



Certificate Programs for International Students

Study Side-by-Side with American Professionals & Students



A Message from the Dean

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

Our certificate programs offer:

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

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

Sincerely,

A handwritten signature in blue ink that reads "Wayne Smutz". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Wayne Smutz, PhD
Dean
UCLA Extension



UCLA & UCLA Extension

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

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

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Los Angeles & Westwood

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

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





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

—Ishwarya Panneerselvam, India, Systems Analysis

Certificate Programs

uclaextension.edu/IntlCertList

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

UCLA Extension offers more than 40 F-1 visa-approved programs that allow international participants to study full-time in the U.S. The majority of our programs fall into 2 categories: Business & Management and Entertainment Studies. Our popular General Business Studies programs address topics such as “Introduction to International Business,” “Management Theory,” and “Business Economics,” and they allow you to specialize in such areas as Entrepreneurship, International Trade and Commerce, Marketing, and Real Estate. We also offer separate programs in Accounting, Finance, International Trade and Commerce, and Marketing.

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

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



Reasons for Enrolling in a Certificate Program

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

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

Program Details

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

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

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

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

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



Programs and Courses

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

Courses usually meet once per week in the evening, 6:30-9:30 pm or 7-10 pm for a total of 33 to 44 hours per quarter. For each 3-hour course meeting, you can expect to spend 6-9 hours per week studying outside of class. See the sample program schedules on page 17.

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

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



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

—Firat Uran, Turkey, Entertainment Studies

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

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

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

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

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

—Oriol Boix, Spain, Marketing



Employment on the UCLA Campus

international.uclaextension.edu/employment/

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





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

—Sumin Sohn, South Korea, Sustainability

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Housing & Living Expenses

uclaextension.edu/CertHousing

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

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



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

—Henrik Andersson, Sweden, Design Communication Arts



Sample Certificate Program Schedules

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

Sustainability Certificate

1st Quarter Courses	2nd Quarter Courses	3rd Quarter Courses (Optional)
Principles of Sustainability I: Introduction Climate Change, Energy, and the Environment Global Business Practices in Sustainability	Principles of Sustainability II: Current Issues and Case Studies Principles of Sustainability III: Stakeholders and Engaging Communities Sustainability Capstone	Sustainability Internship Principles of Waste Reduction, Recycling, and Solid Waste Management Sustainable Food and Agriculture
12 Units	12 Units	12 Units

General Business Studies Certificate with Concentration in Marketing

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

Entertainment Studies Certificate

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



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

—Cynthia Blondelle, France, Music Business

Certificate Programs at a Glance

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

Department	Certificate Program	Program Length in Quarters ¹
Arts	Design Communication Arts	6
	Interior Design ² : Foundation Level	6
Business, Management & Legal	Accounting	3
	Finance	3
	General Business Studies ⁵	3
	General business	3
	Entrepreneurship	3
	Human Resource Management	3
	International Trade & Commerce	3
	Leadership	3
	Marketing	3
	Real Estate	3
	Human Resources Management*	3
	International Trade & Commerce	3
	Financial Management	3
	Global Business Management	3
	Import/Export Operations	3
	Marketing	2
	Digital Marketing	3
	Paralegal Studies* ³	4

Department	Certificate Program	Program Length in Quarters ¹
Engineering & Technology	Applications Programming	3
	Construction Management	3
	Project Management ⁶	2
	Systems Analysis	3
Entertainment Studies	Acting	4
	Business & Management of Entertainment	3
	Cinematography	4
	Directing	5
	Entertainment Studies	4
	Film & TV Development	4
	Film Scoring	4
	Independent Music Production	3
	Music Business	4
	Producing	4
	Screenwriting Film and TV Comprehensive*	4
Humanities & Sciences	Fitness Instruction	3
	Journalism*	3
	Pre-Medical & General Science Studies	4
	Sustainability ⁶	2

¹ UCLA and UCLA Extension operate on the quarter system; 1 quarter = 3 months (12 weeks); if students need to take 1 or 2 English



Advantages of UCLA Extension Certificate Programs

- **UCLA:** The University of California, Los Angeles (UCLA) has name-recognition throughout the world; UCLA Extension is part of UCLA.
- **Practical Perspective:** Most instructors are working professionals who present the day-to-day realities of each field of study.
- **Program Duration (9-12 months):** Longer programs offer a deeper understanding of each field.
- **Practical Experience:** Internships are included in many programs, and students who complete programs of 9 months or longer can apply for up to 1 year of Optional Practical Training (OPT) paid work experience in the U.S.
- **Reasonable Fees:** Compared to other certificate and diploma programs, UCLA Extension programs are a great value; course fees for American and international participants are the same.
- **Studying with Americans:** International participants study side-by-side with American participants and receive the same high level of instruction.
- **Cross-cultural Understanding and Language Proficiency:** Living in Los Angeles, studying at UCLA Extension, and experiencing American life will increase your proficiency in English and your cross-cultural awareness.



10995 Le Conte Avenue
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For more information and
details on specific programs,
visit www.uclaextension.edu/intc