for all programs are due one week before the program starts. You will receive an email with instructions on how to pay your fees. A late fee will be charged if fees are not paid by the deadline. Please note that books and supplies are not included in the tuition fees. Books and supplies cost between \$150 and \$400 USD.

- 10-Week ESL Program: \$500 late fee
- Accelerated Certificate Programs (ACP): 10% of tuition late fee

What should I do if I need to cancel or postpone my program?

Please email us at ip@ce.uci.edu to postpone or cancel your program or if you cannot arrive by the first day of the program according to the following:

- Within **16 calendar days** of the program start date for the 10-Week ESL Program
- Within **14 calendar days** of the program start date for Accelerated Certificate Programs (ACP)

The first postponement requires no charge. Additional postponements require an additional \$200 Application Fee.

What should I do if I cannot arrive by the first day of the program?

If you are not able to attend the first course day of the program, email us at ip@ce.uci.edu before your program start date. Depending on the date you can start, we may be able to accommodate you.

What is the refund policy?

Cancellations must be requested in writing to ip@ce.uci.edu. The Application Fee is non-refundable.

- Prior to the program start date: 100% of refundable fees
- Prior to the end of the 5th day of classes for 10-Week ESL/Accelerated Certificate Programs: 50% of refundable fees
- No refunds after the 5th day of classes for the 10-Week ESL/Accelerated Certificate Programs

How do I get started?

- Look out for pre-arrival emails regarding orientation and/or requesting personal information such as immigration status, local address, and emergency contacts.
- Attend a program orientation to meet staff and ask any questions you may have.

Preparing for UCI

Health Insurance

All UC Irvine Continuing Education students are required to have health insurance during their studies in the United States. All students are charged for UCI health insurance unless a Health Insurance Waiver is submitted.

UCI health insurance does not begin until the first day of the program. We highly recommend that you purchase UCI health insurance. However, if you have your own private insurance that meets the minimum requirements below, you can waive the UCI health insurance fee. To waive UCI health insurance, you must complete our **Health Insurance Waiver** and send it to ip@ce.uci.edu.



Here are the minimum required coverages for your private health insurance plan:

- Unlimited benefit per Policy Year
- The deductible is no more than \$300 for in-network and out-of-network combined per Policy Year
- \$50,000 Minimum coverage for Medical Evacuation Expenses to your home country if necessary
- \$25,000 Minimum coverage for Repatriation of Remains to your home country in case of death

Housing

Finding a place to live during your time at UC Irvine is very important. Eliminate the stress of looking for a place to live by choosing one of our housing partners! Our options ensure that you enjoy a safe, clean, fully furnished living environment. Explore several housing options to find out what meets your needs and the type of experience you want during your stay. Please contact the housing company directly for pricing and details.

- **University Apartments**, vendor-resourced local apartments, which allow you to interact with and explore the community, while practicing your English in real-life situations
- **Homestays**, which will immerse you in American culture within a family environment
- **UCI Dorms**, (summer only), which give you the opportunity to live on the UCI campus near classrooms, with meal plans available
- **Additional Housing Resources** can be found [here](#)

Please note that housing options are becoming increasingly limited, so we recommend that you secure your housing arrangements as soon as possible.

Smoke-Free Campus

UC Irvine is a smoke and tobacco-free campus. Smoking and the use of tobacco is not allowed on any campus properties, including all indoor and outdoor areas, properties owned or leased by UC Irvine, and parking lots. View the policy and more information [here](#).

Weather

Southern California has 292 sunny days per year. The highs range from 23-31°C in the spring and summer and 15-20°C in the fall and winter. Irvine's average temperature in January is 13°C and the average temperature in August is 21°C. We recommend wearing a sweater or light jacket to class and during the evenings. Sometimes the classrooms and evenings can get cold.

Useful Links

Visit the below websites for additional travel information!

[Travel alerts and warnings](#)

[Safety tips for traveling abroad](#)

Airport Pickup



UCI Airport Pickup

UCI provides airport pickup for flights scheduled to arrive between 08:00 and 17:00 on specific days related to your program start date. For these specific dates, please visit our [Airport Pick-Up Service website](#). If you would like us to greet you and pick you up at the airport, you must complete and submit the Airport Pickup Request Form at least 5 days before your program starts. The form is available at our [Airport Pick-Up Service website](#). Cancellations and changes must be requested at least 3 business days before the pick-up to be eligible for a refund.

If you are not arriving during our specific pick-up days, you may need to arrange your own transportation. Here are some options:



Uber

Uber is a popular transportation mobile app in Southern California. You can use the Uber app to request a ride to UC Irvine or your housing. Download the mobile app from your app store and create an account! You must pay by credit card.

[Google Play](#)

[Apple Store](#)



Lyft

Lyft is another popular transportation mobile app in Southern California. You can use the Lyft app to request a ride to UC Irvine or your housing. Download the mobile app from your app store and create an account! You must pay by credit card.

[Google Play](#)

[Apple Store](#)



24-7 Taxi Cab Service

Taxi Cab Service is a taxi and airport shuttle company that provides service 24 hours a day. You can book them online or over the phone. You can pay the driver with cash or by card.

[24-7taxicab.com](#)

(888) 247-8294



Hotel Options

If you plan to arrive prior to your scheduled housing check-in date, you will need to make temporary housing arrangements. We recommend the Orange County Travelodge. The hotel offers low-cost accommodations, a continental breakfast, and a free hotel shuttle service to UCI. Please see below for the most updated contact information and rates. For additional hotel suggestions, please contact the Student Life & Activities Office at activities@ce.uci.edu.

Travelodge Hotel Orange County Airport

1400 Bristol Street, Suite A, Costa Mesa, CA 92626

Phone: (714) 486-0905 | [Website](#)



Freeway Directions to UCI

 **405 FREEWAY**

From the North:

Exit at Jamboree Rd.
 Right on Jamboree Rd.
 Left on Campus Dr.
 Right on East Peltason into UCI Right on Pereira

From the South:

Exit at University Dr.
 Left on University Dr.
 Right on Campus Dr.
 Right on East Peltason into UCI Right on Pereira

 **73 FREEWAY** (fee required)

From the North:

Exit at Bison Ave.
 Left on Bison Ave. into UCI
 Right on East Peltason
 Left on Pereira

From the South (toll):

Exit at Bison Ave.
 Right on Bison Ave. into UCI
 Right on East Peltason

 **55 FREEWAY**

From the North:

Take 55 South to 73 South
 Exit at Bison Ave.
 Left on Bison Ave. into UCI

From the South:

Take 55 North to 73 South
 Exit at Bison Ave.
 Left on Bison Ave. into UCI
 Right on East Peltason
 Left on Pereira

 **5 FREEWAY**

From the North:

Take 5 South to 55 South to 73 South
 Exit at Bison Ave.
 Left on Bison Ave. into UCI
 Right on East Peltason
 Left on Pereira

From the South:

Take 5 North to 405 North
 Exit at University Dr.
 Left on University Dr.
 Right on Campus Dr.
 Right on East Peltason into UCI
 Right on Pereira
 Left on Pereira

 **91 FREEWAY**

From the North:

Take 91 West to 241* South to 261* South
 261 South becomes Jamboree Rd.
 Left on Campus Drive
 Right on East Peltason
 Left on Pereira

Navigating to UCI

Use your maps mobile app to navigate to UCI DCE!

➔ **Address: 510 E Peltason Dr, Irvine, CA 92697**

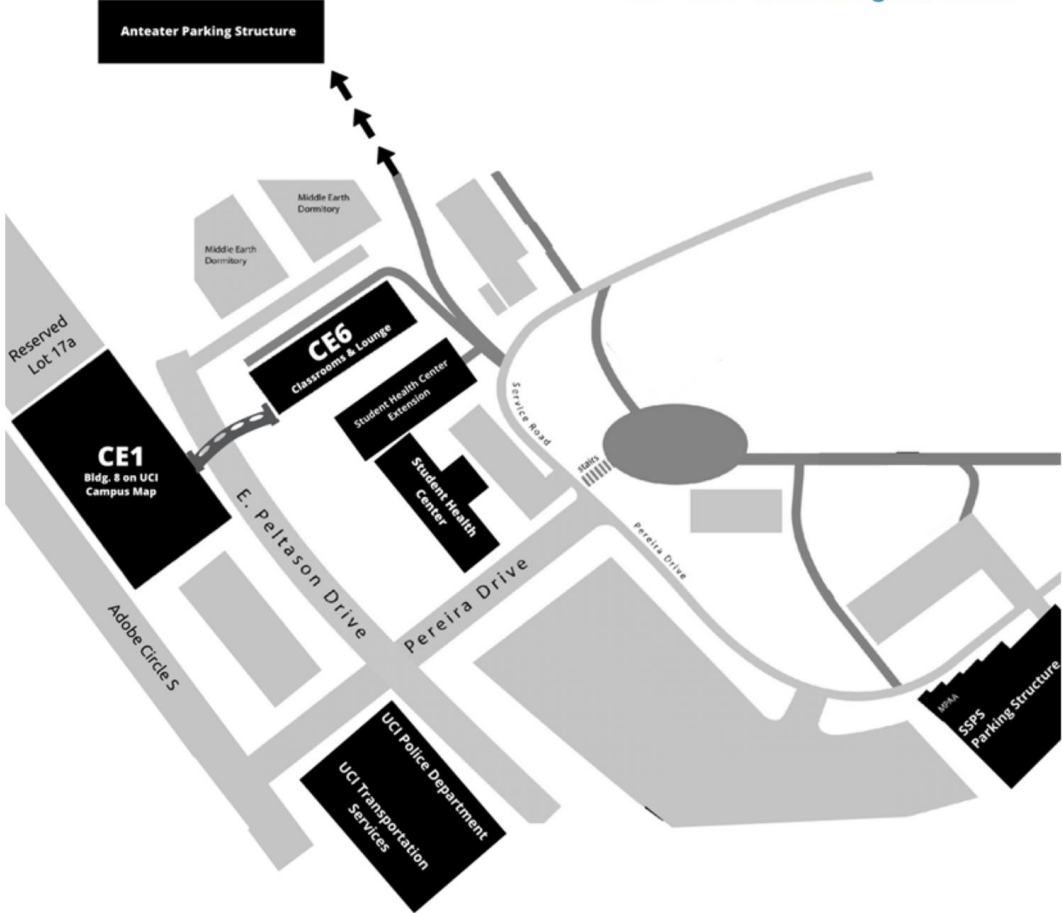
If you don't currently use one, we suggest using [Google Maps!](#)

Parking at UCI

A parking permit is required at all times to park on UCI Campus. Parking regulations are enforced 24/7. Vehicles without a permit will be ticketed. For more information regarding prices and where to park, click [here](#).



Map of UCI DCE



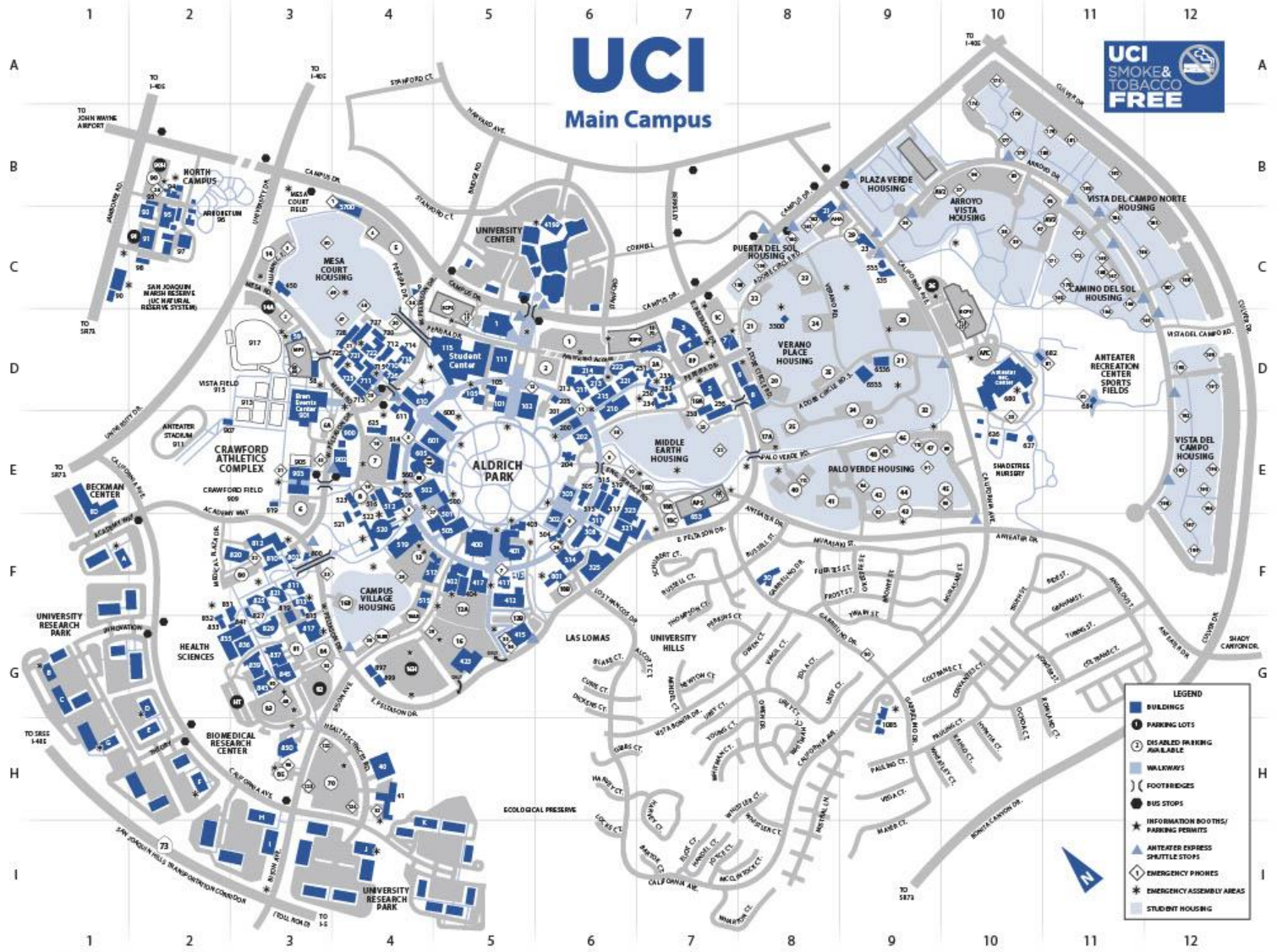
CE1 (by floors):

- 1st floor
Classrooms, computer lab, study/lounge space, vending
- 2nd floor
Information desk, classrooms, Bridge Cafe
- 3rd floor
Classrooms, Student Life & Activities
- 4th & 5th floor
Invited access only, DCE staff, Student Advising



Map of UCI

Main Campus



Presented by UCI Transportation and Distribution Services. Explore UCI's interactive map at map.uci.edu.

REV 091120-20

Click on the map above to download it as a pdf!

For an interactive display of UC Irvine, go to map.uci.edu.



Cultural Adjustment

Culture Shock

Everyone who moves to a new country or place experiences a period of transition and adjustment to the new culture. This is sometimes called culture shock. Culture shock is a feeling of being confused, lost, or unhappy when you are in a new country or a new place where things are very different. Everybody experiences culture shock when they are in a new place. It's a normal feeling, and it will get better after a while. There are 5 stages of culture shock:



1. Honeymoon

A honeymoon is the time just after a couple gets married when everything is new, exciting, and happy. In the same way, studying in the United States is a new, exciting experience. Many things are interesting and different. You enjoy finding out about the differences in food, fashion, and social customs. But the honeymoon does not last forever. It might last for a few days to a few weeks.

2. Hate

After living in the new place for a while, you might start to be bothered by things that are not so good. You realize that it's harder to do some things than it was at home. People don't always understand you, and you're not always sure what to do. You might feel frustration or anger at differences in culture or customs. Maybe you will start to criticize and complain about the new place.

3. Homesickness

During this stage of culture shock, people think about all the good things at home and forget that things are not perfect there either. They feel sad, lonely, and homesick. People might do these things:

- Calling home very often
- Sleeping too much or too little
- Eating or drinking too much
- Crying for no reason
- Feeling upset and getting angry easily
- Having trouble concentrating on schoolwork

4. Humor

After a while, things start to get better. You can understand things now, and they start to make sense. You start to look at the new things around you with humor. You can find the fun in cultural differences, and they don't seem so strange anymore.

5. Home

Finally, you get used to the new place. You have a feeling of comfort and belonging. The new place feels like a second home.

Ways to Overcome Culture Shock

1. Share your frustrations with others.

Talking about your feelings can help you feel better. You might also find out that your friends have some of the same problems.

2. Write down your frustrations and complaints.

Sometimes this helps you to see that things are not so bad.

3. Ask for help.

Remember, you are not alone! Talk to your teachers or the [Student Wellness & Support Advisor, Mike Sciarappa](#). They are happy to help you.

4. Make friends.



Develop relationships with classmates or others in the new place.

5. Contact family and friends back home.

It's good to hear familiar voices and know that they're thinking about you.

6. Be patient.

Try to see both the good and bad things around you.

7. Learn the rules of living in your host country.

If you know how things are done and how you are expected to behave, you will fit in better and feel more comfortable.

8. Focus on things you can control, not on things that you can't change.

For example, you can't make the buses run on time, but you can be sure you wake up early enough to get to the bus stop on time.

9. Get involved. Join a campus club or find a new hobby.

This will keep you busy and help you feel more at home. We have a [Student Life & Activities](#) staff ready to help you with this. Email activities@ce.uci.edu.

10. Take care of yourself.

Get enough exercise and eat nutritious food. If your body feels better, your mind will feel better.

American Culture

Names

First names or given names are commonly used in the U.S. If the person is older, use Mr., Mrs., Miss, or Ms., and the last name or family name. It is normal for someone you just met to call you by your first name. This is not considered rude and shows you the casual style of Americans. Also, be patient with people pronouncing your name. Just like American names and words are new to you, there will be names and words that are new to others.

Greetings

Americans like to be friendly and smile or say hello even if they do not know you. It is normal for strangers to say hello to you, but it does not always mean they are inviting you to a conversation. A handshake is normal when meeting someone. Sometimes, they may hug as a greeting to more close friends.

Tipping

Tipping is not mandatory in most of the U.S., but it is customary to tip for service, especially at sit-down restaurants and bars. The average tip is generally 15% to 20% of the total meal cost. Sometimes, restaurants will include the tip in the bill if there is a large party, so make sure you check that out.

Personal Space

Americans usually talk to each other from a distance of about 2 feet. They may talk closer to you if they feel more comfortable.

Just Say No

No means no. Do not feel bad or be afraid to say no whether it's to someone you know or don't know. For example, if someone tries to sell you things or ask for money, you can say no. It is okay to say no to anyone that makes you feel uncomfortable.



F-1 Visa Guide

How to Get an F-1 Visa

Most travelers to the U.S. must obtain a visa. For the F-1 student visa, the process includes obtaining an I-20 form from an academic institution in the U.S., application forms and interviews, as well as checking the history of the applicant. As a visa applicant it is important that you recognize that these registration processes are necessary to protect U.S. citizens and our visitors, so please allow for extra time in your planning. Because of this process many visas take at least several weeks, but some can take longer. While individual experience may differ, here are the basic steps you should follow and what you can expect throughout the process. Use the following guide as a reference to assist you in getting your F-1 student visa!



① Research the Process

If you have access to the internet, visit <https://travel.state.gov/content/travel/en.html> for information on current U.S. Student Visa Policy and Procedures. To locate a U.S. Embassy/Consulate located in or nearest to your home country please visit <https://www.usembassy.gov/>. These websites will help you determine the specific steps on how to obtain an F-1 student visa. If you do not have access to the internet, contact the nearest U.S. Embassy/Consulate for further information.



② Make an Appointment

You will need to make an appointment to visit the U.S. Embassy/ Consulate in order to apply for an F-1 student visa. This can be done by telephone, mail, over the internet, or in person. Be sure to schedule an appointment as soon as possible. To find the nearest U.S. Embassy/ Consulate near you please visit <https://www.usembassy.gov/>.



Be sure to ask what fees are required and how they can be paid. Application fees must be paid before your appointment and are non-refundable.

③ Prepare Your Documents

The U.S. Consulate/Embassy website will indicate the required documents for a visa interview. However, in general, all applicants for an F-1 student visa must provide the documents below:

- (a) **ORIGINAL FORM I-20:** F-1 students must present all 3 pages of the original I-20 form to the consular officer for review. Students must sign under the "Student Attestation" section on page one of the Form I-20. Please note that you have been provided a travel signature on page 2 of your I-20. The travel signature can be used to travel outside of the United States during your studies at our school. You will receive more information about traveling outside of the United States in F-1 visa status once you arrive at our school.
- (b) **DS-160 FORM:** Completed Non-Immigrant Visa Electronic Application form (DS-160).
- (c) **PASSPORT:** Passport must be valid for at least six months after proposed date of entry into the United States.



- (d) **ONE (1) 2x2 PHOTOGRAPH:** Required photo format directions will be provided when completing the DS-160 form.
- (e) **RECEIPT FOR VISA PROCESSING FEE PAYMENT:** This fee is paid when students go to the U.S. Consulate/Embassy to apply for the student visa. Fee payment receipt will be issued, and students must keep this receipt for each applicant including each child listed on a parent's passport who is also applying for a U.S. visa. The receipt(s) must be presented to the consular officer during the interview.
- (f) **RECEIPT FOR SEVIS I-901 FEE PAYMENT:** Student applicants must pay the SEVIS I-901 Fee before applying for an F-1 student visa. **See page 17 for more details on how to pay the I-901 SEVIS fee.**
 - You may print your I-901 receipt at <http://www.fmiffee.com/> and select Check I-901 Status/ Print Payment Confirmation.
- (g) **PROOF OF FUNDING:** Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period you intend to study.
- (h) **OTHER SUGGESTED DOCUMENTS TO PREPARE:**
 - School admission letter
 - Transcripts and diplomas from previous institutions attended
 - Scores from standardized tests required by the educational institution such as the TOEFL, TOEIC, etc.
 - Any information that proves that you will return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.

④ Bring All Documents to your Visa Appointment/Interview

Give your application, passport, and other documents to the U.S. Embassy/Consulate. The documents will take a few weeks to process. After looking at your documents, the Embassy/Consulate will decide if they can/cannot give you a visa.



Remain calm and answer all the consular officer's questions to you openly and honestly. Acceptance into an American school does not guarantee you will be approved for an F-1 visa.

⑤ More Interviews are Sometimes Needed

The U.S. Embassy/Consulate may also need extra information and fingerprints. This may add 4 to 6 weeks to your visa application process.

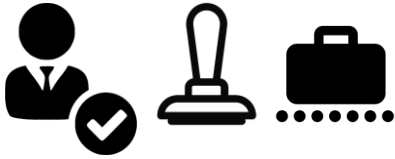
⑥ Entering the United States for your Program

Be sure to have your Form I-20, passport, and F-1 visa accessible on the airplane upon entering the United States.

An F-1 visa allows you to travel from your country to a port of entry in the U.S. In many cases, that port of entry will be the airport where you land.

When you deplane, follow directions for **non-citizen entry**.





At the airport, a U.S. official will **interview** you and verify all your paperwork. Once admitted, you will receive an **immigration stamp** and proceed to **baggage claim** and **U.S. Customs**. Please ensure the stamp says F-1 and D/S, which stands for Duration of Status. This means you have been admitted correctly as an F-1 student.

When can you enter the United States?

You may not enter the United States more than **30 days** before your program start date as indicated on page 1 of your I-20. You must report to UC Division of Continuing Education the program start date as indicated on page 1 of your I-20. If you arrive late, you risk being denied entry to the United States, not be permitted to begin attend classes, and you may be required to immediately depart the United States and reenter with a new Form I-20.



How to pay the SEVIS I-901 Fee

You will need to fill in a Form I-901 with information from your Form I-20 and pay the required SEVIS I-901 fee. For most people, the SEVIS I-901 fee is \$350.

If you have internet access, completing the form online will help ensure that you provide all the information in the correct format. This helps speed processing. You can fill the Form I-901 and pay the fee online at <http://www.fmjfee.com/>.

If you do not have internet access, you are able to complete the paper version of the I-901 form and mail in your payment.

How to pay SEVIS I-901 Fee ONLINE

(a) Find the Form I-901 at <http://www.fmjfee.com/>.

(b) Complete the form online and supply the necessary Visa, MasterCard or American Express information. Be sure to write your name exactly as it appears on your Form I-20.

- Print a copy of the online receipt.
- Be sure to bring a copy of your online receipt to your visa appointment/interview.

If you pay the SEVIS fee by internet, you can print a receipt directly from your computer at the same time. This computer-generated receipt can be used to prove you have paid the I-901 fee at an embassy, consular post, or port-of-entry.

How to pay SEVIS I-901 Fee BY MAIL

(a) Download and print out the **Paper Form I-901** “Fee Remittance for Certain F, J, and M Nonimmigrants.” from <http://www.ice.gov/sevis/i901/>.

(b) Follow the directions provided with the Paper Form I-901. Be sure to write all the information required exactly as it appears on your Form I-20.

(c) Prepare a check, international money order or foreign draft (drawn on U.S. banks only) in the amount of \$350 U.S. dollars, made payable to: “**I-901 Student/Exchange Visitor Processing Fee.**” Expedited payment receipt delivery is an additional fee. See the Paper Form I-901 for more information.

(d) Mail the completed **Paper Form I-901** and payment to the address listed on Paper Form I-901 instructions.

- (e) If you use regular mail, we suggest allowing at least two weeks for your payment to reach SEVP. If courier service is available, you can decrease this time by sending your payment by courier. Once your payment is processed you will receive an email alerting you that your payment has been received and you will be able to print your payment confirmation receipt by going to www.fmjfee.com and selecting Check I-901 Status/ Print Payment Confirmation.

SEVIS I-901 Fee: Frequently Asked Questions

The SEVIS I-901 fee is mandated by U.S. Congress to support the program office and the automated system that keeps track of international students and ensures that they maintain their status while in the United States. Each international student issued an initial Form I-20 is responsible for paying this fee to SEVP.



1. Who pays the SEVIS fee?

- New students with I-20s marked for “initial attendance” who are applying for a new F-1 visa from outside the U.S.
- New students with I-20s marked for “initial attendance” who are applying for a change to F-1 status from another status (B-2 for example).
- Current F-1 students in the U.S. filing for reinstatement after being out of status more than 5 months, and who are issued an I-20 issued for reinstatement.
- Canadians (who do not need an F-1 visa to enter the U.S.) should take a copy of the SEVIS fee receipt to present at the port of entry with the appropriate I-20. It will not be possible to pay the fee at the port of entry.

2. Can someone else (friend or family member) pay the fee for me?

- Yes. Be sure to obtain a copy of the payment receipt to prove the fee has been paid.

3. Will continuing F-1 students in the U.S. need to pay?

- No, unless the student falls out of status for more than 5 months and applies for reinstatement after or is outside the U.S. for more than 5 months.

4. What about my F-2 dependents?

- F-2 dependents do not have to pay the fee.



5. Do I have to pay if I stay in the U.S. but transfer to another school in the U.S. or change educational levels (example: ESL to Certificate)?

- No, you do not have to pay the fee again.

6. Do I have to pay the fee if I travel outside the U.S.?

- If you travel outside for less than a 5-month period, you do not need to pay. Also, if you are a continuing student, you will not need to pay the fee even if you must renew your F-1 visa.
- If you travel outside the U.S. for more than a 5-month period, you will need to pay the fee again since you will need to be issued a brand new I-20.

7. When do I pay the SEVIS fee?

- The fee should be paid at least 3 business days before you apply for your visa, change of status, or reinstatement application.



8. Can I pay the SEVIS fee at a university, consulate, or airport?

- No, at this time the SEVIS fee can only be paid online or by mail.

9. How do I pay the fee?

- The fee can be paid online or by mail. You must include the **Form I-901** with the fee. The fee can be paid by the student or by someone else (family member or friend) inside or outside the U.S.

10. Will the DHS keep a record of my payment on file?

- Fee payments should be entered into your permanent immigration (SEVIS) record, but it is strongly recommended that you keep a copy of your fee receipt to use in the future.

11. I applied to more than one school and have more than one I-20 form. What happens if I pay the SEVIS fee for one school and then change my mind and decide that I want to attend the other school? Can I move my SEVIS fee to the new school?

- Please visit: <https://www.ice.gov/sevis/i901/faq> and review the section “How can I-901 SEVIS Fee paid on one SEVIS ID be moved to another SEVIS ID”

12. What do I need to do to apply for an F-1 visa, change of status, or reinstatement?

- Get a Form I-20 from the school that you want to attend.
- Pay the SEVIS I-901 fee online or by mail.
 - Make a copy of the I-901 SEVIS fee receipt for your records.
 - Submit a copy of the I-901 SEVIS fee receipt with your visa, change of status or reinstatement application.
 - For change of status or reinstatement applications, if you previously paid the SEVIS fee while attending a different school, you should submit a copy of that school’s I-20 form and a copy of the fee payment receipt with your application.



13. What if my F-1 visa application is denied?

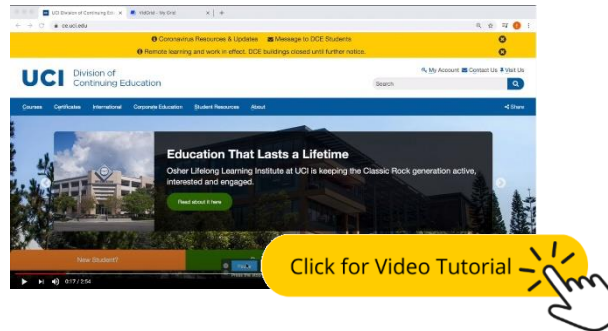
- The SEVIS fee will not be refunded but if you apply again for an F-1 visa within 12 months of a visa denial you will not have to pay the fee again.

For more frequently asked questions, please visit: <https://www.ice.gov/sevis/i901/faq>



Course Resources

How to Create Your UCI DCE Account



The UC Irvine Division of Continuing Education (UCI DCE) Student Portal is for students to access the following:

- Grades
- Unofficial transcripts and grade cards
- Class Schedules
- Canvas

The Student Portal is also used to:

- Update personal address, email address, and telephone numbers
- Pay fees

Follow the steps below to create your UCI DCE My Account

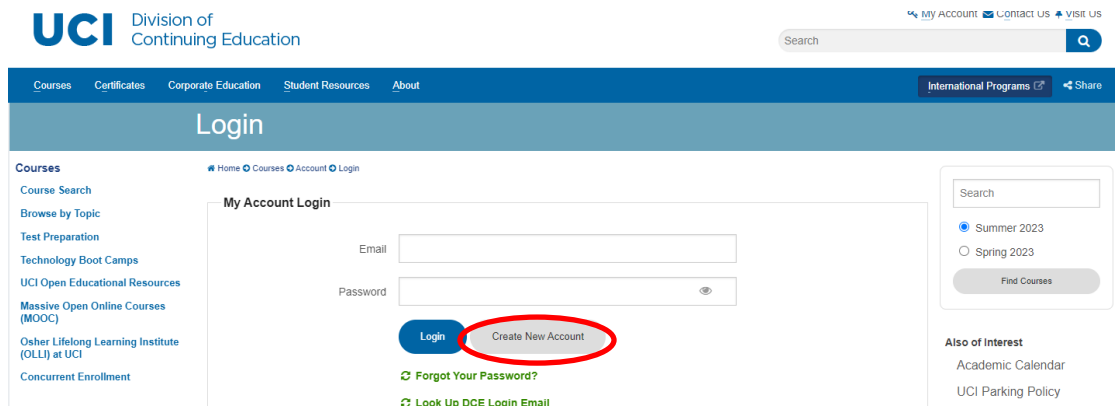
Step 1:

- Visit the UCI DCE International Programs website: <https://ip.ce.uci.edu/>
- Click on “My Account” in the upper right corner.



Step 2:

- Click on “Create New Account”



Step 3:



- Enter the following information exactly as it appears on your passport/I-20/UCI DCE Record

Note: Be sure to include any spaces in your name. Do not include hyphens or special characters

 - **Birthdate (month, day, year)**
 - **Last name (surname/family name)**
 - Social Security Number – If you are **not** a U.S. citizen, or do **not** have a Social Security Number, **do not complete this section. Leave it blank.**
 - **Country of Citizenship** as it appears on your passport/I-20/UCI DCE Record
 - **Country of Birth** as it appears on your passport/I-20/UCI DCE Record
 - **International Student ID#** – Your student ID number is found at the top of your pre-arrival information email.
- Click “Submit New Account Data”

Create New Account

	<table border="1"> <tr><td colspan="3">Birthdate</td></tr> <tr> <td>Month</td> <td>Day</td> <td>Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>			Birthdate			Month	Day	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Birthdate												
Month	Day	Year										
<input type="text"/>	<input type="text"/>	<input type="text"/>										
Last Name	<input type="text"/>											
Suffix	<input type="text"/>											
Gender	<input type="text" value="Declined to State"/>											
Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>									
Confirm Social Security Number	<input type="text"/>	<input type="text"/>	<input type="text"/>									
Country of Citizenship	<input type="text" value="U.S.A."/>											
Country of Birth	<input type="text" value="U.S.A."/>											
International Student ID#	<input type="text"/>											
	<input type="text" value="X+"/>											
	<input type="button" value="Submit New Account Data"/>											



Step 4:

- Enter the following information:
 - **Email address** you wish to use as your login
 - **Create a password**
 - Enter your **full name**
 - Select your **gender**
- Click “Create New Account”

Create New Account

Email	Confirm Email
<input type="text"/>	<input type="text"/>
(This will be your account username.)	
Password	Confirm Password
<input type="password"/>	<input type="password"/>
Password Requirements:	
<ul style="list-style-type: none">• 8-18 characters• One uppercase and one lowercase• Must begin and end with a letter• One number or one of these special characters: @ # \$!	
First Name	Middle Name
<input type="text"/>	<input type="text"/>
Last Name	Suffix
<input type="text"/>	<input type="text"/>
	Gender
	<input type="text"/>

[Create New Account](#)

Step 5:



- Update your profile including your address and phone number
- Subscribe to zotAlerts

Update My Profile

[Home](#) [Courses](#) [Account](#) [Profile](#)

My Account Information

First Name	Middle Name
Last Name	
Gender **	Race / Ethnicity ** ?
<input type="text"/>	<input type="text"/>
Social Security Number ###-##-	Date of Birth
Email Address **	Confirm Email **
<input type="text"/>	<input type="text"/>

Your email address is used as your login name. If you enter a new email address, your login name will also be changed. You can use your new login name the next time you return to the site.

Phone Number **

Work Primary

<input type="text"/>	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>
U.S.A. <input type="text"/>				

Home Primary

<input type="text"/>	<input type="text"/>	<input type="text"/>
U.S.A. <input type="text"/>		

Cell Primary

<input type="text"/>	<input type="text"/>	<input type="text"/>
U.S.A. <input type="text"/>		

Subscribe to zotALERT ?



My Local Address

Primary

Local Address (U.S. addresses only) **

Local Address (line 2)

Local Address (line 3)

City **

State **

Postal Code **

My Business Address

Primary

Employer Name

Job Category

Work Address (line 1)

Work Address (line 2)

City

State

Postal Code

Country



Step 6:

- Create your account email reset questions in case you forget your login credentials or no longer have access to your email address

My Account

[Home](#) [Courses](#) [Account](#)

Welcome to your account, [redacted] (DCE ID#: 00 [redacted])

Account Email Reset Questions

If you forget your account email, you can reset your account by answering the four questions you choose below. Please select a question that you will be able to answer in the future exactly as you enter it now. The question-and-answer combinations are kept confidential and are solely for this purpose.

Please be aware that security questions and answers cannot be adjusted or viewed after the answers are saved.

Question:	Answer
<input type="text"/>	<input type="text"/>
Question:	Answer
<input type="text"/>	<input type="text"/>
Question:	Answer
<input type="text"/>	<input type="text"/>
Question:	Answer
<input type="text"/>	<input type="text"/>

Save Questions

You may navigate to other sections by selecting from the "My Account" links at the left of the page.



Accessing your DCE Student ID Card

Students who are enrolled for the current quarter may view and print their unofficial DCE Student ID card through their DCE My Account portal.

Log on to your DCE My Account portal at <https://ce.uci.edu/courses/secure/login.aspx>

Click on My DCE Student ID Card

The screenshot shows the UCI My Account portal. At the top, there is a navigation bar with 'Courses', 'Certificates', 'Corporate Education', 'Student Resources', and 'About'. A search bar is located on the right. Below the navigation bar, the main content area is titled 'My Account'. On the left, there is a sidebar menu with various options. The option 'My DCE Student ID Card' is highlighted in yellow, and a red arrow points to it. The main content area displays a welcome message: 'Welcome to your account, Peter Anteater (DCE ID#: 001049223)'. On the right, there is a search box for courses, with 'Winter 2023' selected. Below the search box, there is a section titled 'Also of Interest' with links to 'Academic Calendar', 'UCI Parking Policy', 'Transcripts FAQ', 'Enrollment FAQ', 'Webinar FAQ', and 'Online FAQ'.


Click on Print ID Card



Enrolled students may also obtain a digital UCI Campus ID card that gives students access to some other UCI services like library services and identification proof for test taking in UCI main campus courses. The fee for a *virtual* ID card is \$20 (physical IDs are no longer offered). Most DCE students do not need this card. Click [here](#) to purchase your digital ID card. Login with your UCInetID and then make your payment. IDs are available 48 hours after payment.

DCE ID (1)

Search Products

	DCE ID Division of Continuing Education ID	\$20.00 Price	1 <input type="text"/>
---	--	-------------------------	------------------------

ID's are available 48 hours after payment. For any questions contact CardServices@uci.edu


Please select a payment method

Product Name	Description	More Information	Unit Price	Quantity	Total Price
DCE ID	Division of Continuing Education ID	<i>No information required</i>	\$20.00	1	\$20.00
					\$20.00

ID's are available 48 hours after payment. For any questions contact CardServices@uci.edu

Credit Card













Payment

Payment Information * Indicates required information

Total: \$20.00

Payment Method:

Account Information * Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

[View Example](#)

Name on Card:

Billing Information * Indicates required information

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Country:

Contact Information * Indicates required information

Email:

Day Phone:

You will then need to upload your photo and supporting identification (e.g., your passport). Your photo must be approved by UCI Card Services. Allow 1-2 weeks for your request to be processed.



Before uploading your photo, get prepared by taking these two steps:

- **1st** – Watch [this!](#) Then review the requirements and guidelines below.
- **2nd** – Have your photo selection and a photo or scan of your government-issued ID ready to upload. *Government ID files will be deleted when card is completed.*

How to upload your photo

1. Go to [MyPhotoID.uci.edu](https://myphotoID.uci.edu) and log in using your UCInetID.
2. Upload your photo according to the requirements guidelines and tutorial below.
3. When processing is complete, review your photo. You have the opportunity to select another photo at this time. When satisfied, select Submit.
4. Next, submit a scan or photo of your government-issued ID as a supporting document. *Government-issued ID examples: passport, driver license or a state-issued ID*
5. Allow at least 1-2 weeks for your request to be processed.

Photo guidelines

Your ID photo must meet the following requirements:

- Must be a color digital jpg or png photo, without filters or any digital alteration. Photocopies or scans are not acceptable.
- Subject must directly face the camera with face visible.
- Head, eyes, and shoulders must be level.
- Head should be centered in the middle of the photo.
- Lighting must be even overall.
- Photo should be cropped slightly above head and just below the shoulders.
- One person in photo only.
- Background should be uniform, plain white, or off-white and without shadows or objects.
- Eyes should be open, visible, and looking straight at the camera.
- Hair must not obscure eyes or any parts of the face. No sunglasses, hats or head coverings. Exceptions are for religious or medical purposes with a signed statement (uploaded along with supporting document in one file).
- Use a neutral expression or smiling face. Exaggerated expressions are not acceptable.



Acceptable Pictures



• Subject has a neutral expression



• Subject's glasses do not obscure the face or eyes



• Subject has a natural smile



• Subject's full face is visible
• No shadows or clothing obscure the face

Unacceptable Pictures



• Background is not white or off-white



• Head is rotated
• Shoulders are not square to the camera



• Photo is low quality
• Shadows on face and background



• Hats/head coverings only allowed for religious or medical reasons

- After submitting your photos, you must submit a valid government-issued ID as a support document **containing a photo and your full legal name**. There will be a place to upload this on the next page after you upload your ID Photo.
 - Supporting documents must include a recent photo of yourself and your full legal name. Any of the following pieces of government-issued identification are acceptable:
 - Passport photo page / Passport Card
 - Driver License
 - State issued identification card
 - Permanent Resident Card
 - Trusted Traveler Card
 - US Armed Services identification card

If you do not possess any of these documents, a recent School Photo ID such as a High School Photo ID as a supporting document is also acceptable. Your name must be printed in English on the photo ID.

When you are ready to upload your ID photo, visit <http://myphotoid.uci.edu/>

If you encounter any issues during this process or have any questions, please email Campus Card Services at cardservices@uci.edu



Frequently Asked Questions (FAQs)

The information on my I-20 is incorrect! What do I do?

If your name, date of birth, citizenship, or any other information on your I-20 is incorrect, please email ImmigrationOfficials@ce.uci.edu immediately. You may also call the UCI DCE Student Services front desk at (949) 824-5414 and ask to speak with an immigration advisor.

I have followed the instructions, but I still cannot create my account. Who do I contact for help?

Please contact Student Services. The Student Services office is open Monday through Friday, 9:00am-4:00pm, PST. You may call us M-Th at (949) 824-5414 or send an email to ip@ce.uci.edu.

Do I need to enter a Social Security number? I don't have one.

Unless you are a U.S. citizen, this section should be blank.

What is my student ID number? Where can I find my student ID number?

Your student ID number is a pre-assigned 9-digit number that is unique to you. The number can be found at the top of your pre-arrival information email. If you have any questions about your student ID number, please contact Student Services at (949) 824-5414, or send an email to ip@ce.uci.edu.

I logged into my account, but I can't see my schedule.

Your student schedule is generally available 1-2 days before your classes begin.



How to Access Your Courses Online (Canvas)

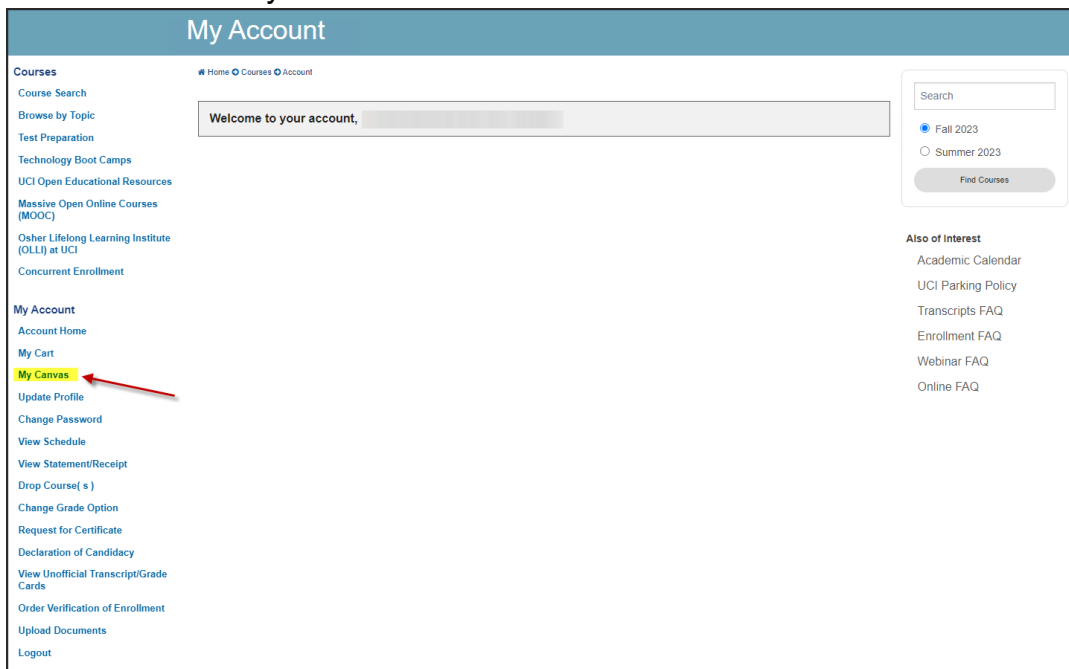
Canvas is an online learning management system where you can access:

- Courses
- Assignments
- Grades
- Messaging to contact your instructor and classmates

*Note that you *must* have a DCE account **before** trying to access Canvas. To create a DCE account, please read the previous section “How to Create Your UCI DCE Account.”

Step 1:

- Log into My Account at: <https://ce.uci.edu/>
- Click on “My Canvas” on the left-hand column, under the “My Account” heading
- If accessing from a mobile device, click the key icon on the top right to open the “My Account” side menu and click “My Canvas”



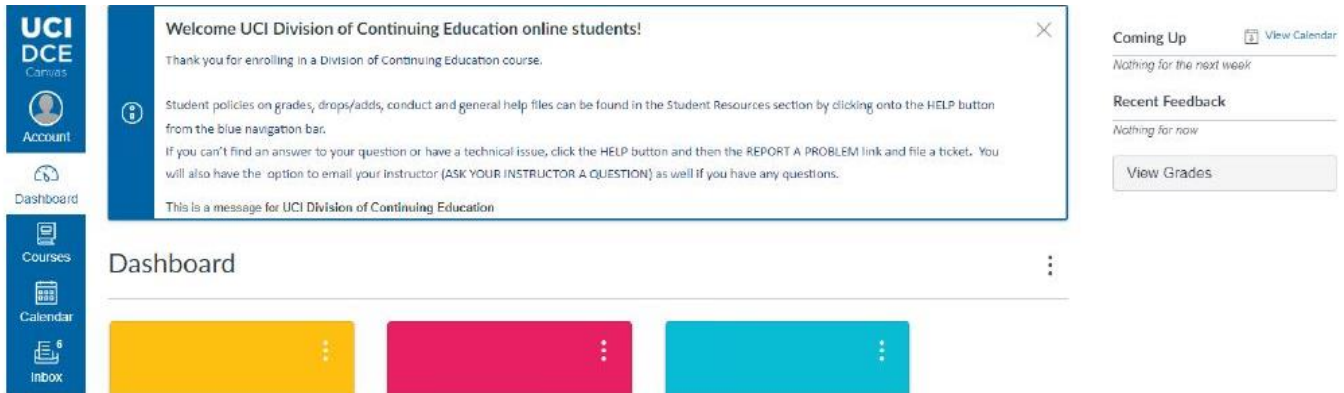
Step 2:

- Click the green “Access Canvas” button




Step 3:

- You are now logged into Canvas!



- Your courses will be visible on the official start date of your program
- Click on the title to access your course

If you are having difficulty within Canvas, please click  and submit a help ticket. If you have difficulty logging into your DCE account, or if there is an error with your course, please contact the Student Services office dce-services@uci.edu or (949) 824-5414.

Helpful Online Resources for Canvas

You can access Canvas through your DCE Account. Please watch the videos below for online tutorials on how to access and navigate through Canvas.

- How to access Canvas from the DCE website:
<https://ce.uci.edu/courses/secure/login.aspx>
- Canvas overview:
<https://vimeo.com/74677642>
- Help files (as explained in the first video) are found by clicking the HELP button from the blue navigational bar on the left side and selecting “Student Resources.” Under “Student Resources,” there are in depth help files for the most common activities in Canvas.
- How to Use the Canvas App on a Mobile Device:
https://youtu.be/_u8hKRhNxLl
- How to Access Your Courses on Canvas:
<https://youtu.be/a5asrz5AU5g>

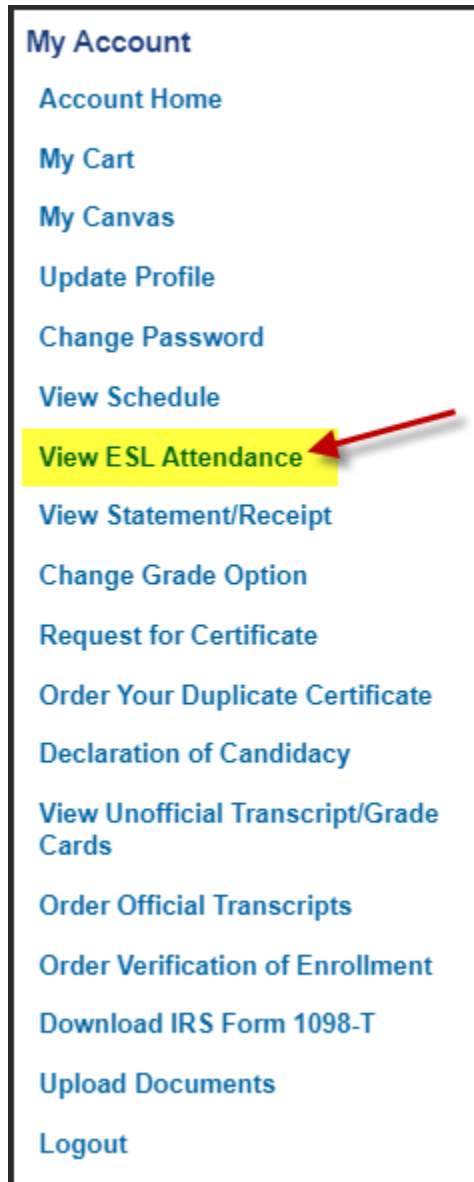
Please email your questions or comments directly to online@ce.uci.edu.

How to Check Your Attendance (ESL Students)



Students enrolled in the 10-week ESL program can check their weekly attendance records in their My Account portal.
Step 1:

- Log into My Account at: <https://ce.uci.edu/>
- Click on “View ESL Attendance” on the left-hand column, under the “My Account” heading



- If accessing from a mobile device, click the key icon on the top right to open the “My Account” side menu and click “View ESL Attendance”



Step 2:

Select the quarter schedule you would like to view. You will a summary of your attendance.

My ESL Attendance

[View More Attendance Here](#)

2023/Summer Quarter Schedule -

Student ID	Non-Trad	Name	Tardy	Late	Absent	Adjust	Total
			0.66	0.00	4.00	0.00	4.66

Courses

Session	CIP	Course	Sec	Instructor ID	Drop	Total
▶ E10	E103K	Grammar/Writing Level 5 AC ENG X455.95 (00450)	1	001042379	No	1.50
▶ E10	E103K	Reading/Vocabulary Level 5 AC ENG X455.25 (00457)	1	001033047	No	1.00
▶ E10	E103K	Speaking/Listening Level 6 AC ENG X455.16 (00444)	1	001101609	No	2.16

Download Attendance

To view your daily attendance record for each course, click on the arrow next to the course you want to view.

▶ E10	E103K	Grammar/Writing Level 5 AC ENG X455.95 (00450)	1	001042379	No	1.50
-------	-------	--	---	-----------	----	------

Then the daily attendance record for that course will be displayed.

Courses Status

Session	CIP	Course	Sec	Instructor ID	Drop	Total
▼ E10	E103K	Grammar/Writing Level 5 AC ENG X455.95 (00450)	1	001042379	No	1.50

Class Date	Status	Absent Hours
07/03/2023	Present	
07/05/2023	Present	
07/06/2023	Present	
07/07/2023	Present	
07/10/2023	Present	
07/11/2023	Present	
07/12/2023	Present	
07/13/2023	Present	
07/14/2023	Present	
07/17/2023	Present	
07/18/2023	Present	
07/19/2023	Present	
07/20/2023	Present	
07/21/2023	Present	
07/24/2023	Present	
07/25/2023	Present	
07/26/2023	Present	
07/27/2023	Present	
07/28/2023	Present	
07/31/2023	Present	
08/01/2023	Present	
08/02/2023	Present	
08/03/2023	Present	
08/04/2023	Present	
08/07/2023	Present	
08/08/2023	Present	

You can download and print your attendance report from your account by clicking “Download Attendance.”

Download Attendance

Check your attendance records frequently. If you see something that you believe is incorrect, contact esl-attendance@ce.uci.edu for help.



How to Use Zoom



Overview

This resource is for UCI-DCE students with virtual classroom sessions (VCSs) or office hours via the Zoom LTI in their Canvas courses.

Step 1: Download the Zoom App

- For the best results in your course’s virtual classroom sessions, download the Zoom application of your choice from the [Zoom Download Center](#), and follow the instructions.
(Note: The web browser client will download automatically when you start or join your first Zoom meeting. It is also available for manual download from the download center.)

Step 2: Join a Class Meeting

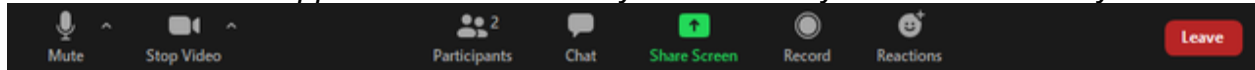
- Open your Canvas course and locate *Zoom* in your course navigation (left menu bar). Find the virtual classroom session you would like to join and click on the meeting room link. From there, you will be redirected to your Zoom app and signed into the session.
(Note: Alternatively, you can use the meeting room ID to sign in separately on your Zoom mobile or desktop device).
- Zoom sessions are password protected. For users who are accessing Zoom through their Canvas course, the password will be included in the meeting link (URL) and users will not have to enter it.
- Participants who enter the nine or 10-digit meeting ID into the Zoom app will be prompted to enter the meeting password before being allowed to join. The Zoom meeting password will be provided in the online course via the course announcements.
- After you have joined your session, you may be placed in a waiting room until the instructor starts the meeting. This would be a good time to test your audio/video. Below are additional resources to help you troubleshoot problems if needed.
 - **Resource:** [Join a Meeting](#)
 - **Resource:** [Join a Meeting by Phone](#)

Step 3: Participate in a Meeting



- To effectively participate in a virtual classroom session, it is important to familiarize yourself with the available Zoom controls. The explanations for each icon from left to right on the toolbar are provided below or you can view the resource [Attendee Controls in a Meeting](#).

(Note: The attendee controls appear at the bottom of your screen if you are not currently screen sharing.)

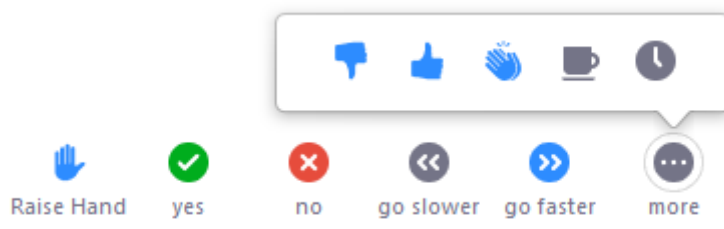


- Mute:** Mute or unmute your microphone
 - Audio Controls:** Click the ^ arrow next to the **microphone** to change the microphone and speaker on your device that Zoom is currently using, leave computer audio, or access full audio settings. Review the resource [Testing Audio](#) for more information.

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

- Start Video / Stop Video:** Turns your camera on or off. Review the resource [Testing Video](#) for more information.
 - Video Controls:** (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (If enabled), or access your [full video settings](#).
- Participants:** With this feature, you can view a list of attendees and manage your participation in the following ways:
 - Rename:* Hover over your name and click *Rename* to change how your name is displayed to others.
 - Non-verbal feedback icons* (if enabled by the host): Sends a notification to the host beside your name, such as *Raise Hand*, *yes/no*, etc. (as shown below):



(Note: You can only have one icon active at a time.)

- Chat:** Access the chat window to chat with individual participants, the host, or everyone in the group. Review full [chat functions](#) for more information.



- **Share Screen:** Start a screen share (if the host allows) to share your desktop or application. Review the resource [Screen Sharing](#) for more information.
- **Record:** Start or stop a local recording. *Attendees do not have access to start a cloud recording.*
- **Reactions:** Allows for quick responses (clapping and thumbs-up). These appear within your image frame.
- **Leave Meeting:** Leave the meeting while it continues for the other participants.

Best Practices

The following are some best practices to follow when attending a live Zoom session. Make sure to arrive early to the scheduled meeting to test connections in your environment.

Camera & Microphone

- Test your camera and microphone before the meeting
- Position yourself by lining up your camera with your eye line
- Use a headset with a microphone to avoid echoes
- Mute your microphone when not speaking; unmute before speaking (*Note: Attendees may be muted automatically upon entry to their Zoom session.*)

Background & Lighting

- Minimize distractions by turning off IM or email notifications that may pop up
- Alert others in the household that you will be on a video conference
- Clear background of any visual distractions or clutter (*Note: Students can add a virtual background to their Zoom session to make it more appealing if desired.*)
 - To use the virtual background in Zoom, follow these [Zoom Virtual Background Instructions](#).
 - When choosing a background determine what kind of background is appropriate for the class; a colorful/busy background might be ok for one class and not appropriate for another.
- Ensure adequate lighting for your face and background
 - Here are a few tips for [lighting your Zoom environment](#).

Zoom Resources

Zoom offers additional resources to get more acquainted with this interactive tool.

- **Daily Live Demo:** Zoom offers live and interactive training sessions for becoming better acquainted with the tools that are available for anyone to attend (including students). Watch training sessions that cover Zoom basics: scheduling, recording, screen sharing, and more. Multiple times available; register at [Zoom Live Training](#).
- **Common Participant Issues:** Review the [Frequently Asked Questions](#).



- **Custom Webinars:** Register at [Zoom Events](#) to watch webinars focused on specific topics related to Zoom usage.
- **Getting Started:** Review Zoom's [Getting Started on Windows or Mac](#), to help you get started using Zoom.
- **How-to Videos:** Watch video demonstrations on a variety of topics related to Zoom usage. Review the Zoom's [How-To Videos](#).
- **Join a Test Meeting:** Test your internet connection by joining a test meeting on the Zoom website: [Join a Test Meeting](#).

DCE Support

- **Instructions and FAQ:** [Zoom Live Online Class Sessions](#).



Academic Advising

Our Team



Christian



Josh



Rowena

Services

- Academic planning
- DCE program policies
- Having difficulty in courses
- Problems with a teacher or classmate
- Attendance questions or problems
- Choosing DCE programs

Connect With an Advisor

Contact an advisor through one of the methods below:

- **Email us at any time** at academicadvising@ce.uci.edu

NOTE: Please include your full name and ID# when you email us!

Our Academic Advisors are ready to help you!



Internships & Career Preparation



This is your Opportunity

Did you know? Individuals who complete internships are much more likely to find meaningful employment upon completion of their education. That means they are more likely to find a job that they enjoy, want to stay in, and in which they can grow.

Take this opportunity to prepare for and participate in an internship here in the U.S.! Use the skills and knowledge you gain from your Accelerated Certificate Program, Graduate Success Through Academics and Research, or Academic Study Abroad Program in a real-life business setting. We will help you prepare for and participate in a 10-week professional internship in the Southern California business community.

Quarter 1 (concurrent with your ACP): Workshop course focused on developing your application documents and applying for internships. Secure your internship by the end of the quarter. We'll help!

Quarter 2: Do your internship! We'll support you with professional development every step of the way.

Why should you enroll?



Increase your exposure to American business culture



Enhance your marketability to improve your hiring potential



Gain valuable work experience using your ACP



Build your global professional network

Career Preparation

Can't do an internship, but want to prepare for the next step in your career? We've got you covered. Spend the quarter with us to identify your skills and valuable experiences, develop your resume and cover letter, strengthen your interview skills, and get one-on-one advising to make sure you are ready to apply.

Connect With Us

We are here for you! All advising services can be done remotely via email, Zoom video conferencing, phone, or in-person. Contact us with your questions and/or to talk about this opportunity:



Email us:
dce-internships@ce.uci.edu

Immigration Advising

Our Team



Danny Hsing
hsingd@uci.edu
(949) 824-1974



Tynan Yanaga
tyanaga@uci.edu
(949) 824-0539

Services

- Transfer to another US Institution
- Travel outside the US
- Vacation quarter
- SEVIS record print-out for DMV
- General advising
- Maintain F-1 student visa status
- Optional Practical Training (OPT)
- I-20 replacement, extension, and termination
- Medical leave
- On campus employment

Connect With an Advisor

- Email us at any time at immigrationofficials@ce.uci.edu
- Private Zoom video conference or phone appointments available upon request
- Walk-in advising hours: 1:00 pm to 3:00 pm, Monday through Thursday in CE 1 – Suite 4100
 - 4th floor will be open during walk-in hours

Our International Student Advisors are ready to help you!



Overview of Immigration Regulations

To maintain F-1 (student) status in the United States, you must fulfill the following requirements:

- Maintain full-time enrollment and make progress toward completion of your program
- Always attend class and do not exceed maximum allowable absence hours
- Provide your California address within 10 days of your arrival into the U.S.
- Update your DCE My Account records of any change of address within 10 days of your move to a new address in the U.S. at <https://ce.uci.edu/courses/secure/login.aspx>
- Request a program extension BEFORE the expiration date of your I-20 if you need more time to complete your program
- Follow regulations for travel outside of the United States and always keep your passport valid for at least 6 months into the future
- Do NOT accept off-campus employment
- Notify an Advisor of your intent to transfer to another school BEFORE the end of your current program
- Leave the United States or transfer to another school within 60 calendar days of completing your program

Understanding Your Visa Documents

- Your F-1 visa is used for entry into the U.S. only
- If your visa expires you do not have to leave the U.S.
- If your F-1 visa is expired and you want to travel outside of the U.S., you must renew your visa at an embassy outside of the United States before you can re-enter the United States
- Once you enter the U.S., Customs and Border Protection (CBP) will update your I-94 arrival/departure records electronically. You may check your I-94 records here: <https://i94.cbp.dhs.gov/>. Your “Class of Admission” must indicate: F1 and your “Admit Until Date” must indicate: D/S which means “Duration of Status”. Please contact an International Student Advisor immediately if your I-94 record is different. If you maintain your F1 status as a student, you are eligible to remain in the U.S.
- **You may stay in the U.S. and study AS LONG AS YOU ARE A FULL-TIME STUDENT and have a valid I-20 from the school that you are attending.** If you withdraw or are dismissed from UCI Division of Continuing Education before the end date on of your I-20, you must depart the U.S. immediately



Extensions of Stay

If you are unable to complete your program by the “program end date” on page 1 of your I-20, you must request an extension on your I-20. Please contact an International Student Advisor BEFORE the expiration date of your I-20 at immigrationofficials@ce.uci.edu.

Continuing Studies in Another UCI DCE Program

If you are interested in enrolling in a different UCI DCE program after the completion of your current program, you will need to submit a new application. For more information about our program offerings and requirements, please contact an Academic Advisor at academicadvising@ce.uci.edu.

Medical Leave

Medical leave (i.e., a reduced course load due to a temporary illness or medical condition) is to help support students experiencing a medical emergency or event and need a break from their studies resulting in the student not being able to attend the **quarter** full-time. You may be authorized for a reduced course load for a period of time not to exceed a total of 12 months. Medical leave is NOT intended to excuse absences or for missing individual days during the quarter due to illness or sick days. All absences are marked and cannot be removed, erased, or excused.

You must speak with an International Student Advisor and provide a valid doctor’s note which recommends leave BEFORE you stop attending classes. You must provide an official letter signed by an appropriate medical official (licensed medical doctor, doctor of osteopathy, or a licensed clinical psychologist) to request a Reduced Course Load for medical reasons for the full quarter (or remainder of the quarter). Any absences you earn prior to a Reduced Course Load approval may negatively affect your F-1 status with our school.

For more information, please visit <https://ce.uci.edu/resources/international/f1.aspx> and contact Immigrationofficials@ce.uci.edu for further assistance.

Travel Outside of the U.S.

You must be in valid F-1 status, have a travel signature on page 2 of your current I-20 from a school official. The date of the travel signature must be less than one-year-old. You must ensure that you will not miss class during your travel time, and you must return to UCI Division of Continuing Education to continue your studies immediately following your re-entry to the United States.

Employment

Off-Campus employment is **NOT** allowed. On-campus employment is allowed for students who are in valid F-1 status. On-campus employment opportunities are limited and must be part-time only (less than 20 hours per week). For more information, please contact an International Student Advisor at immigrationofficials@ce.uci.edu.



Probation/Disqualification

To maintain your F-1 status, you must follow all attendance and academic policies of your program. Please be sure to read and understand all rules for academic probation and disqualification for your program. If you have any questions, please contact an Academic Advisor at academicadvising@ce.uci.edu.

Vacation Quarter

You may be eligible for a one-quarter vacation period if you are in good academic standing and have attended 3 consecutive quarters at UCI DCE. You must request and be approved for a vacation quarter **before** the end of the current quarter. You also must return to your studies at our school immediately after your vacation quarter.

Transfer in From Another School

If you are transferring-in to our school from a different school, you will be receiving a new I-20 within 3 weeks from the start of your program. If you need your I-20 earlier for travel or DMV purposes, please contact an International Student Advisor at immigrationofficials@ce.uci.edu.

Transfer out To Another School

To transfer to another school from UCI DCE, you must be transferred to a new school within 60 days of your program end date. If you withdraw from our program in the middle of the quarter, you may not be eligible to transfer. If you are dismissed from our programs, your I-20 will be terminated and cannot be transferred in ACTIVE status.

Preparing to Leave the United States

Immigration regulations require you to leave the United States within 60 days of your program completion date. Students who do not complete their program due to disqualification or withdrawal do not receive the 60-day period and must leave the United States immediately.

Please contact an International Student Advisor at immigrationofficials@ce.uci.edu if you have any questions.

We are happy to help you. Enjoy your studies!



Health and Wellness Advising

Meet your Student Wellness and Support Advisor



Mike Sciarappa

Services

- Your personal well-being and wellness
- Mental Health
- Housing or Financial Concerns
- Covid-19 vaccine exemption or upload issues
- UCI Health Insurance
- Assistance with receiving Medical Care

Connect with an Advisor

All services will be done remotely through email, Zoom video conference, or phone.

- **Email anytime:** Mike Sciarappa: mscarap@uci.edu or Health and Wellness: HealthandWellness@ce.uci.edu
- **Phone:** (949) 824-6872

Health and Wellness is here to support you!

Health and Wellness at UCI DCE

UCI DCE is a top academic institution in one of the safest cities in California. Whether you are studying in your home country or in Southern California, it is important to focus on your health and well-being. At UCI DCE, our students' health and wellness is one of our top priorities. If you have any concerns, please contact your Student Wellness and Support Advisor, Mike Sciarappa, or any member of the DCE staff. We are here to help you succeed!

Staying Healthy

UCI Health Insurance

UCI DCE students are required to have health insurance. Students are automatically charged the UCI health insurance fee. If you wish to use your own insurance and not the UCI health insurance, please complete an insurance [waiver form](#) on our [website](#).

The UCI health Insurance provider is Anthem Blue Cross. Coverage starts a few days before your program start date and ends at the end of the quarter. To create a member account and access your insurance ID card visit the [Anthem Website](#) or download [Sydney Health Mobile App](#) and follow the instructions.

To register, enter your first name, last name, DCE student ID number and date of birth. Note: Omit the leading zeros when inputting your DCE ID# and if you do not have a U.S based phone number, please enter 123-456-7890.

If you need to seek treatment before you receive your member ID number, call Anthem Blue Cross at **(800) 888-2108**. If you are not in Anthem's database, contact Relations at **(800) 537-1777** to confirm enrollment.

After you download or print your insurance ID card, always carry it with you. You will be asked for your insurance ID card when you go to a physician's office, urgent care center, hospital, or pharmacy.

Your Anthem insurance card will be available after the first week of class.

What does the plan cover?

It covers medical services (sickness, injuries, etc.), preventative care (vaccinations, physical exams, certain tests and screenings), medication, psychiatry and more. Dental procedures and vision issues are only covered in case of a serious injury or accident. Find more details about the UCI plan [here](#).

Covered students may also enroll their spouse, domestic partner, and their dependent children under age 26. For questions about enrollment or to update contact information, such as change of address, please email healthandwellness@ce.uci.edu

If you would like more plan materials and information on how to access your insurance card, how to locate a doctor/provider, and access documents translated into your native language, please visit www.4studenthealth.com.

What is the cost of the DCE Anthem Insurance plan?



Currently, Anthem plan costs for the academic quarter are below and can be subject to change each academic year.

- \$585 per quarter

Dependent coverage (spouse or child) is available at additional costs:

Spouse: \$110 per week

Child: \$51 per week

2+ Children: \$95 per week

Students on Optional Practical Training (OPT) or needing additional coverage. You can extend your insurance coverage for \$50 per week.

Request coverage or information by emailing healthandwellness@ce.uci.edu

Where can I access care and find doctors?

Go to the UCI Student Health Center, or access care away from campus, visit www.anthem.com/ca/find-care/, [Sydney Health App](#) or call (800) 888-2108 to find an Anthem Blue Cross PPO provider

Telehealth

From your mobile device or computer with webcam, you can use LiveHealth Online to visit with a board-certified doctor, psychiatrist, or licensed therapist through live video. To use, go to the [Sydney Health app](#) or www.livehealthonline.com

Hospital Emergency Rooms: Open 24 hours

[Hoag Hospital - Irvine](#) (949) 764-4624 Address: 16200 Sand Canyon Avenue Irvine, CA 92618

[Hoag Hospital - Newport Beach](#) (949) 764-4624 Address: 1 Hoag Dr. Newport Beach, CA 92663

[Orange County Global Medical Center](#) (714) 953-3500 Address: 1001 North Tustin Avenue Santa Ana, CA 92705

[UCI Medical Center](#) (714) 456-7890 Address: 101 City Drive South Orange, CA 92868

Urgent Care

The following local urgent care centers are currently part of the Anthem Blue Cross network:

– [Newport Urgent Care](#), (949) 752-6300 Address: 1000 Bristol St. Newport Beach, CA 92660

– [Vital Urgent Care](#), (949) 200-1655 Address: 2507 Eastbluff Dr. Newport Beach, CA 92660

– [Marque Urgent Care](#), (877) 693-6266 Address: 2075 San Joaquin Hills Rd. Newport Beach, CA 92660



– [Sand Canyon Urgent Care](#) Medical Center, (949) 417-0272 Address: 15775 Laguna Canyon Rd. Irvine CA 92618

Doctors

You can make an appointment with an in-network doctor or specialist by calling their office. You may need to visit a doctor in order to get a refill of your prescription medicine. To find care, visit www.anthem.com/ca/find-care/, [Sydney Health App](#) or call (800) 888-2108 to find an Anthem Blue Cross PPO provider.

Pharmacy

All pharmacy chains, such as CVS, Rite Aid and Walgreens, can refill prescriptions and provide vaccinations and flu shots. Pharmacists cannot prescribe medicine in the U.S. so you will need to have a doctor write one for you.

To fill a prescription, visit any in-network pharmacy. If you visit a non-network pharmacy, you will need to pay for the prescription in full and then submit a claim for reimbursement. To locate a pharmacy, visit www.anthem.com/ca or call (800) 888-2108.

[CVS Pharmacy](#)

4255 Campus Dr · (949) 509-9840

[Albertsons Pharmacy](#)

4541 Campus Dr · (949) 854-8280

Rite Aid

18112 Culver Dr · (949) 786-0151

What You Will Pay?

A \$100 deductible per person, per policy year within the Anthem network and a \$200 deductible per person, per policy year out-of-network

A \$75 copay after deductible if you go to the emergency room (waived if you are admitted to hospital) A \$10 copay for generic medications; \$35 copay for preferred and brand medications; \$50 copay for non-preferred and specialty medications when you fill your prescriptions at an Anthem Pharmacy.

UC COVID-19 Vaccination Policy

(for students enrolled in courses that meet on the UCI campus)

Once each year, typically in the fall, UCI will require students and campus employees to either attest to having received the most current COVID-19 vaccine or to decline the COVID-19 vaccine. For detailed information regarding the revisions to the University's COVID-19 policy, please regularly visit the [UC Office of the President's COVID-19 webpage](#) for updates.

Watch for campus communications each fall quarter on how to attest to or decline the most current COVID-19 vaccine.

What to know about the policy.

- There will no longer be a requirement for new campus employees or new students to submit evidence of a COVID-19 primary vaccination series.
- Students will no longer be required to submit documentation of a COVID-19 primary series or submit and receive an approved medical or religious exception, or disability deferral to be present on campus.

Help keep UCI healthy. Stay up to date with your COVID-19 vaccination. Visit [Centers for Disease Control and Prevention \(CDC\) COVID-19 Vaccination Recommendations](#) for the most current COVID-19 information.

UCI Student Health Center

The primary mission of Student Health (SHC) is to serve students registered in academic degree programs. DCE students can visit the Student Health Center on a "fee-for-service" basis for all medical, mental health, or dental services. The Student Health Center (building SHC I) is located on campus at the corner of East Peltason and Pereira Drive.

To make an appointment, call the appointment desk at **(949) 824-5304**. Log into the [Student Health Patient Portal](#) to schedule an appointment online.

The deductible is waived if you first utilize the student health center. You will be charged a visit fee, which must be paid at the time of service and then you will submit a claim for reimbursement. In this case, you will need to request an itemized billing statement and submit it with your claim.

Claims: To submit your claim online. Log onto Anthem's website <https://www.anthem.com/ca/register/> > My Plan and choose "Claims" from the drop-down menu. Scroll to the "Submit a Claim" link. Enter the requested contact and claims information. You will need to take a photo or scan of your itemized receipt. To submit your claim by mail please complete a claim form. Claim forms are available at www.4studenthealth.com. Download a claim form and fill it out completely. Submit your claim form and itemized bills on Anthem's website or to:

Anthem Blue Cross Life and Health Insurance Company
P.O Box 60007



Los Angeles, California 90060-0007

To check the status of a claim you submitted, call Anthem at **(800) 888-2108**.

Does the plan cover me outside of Irvine?

You can get care anywhere in the U.S. Outside of California, Anthem is called "Blue Cross/Blue Shield."

Does the plan cover me if I travel to a different county?

Yes, you are covered for emergency health situations while traveling abroad. Travel insurance is included in your Anthem Plan and is offered through **GeoBlue Global**.

GeoBlue Global Health and Safety contact information 24/7 help center:

U.S.: +1-833-511-4763

You may find more detailed information at www.4studenthealth.com by clicking the Travel Assistance icon.

What should I consider bringing with me when I arrive in Irvine?

Bring your medication and bring a copy of your prescription so you can get a refill while in CA. Vision is not covered under the school's insurance plan so bringing extra eyeglasses or other eyewear is a good idea.

Dental coverage is not included in the student insurance plan. Please check with your dentist before leaving.

If you are planning to arrive early, and will need insurance coverage before your program start date, please contact our health and wellness office by emailing healthandwellness@ce.uci.edu

If you want to purchase supplemental dental or vision insurance, please search this [website](#):

Where do I go if I get sick?

Here are the places you should go to access care.

- **Student Health Center (SHC)**, for minor illness or injuries
- **Doctor's office**, for medical concerns and sick visits
- **Urgent care center**, for illness or injury when SHC or doctor's office is closed
- **Hospital**, for scheduled surgery or a medical emergency only

If you test positive for COVID:

- Call or email Contact Tracing & Vaccine Navigation Services (CTVNS): (949) 824-2300 or contacttracing@uci.edu. Tell them your name as it appears on your passport, UCI netID and that you are a DCE student.
- Tell your teachers you will be absent AND email us to let us know: healthandwellness@ce.uci.edu

- Do not come to class while you have COVID. We must still mark you absent. If you will have too many absence hours, talk to an advisor about getting a doctor's note and taking medical leave as soon as you feel sick; advisors can tell you what information is needed in the note.

If you've been near someone who has COVID:

- If you feel fine and have no COVID symptoms:
 - It's OK to go to class
 - Wear a mask around others for 10 days
 - Consider taking a COVID test
- If you feel sick:
 - Take a COVID test: If it's positive, stay home and follow the steps above for "If you have a positive COVID test"

If you have questions or need help:

- Mike Sciarappa healthandwellness@ce.uci.edu
- Danny Hsing immigrationofficials@ce.uci.edu
- Academic Advisors academicadvising@ce.uci.edu
- Student Affairs & Student Services: (949) 824-5414

Telehealth

From your mobile device or computer with webcam, you can use Live Health Online to visit with a board-certified doctor, psychiatrist, or licensed therapist through live video. To use, go to the Sydney Health app or www.livehealthonline.com

Doctor Visits

When you have a health care need, such as an injury or sickness, schedule an appointment to see a doctor.

1. Use an Anthem Blue Cross doctor whenever possible. Note: You are not required to see Anthem Blue Cross doctors; however, if you choose to see a doctor who is not an Anthem Blue Cross provider, you will have to pay 50% of charges.
2. Call the doctor's office to make an appointment. Tell them you have Anthem Blue Cross PPO (Prudent Buyer) insurance.

Urgent Care

If the UCI Student Health Center or your doctor's office is closed and you need immediate medical attention, try to visit an in-network urgent care center. Hospital emergency rooms typically charge 2-3 times more than a doctor's office or urgent care center. Use the urgent care center instead of an emergency room to save time and money.

For life-threatening emergencies, dial 9-1-1 to reach emergency services. Be prepared to tell them your name and location.

The following local urgent care centers are currently part of the UCI health Insurance (Anthem Blue Cross) network:

- Newport Urgent Care, (949) 752-6300
- Vital Urgent Care, (949) 200-1655
- Marque Urgent Care, Inc., (877) 693-6266
- Advantage Plus Medical Center, (949) 260-0744



- Sand Canyon Urgent Care Medical Center, (949) 417-0272

Police

If you have an emergency dial 911 (emergencies include serious accidents or injuries, domestic violence, burglary, and/or rape).

We suggest you add the following non-emergency phone numbers into your phone for quick access (non-emergencies include property theft, questions, and/or noise complaints)

- University of California, Irvine [Police Department](#): (949) 824-5223
- Irvine Police Department: (949) 724-7000

UCI Police offers [Safety Brochures](#), which includes tips and advice to increase your security and what you can do to prevent becoming a victim of crime.

Assault Resources and Education

Important - please visit the UCI CARE services website <https://care.uci.edu/> to become aware of different assault and fraud trends happening in the UCI community. There are tips and information on how to protect yourself from threats and important contacts if you need to report anything.

Stopped by a Police Officer

If you are driving and are instructed by a police officer to move to the side of the road and stop (officers sometimes use the words, “pull over”), make sure to:

- **Remain calm**
- “Pull over”: move your car to the right shoulder of the road, when safe to do so
- Keep both hands-on top of the steering wheel and wait for the officer to approach your vehicle. Do not make quick or surprising movements.
- Provide your driver’s license, automobile registration and proof of automobile insurance to the officer.
- In any police interaction, say that you are a “**visiting international student**” attending a short-term program at UCI.

Staying Safe

Irvine, California is an extremely safe city in California and in the United States; however, it is important to be aware of your environment and thoughtful of your actions in a new area and/or country. Please read and follow the below safety tips.

Money Safety

- Do not carry large amounts of cash. Only carry the amount you are willing to lose.
- In crowded or public places - Zip or lock your purse closed and keep it close to your body. Place your wallet in your front pocket.
- Make copies of your ID and information and keep in a safe place in case you lose your wallet.



- Be aware of **scams**
 - Do not send money (cash, check, or wire transfer) to a stranger
 - Do not cash a check for a stranger
 - If the deal sounds “too good to be true,” it probably is not safe
 - Examples of common scams: <https://ic.uci.edu/resource-pages/scamalert.php>

Walking Safety

UC Irvine has a safety escort service who can accompany you when walking at night or trying to get home. To request one, you can call 949-824-SAFE (7233).

Here are other walking safety tips:

- Cross the street legally.
Jaywalking is crossing the street where there is no crosswalk.
Jaywalking is illegal and you can receive a ticket.
- Hitchhiking is a way to receive transportation from a stranger.
It is illegal if you stand in the roadway to try and receive a ride.
It is also extremely dangerous for many reasons.

Bike Safety

Riding a bike in Southern California can be dangerous. Many cars do not see bicyclists, or drivers are not properly watching the road. If you ride, please be cautious and follow these safety tips:

- Wear a helmet (mandatory age is until 18)
- If you are using earphones while riding a bike, only keep one earpiece in your ear
- **Always lock your bike**, even on campus. A U-shaped lock is best
- Walk your bike on campus Ring Road between the hours of 8:30am-5:00pm (or you may get a ticket)
- Watch for cars
- Campus bike information: <https://www.bike.uci.edu/>

Alcohol Safety

Please be aware of the following alcohol safety rules:

- **21 is the legal age** in California to drink alcohol
- Drinking alcohol (from bottles, paper, or plastic cups) is not allowed in public places, including streets, sidewalks, parks, and beaches
- Do **NOT** drink and drive
- Open container law:
 - You may carry sealed containers of alcohol in your car
 - An open container of alcohol must be stored in your trunk
 - Open alcohol is not permitted in public places such as parks, sidewalks, or beaches

Student Conduct

UC Irvine is a Smoke-Free Campus

Smoking of any kind is prohibited on campus. Additionally, the use of tobacco products, including cigarettes, cigars, and smokeless tobacco, as well as electronic cigarettes, vapes, and hookahs are all not allowed inside buildings, residence halls/apartments or outside on the UCI campus including sidewalks, streets, parking lots, and parking structures.

- Marijuana and marijuana products, including for medical use, are specifically prohibited for all students.

Copyrighted Works

Do not download copyrighted works. Using secondary applications or illegal websites that are sharing movies, music, or books free of charge, is not allowed according to U.S. law. Every time you log in with your UCInetID, the University can track what movies or music you are trying to download.

Academic Dishonesty is prohibited. Cheating or using other people's work without permission or documentation, will result in academic disqualification and termination of your I-20.

Prepare for an Emergency

Learn about simple emergency procedures that include earthquake preparedness by visiting the UCI Public Safety website: <https://em.uci.edu/>. Also, sign up for zotALERT: <https://www.oit.uci.edu/zotalert/>, real-time emergency updates on your computer or mobile device.



Student Life & Activities

Our Team

The Student Life & Activities team loves to help international students! Full time staff and several UCI students are here to ensure you have a culturally fun and rewarding experience during your program.



Services

Our team provides information about:

- Transportation (bus passes, car rentals, etc.)
- Applying for a California Driver's License
- Meeting native English speakers to practice your English
- UC Irvine campus
- How to create a UCInetID
- How to connect to Wi-Fi
- How to install and use Duo Authentication
- How to have a fun and rewarding experience!

Connect with Student Life & Activities

Our team is available to assist you Monday – Friday, 8:00am – 5:00pm (PST):

- **E-mail:** activities@ce.uci.edu
- **Phone:** 949-824-8530
- **Social Media:** about.me/activities (Go to this website and click on the social media links. Find us on Instagram, Facebook, YouTube, and X (Twitter)).



Social Media

It is important to stay connected! Student Life & Activities is here to help. Think of us as your campus. We will have information, activities, and social connection. You will find a place to engage with students from all over the world and practice your English.

Student Life & Activities can be found on various social media platforms! Follow us for updates on upcoming activities and announcements. This is a great way for you to learn and socialize with UCI, DCE, Student Life & Activities, and other students. Keep up to date with our many activities this way!

To connect directly with Student Life & Activities please visit our website: about.me/activities and then select the social media program that works best for you.

Stay in Touch With:

- Activities
- DCE Announcements
- Student Stories
- UCI Events



Facebook
UC Irvine Division of Continuing Education
Student Life & Activities



Instagram
@DCE_Activities



Twitter
@DCE_Activities



YouTube
DCE Student Life & Activities



This Week in Activities!

What is This Week in Activities?

This Week in Activities is a newsletter created by Student Life & Activities to keep students informed about upcoming available activities. As well as any important information they may need to know on a weekly basis.

What Will It Include?

- Important DCE, Student Life & Activities, and local updates and announcements
- Upcoming activities and events
- DCE highlights
- Reminders

When Will I Receive It?

The newsletter is emailed by the end of the day on Monday every week. It is sent to the email address students used to register at DCE. You can update your email in your [DCE Account](#).

What Should I Do If I Am Not Receiving the Newsletter?

If you are not receiving 'This Week in Activities' every Monday, first check your Junk mail folder and save our email address in your contacts. If you do not find it, your email address may be incorrect. Please send an email to activities@ce.uci.edu with your correct email address and we will update our database.



BIG
Journeys
BEGIN
WITH
Small
STEPS



Local Resources

Irvine has a variety of helpful resources to meet your needs. Listed below are accessible locations close to the UCI campus for you to get acquainted with your new home!



Department & Grocery Stores

Store	Address	Miles From UCI DCE	Phone Number	Website
Target (Department & Grocery Store)	4255 Campus Dr, A150, Irvine, CA 92612	0.5	(949) 988-6230	https://www.target.com/
Trader Joes (Grocery Store)	4225 Campus Dr, Irvine, CA 92612	0.5	(949) 509-6138	https://www.traderjoes.com/
Albertsons (Grocery Store)	4541 Campus Dr, Irvine, CA 92612	0.5	(949) 854-8282	https://www.albertsons.com/
Target (Department & Grocery Store, Bikes)	3750 Barranca Pkwy, Irvine, CA 92606	4.2	(949) 857-8337	https://www.target.com/
Ralphs (Grocery Store)	17605 Harvard Ave, Irvine, CA 92614	2.9	(949) 851-3161	https://www.ralphs.com/
Walmart (Department & Grocery Store)	16555 Von Karman Ave Ste A, Irvine, CA 92606	4.4	(949) 623-7467	https://www.walmart.com/

Parks & Trails

Park/Trail	Address	Miles From UCI DCE	Website
William R Mason Regional Park	18712 University Drive, Irvine, CA 92612	1.3	http://www.ocparks.com/parks/william/
OC Great Park	8000 Great Park Boulevard, Irvine, CA 92618	8.1	https://www.cityofirvine.org/orange-county-great-park
Boomer Canyon Nature Trail	Boomer Canyon, Irvine, CA 92603	2.5	https://letsgooutside.org/explore/bommer-canyon/
Upper Newport Bay Nature Preserve	2301 University Drive, Newport Beach, CA 92660	4.7	http://www.ocparks.com/parks/newport/ (Some amenities closed)



Ecological Reserve of Upper Newport Bay	2482-2498 Mountains to the Sea Trail & Bikeway, Newport Beach, CA 92660	4.7	https://wildlife.ca.gov/Lands/Places-to-Visit/Upper-Newport-Bay-ER
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Ethnic Grocery Stores

Store	Address	Miles from UCI DCE	Phone Number	Website
Mitsuwa Marketplace (Japanese)	14230 Culver Drive, Irvine, CA 92604	5.7	(949) 559-6633	https://mitsuwa.com/
99 Ranch Market (Chinese)	15333 Culver Drive, Suite #800, Irvine, CA 92604	4.6	(949) 651-8899	https://www.99ranch.com/
H Mart (Korean)	2600 Alton Parkway, Irvine, CA 92606	3.7	(949) 833-0111	https://www.hmart.com/
Wholesome Choice (Middle Eastern)	18040 Culver Drive, Irvine, CA 92612	1.8	(949) 551-4111	http://www.wholesomechoice.com/

Banks

Bank	Address	Miles from UCI DCE	Phone Number
Wells Fargo Bank	Building #113 on campus map	0.5	(949) 823-9722
Chase Bank	4543 Campus Dr, Irvine CA 92612	0.5	(949) 854-8122
Chase Bank	4249 Campus Dr, Ste B140, Irvine, CA 92612	0.5	(949) 255-1670

Train Stations

Station	Address	Miles from UCI DCE	Train Lines Served
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Irvine Transportation Center	15215 Barranca Pkwy, Irvine, CA 92618	7.1	<u>Metrolink & Amtrak</u>
Santa Ana Regional Transportation Center	1000 E Santa Ana Blvd, Santa Ana, CA 92701	9.3	<u>Metrolink & Amtrak</u>
Tustin Metrolink Station	2975 Edinger Ave, Tustin, CA 92780	5.6	<u>Metrolink</u>

Laundry Facilities/Dry Cleaners

Facility	Address	Miles from UCI DCE	Phone Number
Heritage Cleaners	14450 Culver Dr Ste B, Irvine, CA 92604	5.5	(949) 552-7848
Green Hanger Cleaners	4341 Macarthur Blvd., Suite E Newport Beach, CA 92660	2.6	(949) 475-0420

Urgent Care Centers

Center	Address	Miles from UCI DCE	Phone Number	Website
Newport Urgent Care	1000 Bristol St N #1B, Newport Beach, CA 92660	2.9	(949) 752-6300	<u>https://newporturgentcare.com/</u>
Vital Urgent Care	2507 Eastbluff Dr., Newport Beach, CA 92660	3.4	(949) 200-1655	<u>http://www.vitalurgentcare.com/</u>
Marque Urgent Care, Inc.	2075 San Joaquin Hills Rd., Newport Beach, CA 92660	4.0	(877) 693-6266	<u>https://www.marquemedical.com/</u>
Advantage Plus Medical Center	18021 Sky Park Cir., Irvine, CA 92614	4.1	(949) 260-0744	<u>https://advantageplusmedicalcenter.com/</u>
Sand Canyon Urgent Care	15775 Laguna Canyon Rd #100, Irvine, CA 92618	5.6	(949) 417-0272	<u>https://www.scurgentcare.com/</u>

Campus Resources

New students arriving from outside of the country and students already in the United States can refer to the campus resources below. Visit UCI's Student Resources website with updated information about campus services and building closures or hours is available [here](#).



UC Irvine's Student Health Center

The Student Health Center provides medical, mental health, and wellness services to UCI students regardless of insurance coverage. For additional information and updates, visit the Student Health Center website: <https://shc.uci.edu/>.

Hours of Operation:

- Monday, Tuesday, Thursday, Friday: 8:00am - 5:00pm (closed 12pm – 1pm for lunch)
- Wednesday: 9:00am – 5:00pm (closed 12pm – 1pm for lunch)
- Saturday & Sunday: CLOSED

UCI Bookstore – The Hill

The Hill is UCI's very own bookstore where you can purchase textbooks, testing materials, UCI gear, and much more! Visit shopuci.com to shop now!

Hours of Operation:

- Monday - Friday: 9:00am - 2:00pm
- Saturday & Sunday: CLOSED
- *** For updates visit [The Hill](#)

The Anteater Recreation Center (The ARC) - Gym

UC Irvine has its very own state-of-the-art sports and fitness facility on campus. The ARC hosts various programs, such as intramural sports, recreation activity classes, custom activities, and much more! Learn more about The ARC by visiting their website: <https://www.campusrec.uci.edu/>. DCE students can visit The ARC to purchase a membership. Membership costs vary by program length but are currently \$90 for the quarter.

Class passes:

- F45, Yoga, and Group X classes – [Click to purchase your pass](#)

ARC Hours: (For updates visit <https://www.campusrec.uci.edu/>)

- Monday - Friday: 6:00am - 10:00pm
- Saturday: 8:00am - 8:00pm
- Sunday: 8:00am - 9:00pm

UCI Libraries

UCI is home to various libraries and study centers. Students can check out books, print, and study at many of these locations. For a list of all buildings and their hours, visit the UCI Libraries website:

<https://www.lib.uci.edu/>.



DCE Printing

Free Printing will be available to DCE students at CE 1 Room 1035. Printing services will be available for drop-in. Students will also be able to connect to printers via Bluetooth enabled laptops, tablets, or phones.

UCI Dining

UC Irvine has various dining options on campus. For a list of dining locations, menus, hours of operations, and more, visit the UCI dining website: <https://food.uci.edu/>.

ASUCI Office

The Associated Students of the University of California, Irvine (ASUCI), is the student government at UCI. ASUCI provides various resources to students. To learn more about campus events, student leadership organizations, and discounted ticket sales, visit the ASUCI website: <https://www.asuci.uci.edu/>.

Transportation Options

New students arriving from outside of the country and students already in the United States can refer to the information below to assist you with deciding transportation options for getting around Irvine.

Orange County Transportation Authority (OCTA)

The OC bus is a great way to get around Irvine. The cost of taking the bus is \$2.00 per ride, \$5.00 per day, or \$69.00 for a 30-day pass. The single ride and day passes can be purchased when boarding the bus or on the OC Mobile app. Have exact fare ready when boarding. A 30-day pass can be purchased at the Transportation office on campus or



refer to this online resource for where to buy fares and passes. For additional information on pricing, bus schedules, bus stop locations, and COVID-19 updates, visit the OCTA website: <https://www.octa.net/>.

Bikes

Bikes can be purchased at many stores, such as Target and Walmart. Facebook groups are a great place to find UCI students who might be selling their own bikes. For information on bike safety, regulations, and registration process, visit the bike UCI website: <https://bike.uci.edu/>.



UCI Shuttle (Anteater Express)

The Anteater Express is free and can transport you to and from UCI. It serves housing communities around campus but is not currently running off campus. The Anteater Express is not operational during school holidays. For updates, visit the Anteater Express website: <https://www.shuttle.uci.edu/>.

*Anteater Express is offering limited shuttle service during Summer 2023. Use of the Anteater Express Summer Shuttle Service requires a special digital ID card (Anteater Express Pass) to be used as a bus pass. The only route, H Line, will run weekdays from June 26-Sept 15 and passes are required to board.

UCI Parking

A valid parking permit is required at all times when parking on campus. DCE students can purchase their parking pass at the Transportation and Distribution Services office directly. They are located at 200 Public Services building, Irvine, CA 92617 along East Peltason, and Pereira Drive. From here, you can purchase a “GNA-DCE” UCI Continuing Education parking permit.

***Parking permit rates are subject to change throughout the year. Please email parking@uci.edu if you have questions regarding parking permits.**

Trains

California has two main trains you can take to get around the state. You can find a complete list of routes, schedules, prices, and more by visiting each companies' website. Search "Amtrak" or "Metrolink" in the App Store or Google Play Store for contact-free travel and access to other resources online.

1. Amtrak: <https://www.amtrak.com/home.html>
 - a. Amtrak has made the following changes due to COVID-19:
 - i. All Amtrak trains are equipped with onboard filtration systems with a fresh air exchange rate every 4-5 minutes. Amtrak has enhanced cleaning and disinfecting protocols at stations and onboard our trains. Amtrak passengers and employees are no longer required to wear face masks.
2. Metrolink: <https://metrolinktrains.com/>
 - a. Visit Metrolink's website for a detailed FAQs on their COVID-19 precautions.

Rideshare Services

Rideshare services will pick you up and drop you off at any location you choose. These services are easier to use but can be more expensive than public transportation. Visit the website below for more information on ride sharing. Apps are available for download through the App Store or Google Play Store.

1. Uber: <https://www.uber.com/us/en/ride/>
 - a. Uber no longer requires drivers and riders to wear masks. Visit their website to find other ways Uber is committing to help.
2. Lyft: <https://www.lyft.com/rider>
 - a. Lyft requires all users to agree to the Health Safety Commitment through the Lyft app before taking/requesting a ride. Visit their website to read more COVID-19 information from Lyft.

Rental Cars

If you are interested in using a car while in California, we suggest you consider a car rental. We recommend using the companies below, as they accept international driver's licenses and rent to individuals under the age of 25.

***Contact each company to find out about their policies during COVID-19.**

1. Stop-N-Go Rent-A-Car: www.stopngorentacar.com
 - a. Phone Number: +1 (949) 222-0100
2. AM-PM Rent-A-Car: www.ampmrentacar.com
 - a. Phone Number: +1(888) 278-0744
3. Zipcar: <https://www.zipcar.com/universities/university-of-california-at-irvine>

Housing Options

New students arriving from outside of the country and students already in the United States can refer to the housing resources below.

University Apartments

American Campus Community (ACC) offers fully furnished apartments, which allows you to interact with and explore the UCI community while practicing your English with other students. Housing communities available can be found on the ACC website: <https://www.housing.uci.edu/acc/>

The options below are not affiliated with UC Irvine and are only provided as recommendations that we believe work well. All available options can be found on UCI DCE's International Programs website: <https://ip.ce.uci.edu/arrival-housing/>

***Below is a list of companies you may contact directly for additional information and their policies during COVID-19.**



1. Kapi Residences: <https://www.kapi-dce.com/>
 - a. Website: <https://ip.ce.uci.edu/student-life/accommodations/apartments/>
 - b. Phone Number: +1(949) 565-5575
 - c. WeChat: @kapiresidences1
 - d. Email Address: placement@kapiresidences.com
2. Anteater Housing Network: <https://offcampus.housing.uci.edu/>
 - a. Email: info@offcampuspartners.com
 - i. Hours: Mon – Fri, 7 am to 3 pm
 - b. Log in with your UCInetID to view their Virtual Tours and videos as well as ask for a live online tour.

Homestay

Live with a local family and experience an American lifestyle while practicing your English skills daily. If you are interested in Homestay, **contact companies directly for additional information and their policies during COVID-19.** Please note that applications must be submitted directly to the homestay company and processed prior to arrival.

1. Universal Student Housing (USH): <http://www.ushstudent.com>
 - a. Phone Number: (310) 824-4908
 - b. Email: contact@usaish.com
2. Homestay Match: <https://homestaymatch.com/>
 - a. Phone Number: +1(424) 317-4678
 - b. Email Address: contact@homestaymatch.com

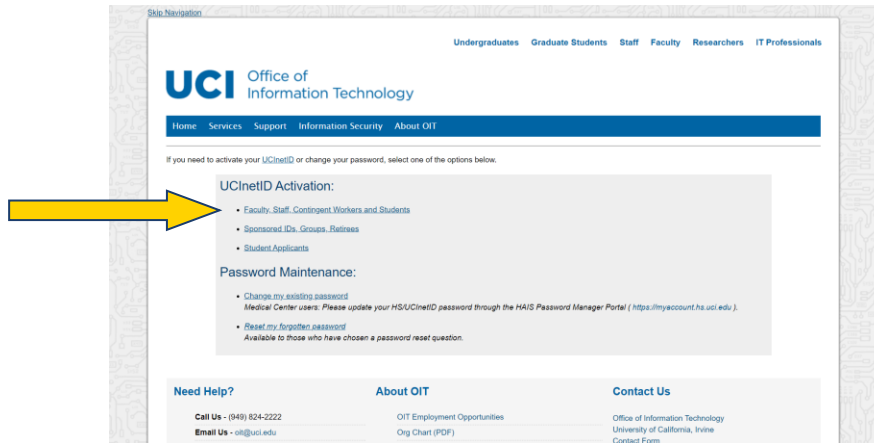
Four additional company options can be found on the UCI DCE's International Programs website: <https://ip.ce.uci.edu/arrival-housing/homestay/>.

How to Activate Your UCInetID

Follow the steps below to activate your UCInetID:



1. Go to activate.uci.edu and click on “Faculty, Staff, Contingent Workers and Students”.



2. Fill out your UCI student ID number and Date of Birth under Step 1:
 - a. Find your UCI student ID number through your DCE account.
 - b. **Do not** include the first two zeros in the student ID number section.
 - i. (Example: ID Number 00123456, only enter x123456).
 - c. **Do not** answer “Last 4 digits of Social Security”.

Step 1: Enter in your personal information.
 This information will be used to lookup and verify your data record. **NOTE: If you are activating a group UCInetID number, the date of birth and social security information should be that of the group sponsor.**

ID Number (ex: 12345678): [What is this?](#)
 Date of Birth (MMDDYY): [What's this for?](#)
 Last 4 digits of Social Security: [What's this for?](#)

3. Create a strong password under Step 2:
 - a. The password must have: 8 characters and one or more numbers (not at the beginning or end of the password).
 - b. **Recommendation:** Write your password somewhere so that you do not forget it!

Step 2: Choose a good password.
Your password is your only protection against someone obtaining UCInet services in your name. You are responsible for anything done with your UCInetID. Do not share your password with anyone.
 Choose a password that contains at least 8 characters with at least one number that is not at the beginning or end of your password. Also, your password should not contain any of your personal information such as your name, UCInetID, or ID number. For complete password guidelines [click here](#).

Enter Password:
 Confirm Password:

4. Choose a security question and answer under Step 3:



- a. **Recommendation:** Write your security question and answer somewhere so that you do not forget them.

Step 3: Choose a password security question and answer.
 If you forget your password, you can reset your own account by answering the question you choose below. Please select a question that you will be able to answer in the future exactly as you enter it now. The question and answer combination are kept confidential and are solely for this purpose.

Password Reset Question: ----- Select Question ----- [What is this?](#)
 Password Reset Answer: [What is this?](#)
 Confirm Password Reset Answer:

5. Read the UCI Computer & Network Use Policy and click on “Yes, I Agree. Activate my UCInetID” under Step 4:

Step 4: Read and accept the UCI Computer & Network Use Policy
 Your use of UCI computer and network resources is subject to the [UCI Computer & Network Use Policy](#).
 Read the policy by clicking on the URL below before you continue. Your acceptance of this policy is required before you can continue with the UCInetID activation process.

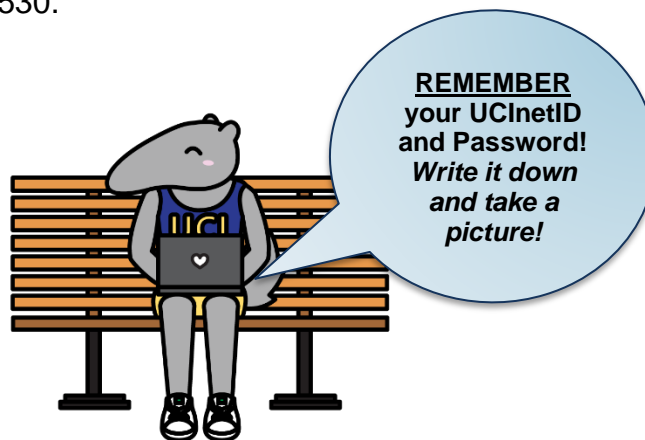
<http://www.policies.uci.edu/policies/pols/714-18.php>

Do you agree to comply with the UCI Computer & Network Use Policy?

6. Your UCInetID is now activated!

- b. **Recommendation:** Write your UCInetID down so that you do not forget it.
- c. Your UCInetID may look like these:
- i. Example name: Peter Anteatler Example UCInetID: panteat1
 - ii. Example name: Benjamin H. Franklin Example UCInetID: bhfrank1

If you have any issues activating your UCInetID, please contact the Student Life & Activities office at activities@ce.uci.edu or (949) 824-8530.



How to Connect to Wi-Fi on Campus

***In order to access student Wi-Fi on campus, you must first activate your UCInetID.**

The student Wi-Fi network is named “UCInet Mobile Access”. Guest Wi-Fi is also available for non-students. **If you are not automatically registered to the Wi-Fi, you can manually connect to it by providing your MAC address,**

1. Check the MAC (Wi-Fi) Address of your phone by looking at your device settings. The MAC address should be given next to “Wi-Fi Address” in the format XX:XX:XX:XX:XX:XX
 - For iPhones, the MAC address can be found by going to Settings, General, and About. Scroll down until you see “Wi-Fi Address.”
2. Using a device that is already connected to the Internet, visit <http://www.oit.uci.edu/mobile/registration/>
3. Click “Manual Registration”
4. Login with your UCINetID.
5. Click **“Add MAC Address”** Enter the MAC Address and then press “Submit.” Your device should now be able to use Wi-Fi on campus.

If you have problems following these steps, please visit the Student Life & Activities Office, in CE1 Room 3100, for help.

How to Activate Your Duo Multi-Factor Authentication

In addition to activating your UCINetID, you will need to set up an authentication to keep your account more secure.

1. Download the Duo Mobile App on your mobile device. It is available for both iOS and Android.
 - a. The icon looks like this:



2. Go to <https://www.oit.uci.edu/duo/duo-enroll/> from your computer and follow the steps provided
 - a. There will be step-by-step directions on how to enroll your device with your UCINetID
3. Click “Duo Support Desk” to start enrolling your device

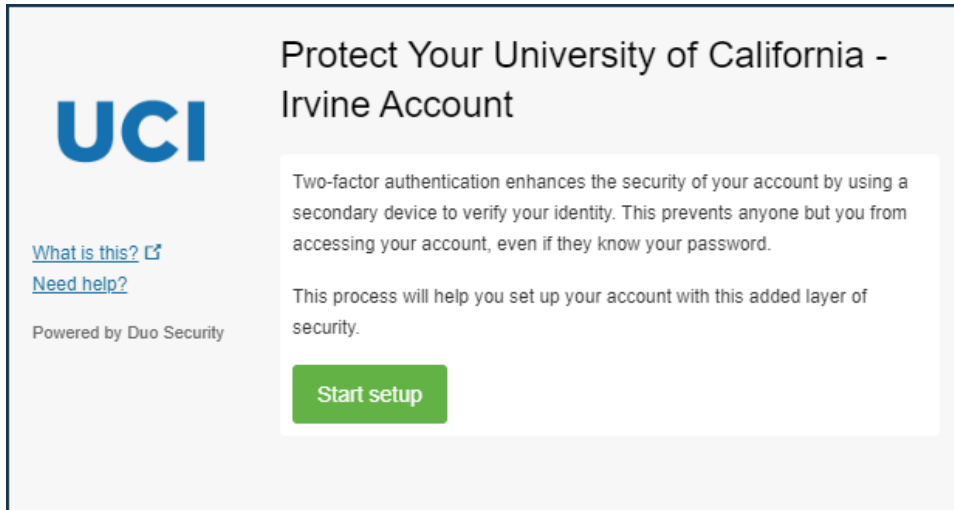
Step 2: Enroll your mobile device

From your computer, select the button below to open the **Duo Support Desk** in a new tab. If prompted, sign in with your UCInetID and password.

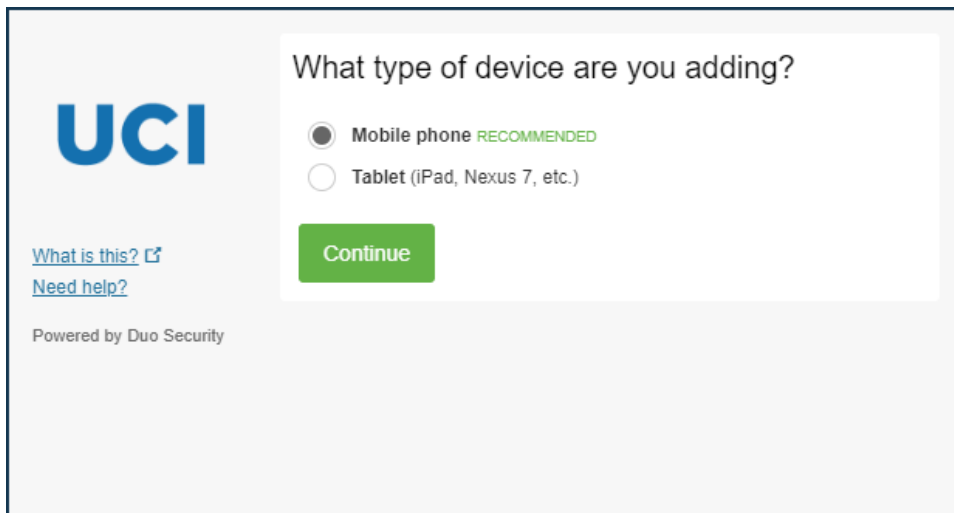
Duo Support Desk

4. Click “Start Setup” to begin the enrollment process





5. Select your device type, then select **Continue**.



6. Enter your phone number, check the box to confirm you've entered the right number, and then select **Continue**.



UCI

What is this? [Need help?](#)

Powered by Duo Security

Enter your phone number

United States

+1 [input field] ✓

Example: (201) 234-5678

You entered [input field] Is this the correct number?

Back Continue

7. Select the type of device you are enrolling, then select **Continue**.

UCI

What is this? [Need help?](#)

Powered by Duo Security

What type of phone is [input field]

iPhone

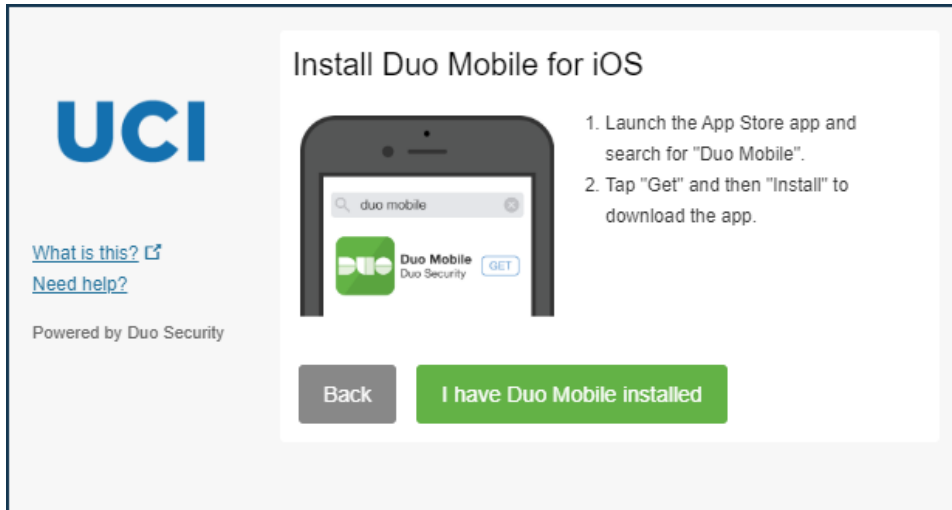
Android

Windows Phone

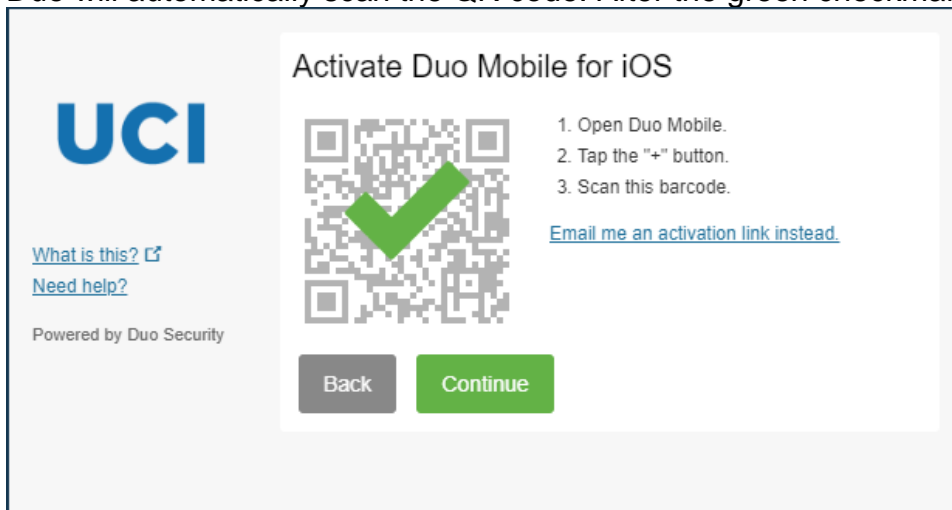
Back Continue

8. Select **I have Duo Mobile installed**.



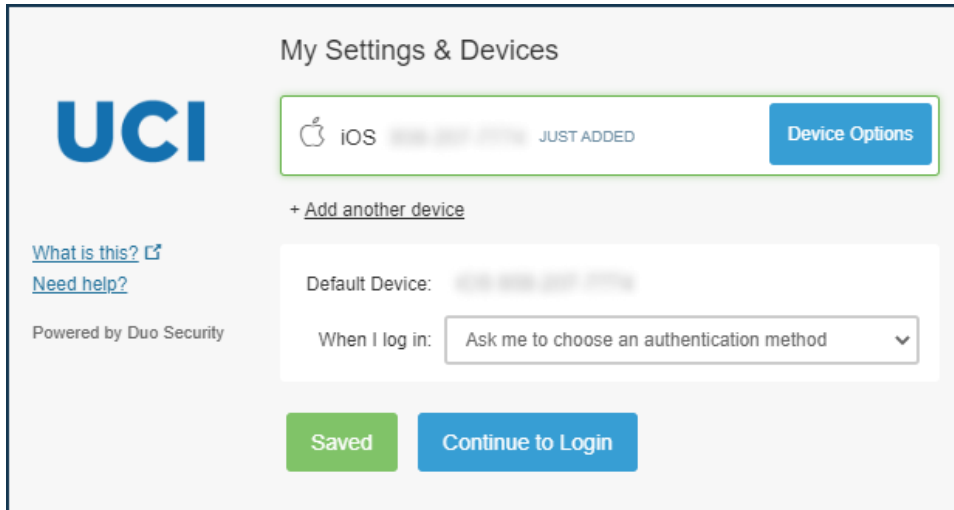


9. Pick up your mobile device and open the Duo Mobile app.
 - a. Tap the "+" button (located on the top-right of the app). **Allow Camera access.**
 - b. Hold your device to your computer screen and have the QR code centered on the camera. Duo will automatically scan the QR code. After the green checkmark appears, select Continue.

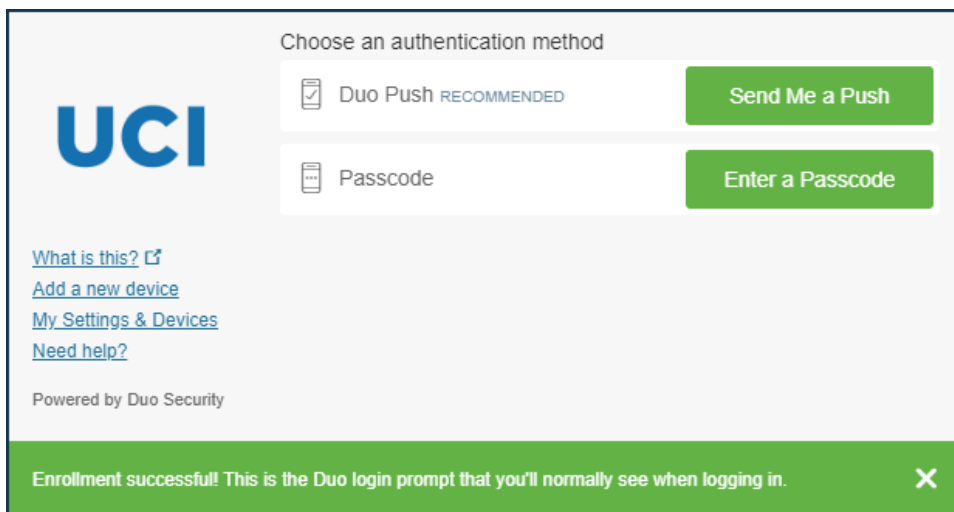


10. You're almost done! The pulldown menu for "When I log in" gives you two options. Feel free to select either option. Then, select **Continue to Login.**



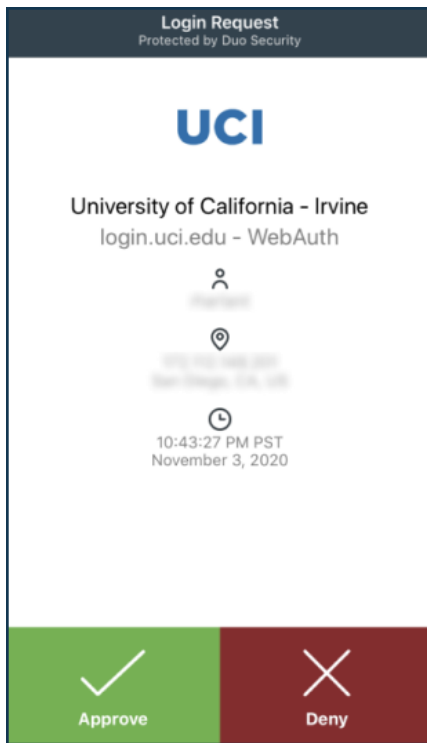


11. Select the **Send Me a Push** button, and your mobile device will receive a push.



12. Pick up your mobile device, and check the Duo Mobile app. If you see the message "**Request Waiting. Tap to Respond...**" at the top of the screen, tap that green bar. Then, select **Approve** to accept the Duo push request.





13. You're Done!

- a. On your computer, you will see that your enrollment was a success. You can exit this page and access UCI applications that require Duo MFA for logins. Duo is mandatory for future UCI login attempts.



How to Activate Your Duo Authentication Without a Mobile Device

1. Obtain a hardware token by emailing oit@uci.edu and requesting a token. Include your name and your student ID in the email!
2. From your computer, select the button below to open the Duo Support Desk in a new tab. If prompted, sign in with your UCInetID and password.

Duo Support Desk

3. Once you're at the Duo Support Desk, you'll need to enter your hardware token's serial number, which can be found on the *back of the token*. Please note that some of the hardware token serial numbers will just be a string of numbers, and some will begin with the letters 'DSEC'. After you enter the number, select Register.

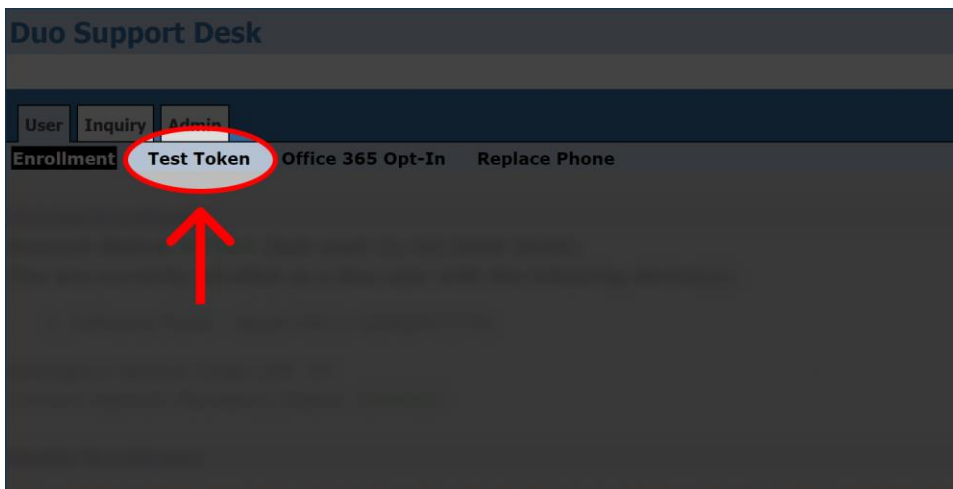
Register Duo Hardware Token

Please read the **UC Irvine Duo Security Token Agreement**

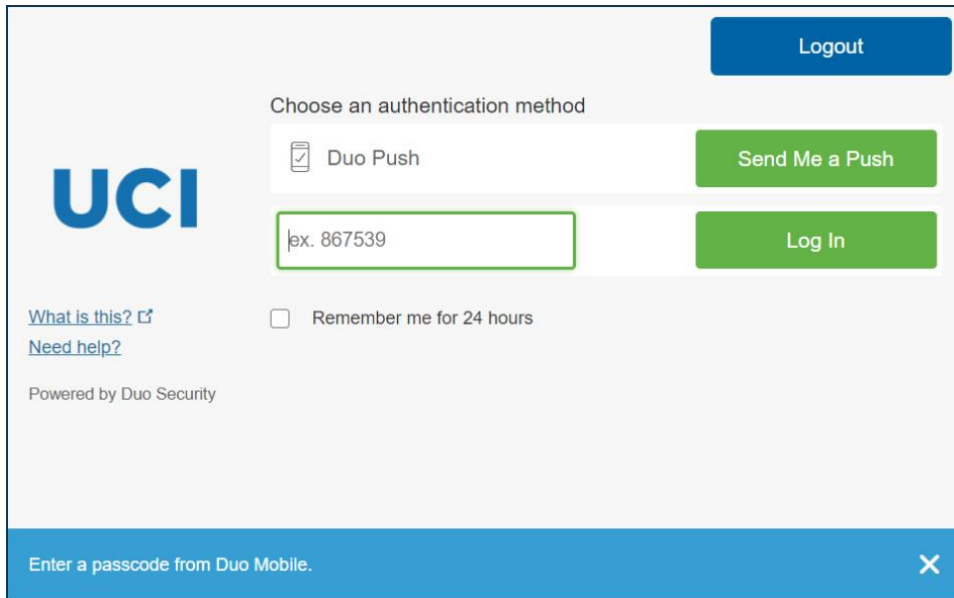
Duo hardware token must be obtained from your IT group.
Serial # is the code above or below the barcode on the back of the token.

Serial #:

4. Select the Test Token on the top-left of the page.



5. If prompted, you should login with your UCI netID and password. When you arrive at the *UCI Multifactor Login* page, select the Enter a Passcode button.
6. Type in the 6-digit code that appears on your hardware token's screen, and then select Log In.



UCI

Choose an authentication method

Duo Push

Send Me a Push

ex. 867539

Log In

Logout

[What is this?](#) [Need help?](#)

Powered by Duo Security

Remember me for 24 hours

Enter a passcode from Duo Mobile. X

7. On your computer, you will see that your enrollment was a success. You can exit this page and access UCI applications that require Duo MFA for logins. Duo is mandatory for future UCI login attempts.

