

10 Steps to Apply to UCEAP

1. Begin the Application Process

Submit an application to UCEAP through your UCEAP Portal account (steps 2-3). Next, submit an application to Study Abroad UC San Diego through your TritonsAbroad account (steps 4-9).

2. Create an account in the UCEAP Portal to begin an application:

<https://my.uceap.universityofcalifornia.edu/user/login/?destination=/>

3. Review Application Checklist in the UCEAP Portal for required documents, fill in required information and submit.

Please Note:

- In the Documents Upload section of your application, you do **NOT** need to upload anything UNLESS there are specific documents listed in the Application Requirements and Instructions section at the top of the page.
- In the Academic Information section of your application, you will need to input the courses you are currently taking, and the courses you plan to take in all terms prior to your program abroad. If you are not yet sure what courses you plan to take in future terms, simply put what you expect or hope to take.

4. Log-in to TritonsAbroad account to complete Study Abroad Profile:

<https://shibboleth-ucsd-horizons.symplcity.com/sso/>

5. Search for your UCEAP program in TritonsAbroad and **apply** for the term you intend to study abroad. **Complete** TritonsAbroad application.

6. Fill in the Academic Planning Form from your TritonsAbroad application. Complete the form with your intended study abroad courses, attach course syllabi, and **email it to your major department advisor followed by your college academic advisor for course pre-approval.**

Note: if you are unable to obtain the required signatures prior to the application deadline, please upload a brief note (in PDF format) explaining the status of your APF. Be sure to include an estimated date when you expect to upload it into your TritonsAbroad application. You may have an additional 3 weeks beyond the deadline, if necessary.

7. Upload all required documents to TritonsAbroad application, including the academic planning form, unofficial transcripts/academic history, and any other possible required documents.

8. Review TritonsAbroad application and press submit.

9. Wait to receive email confirmation from your UCSD study abroad advisor or UCEAP regarding your application status.

10. Check email regularly for updates from Study Abroad UC San Diego and UCEAP.

