APPLICTION INSTRUCTIONS:

**UC – Santa Barbara**

International Student Programs:

University Immersion Program (UIP) – Academic Studies

www.ntnu.no/international/usa/ucsbsampleapplication.pdf

**LAST UPDATE: 2018-10-28**

The application is now entirely on-line and you upload all the enclosures. It is no longer necessary to submit any application materials to NTNU.

Note: ISP= International Student Program; UPS: University and Professional Studies

This document includes:

- Overview of application process (with links embedded in text)
- Enclosures to the application (in English/Norwegian)
- Link to Application
- Instructions for on-line ISP/UPS application (from UCSB)

All correspondence that is part of the case being processed is to be addressed to the relevant unit at NTNU, not to individuals. Please use our reference with all inquiries.
OVERVIEW application process - UCSB

STUDENTS:
- Prepare the necessary enclosures.
  Tips on the enclosures follow below!

- **Apply on-line** uploading the necessary enclosures
  DO NOT USE NORSKE VOKALER (Æ-Ø-Å) Bruk æ=ae; ø=oe; å=aa (mao - det som star nederst i passet ditt)

  Application and tips: https://ucsbextension.zendesk.com/hc/en-us/articles/360000189848-Instructions-for-the-University-Immersion-Program-Application

- Pay the application fee
  Check that you have **sufficient funds in the account** the fees will be deducted from (approximate current exchange rates xe.com) and that there are **no regional limitations** on your credit/debit card = “regionsperre”
  *Tip: Save the payment receipt and the receipt from your bank. Application fees are considered “skolepenger” and these receipts can be submitted to lånekassen as proof of payment.*

UCSB will then:
- **Process** your application and if you are accepted
- **Send you** the paperwork you need (**Certificate of eligibility=COE**) to **apply for a visa to the U.S.A.**
- **Keep you updated** regarding payment of fees/registration etc. Fees will need to be paid approximately four(4) weeks prior to the start of the quarter.

STUDENTS: after receiving your COE:
- **UPLOAD your acceptance email** or a copy of your COE to NTNU’s SØKNADSWEB
- Pay the **SEVIS fee**
- Make an **appointment for a VISA interview**
- Recheck [https://innsida.ntnu.no/utenlandsstudier](https://innsida.ntnu.no/utenlandsstudier)

NTNU will then:
- Process your application for study abroad and for the NTNU stipend
- Notify you when you can apply for your loan/stipend from the Lånekassen
  *TIP! Do not apply to Lånekassen before you are notified by the International Office.*
  This will actually delay the processing of your loan application.

DEADLINE: Previously there was limited space at UCSB and the principle first come/first served principle was used ie **først til mølla**. Deadline is set by UCSB and ia approximately six (6)
weeks before the start of the program.

**ENCLOSURES to the APPLICATION**

- **NTNU Transcript** *(Karakterutskrift)* and explanation of grading system in English
  
  *Bestilles på studentweb (søk INNSIDA med «karakterutskrift»). Sjekk at du får utgaven hvor studieprogrammet er gitt*

- **List of courses in progress** which do not appear on my transcript
  
  *Skriv dette selv. Standard oppsett fins på: www.ntnu.no/international/studentweb/coursesinprogress.docx*
  
  *Engelsk navn på fagene finner du ved å skrive fagkoden i søkefelt på INNSIDA*

- **List of preferred and alternate courses**
  
  *HUSK å ha listen delt opp i quarters (Fall, Winter, Spring) og ta med noen alternativer*
  
  *I brosyren for UIP under Admission Requirements står det “a tentative course of study listing student’s first- and second-choice courses”*

- **Certified copy (= rett kopi) of passport name page** *(kontakt for eksempel studentservice, Mette Grønnesby, Internasjonal seksjon (1. etg) eller resepsjonen Internasjonal seksjon (2. etg))*

- **Financial statement** from the State Educational Loan Fund, Norway
  
  *Skriv ut selv fra: https://app.lanekassen.no/forelopiguttalelse/*

- **Documentation of English proficiency**
  
  NTNU students do not need to take the TOEFL/IELTS. A transcript from NTNU is sufficient documentation of English proficiency, however, if you are in your first semester at NTNU you must include your transcript from upper secondary school (vgs).

**LINK TO APPLICATION**

See UCSB link below for the most recent application and instructions:

https://ucsantabarbaraextension.zendesk.com/hc/en-us/articles/360000189848-Instructions-for-the-University-Immersion-Program-Application

*Note: All instructions from UCSB take precedent the instructions given here. Should UCSB change their application/link then please start from https://ucsantabarbaraextension.zendesk.com/hc/en-us and click on International Student Programs – University Immersion Program (UIP): Important Fees, Dates, Requirements – Instructions for the University Immersion Program Application or just start from https://professional.ucsb.edu/internationals#uip and click “Ready?”*
**Application:** Klikk ONLINE APPLICATION

**TIPS:**

*Proof of funding:* State Educational Loan Fund, Norway

*My contact information:* Dale Licata, dale.licata@ntnu.no; +47 73 59-7879

**Dates/Expenses:** see links under RELATED ARTICLES

**NB!!** Sjekk prisene for Application fee, ISP Program og Student Services Fee.
If you need additional help, please send an email to: carole.strehlow@extension.ucsb.edu

Fill in fields that are highlighted or circled
DO NOT FILL IN ANY FIELDS BELOW THIS LINE

SCROLL DOWN & CLICK CONTINUE CHECKOUT
Employer Information

Group Affiliations

Please enter the Group Code provided to you for self-association to group. You may also choose to self-associate to an available group listed below by clicking on the Add Group button. If you wish to hide an available group, click on the Decline button.

Group Code: [textbox] Add Group

Currently Associated Groups:
Not currently associated with any groups.

If this is incorrect, please update your profile or contact UCSEB Extension for assistance.

Employer

Employer: [textbox] Job Title: [textbox]

Department:

Street 1: [textbox] Street 2: [textbox]

City: [textbox] State / Province: [dropdown] Foreign State:

Country: [textbox] Zip / Postal: [textbox]

Area: [textbox] Number: [textbox] Ext: [textbox] Email Address: [textbox]

Education and Associations

Educational Background