

Online Payment Instructions for Students with a Student ID

1. Go to www.uclaextension.edu and **Log in**. If you do not remember your user name or password, please go to step #5 below.



2. Once you are logged in, please enter the **Project ID#s** in the Search box.



Please pay the nonrefundable application fee **before** submitting your Pre-Master's Preparation Application. You only pay the application fee once per year, so if you enroll in future programs within the next 12 months, you will not have to pay the application fee again. **Only** pay the Student Services and Pre-Master's Preparation fees once you have been accepted.

Fall 2015	Project ID	Amount
Application Fee	257-787	\$300
Student Services Fee	257-788	\$1,740
Program Fee	257-789	\$15,020

- Review the items that you have added to your cart and select Check Out.
- Enter your credit card details. Verify that your billing address is the same as your mailing address.

The screenshot shows the UCLA Extension checkout process. At the top, the user is logged in as 'Joe' with a Student ID of 1667727. The navigation menu includes 'Browse Courses', 'Student Resources', 'Fields of Study', 'International Programs', 'About Extension', 'My Extension', and 'Corporate Programs'. The checkout progress bar shows 'Step 1: Courses', 'Step 2: Student', and 'Step 3: Payment'. The 'Payment Information' section is active, with options for 'Credit Card', 'Check', and 'Purchase Order'. The 'Credit Card' option is selected, and the form includes fields for Cardholder Name, Credit Card Type (a dropdown menu), Credit Card No., CVN (with a link 'what's this?'), and Expiration Date (two dropdown menus). A checkbox labeled 'Billing address is the same as mailing address' is checked. A red arrow points to this checkbox. 'Previous' and 'Submit Payment' buttons are visible at the top and bottom of the form.

Once you have paid, you will get an Enrollment Confirmation by email. Please save this for your records. If you are done paying for your program, please stop here.

If you do not have a user name or password, select “Need both username and password?”

UCLA Extension

Enter keyword or Quick Enroll #

Browse Courses Student Resources Fields of Study International Programs About Extension My Extension Corporate Programs Instructors Donate

▼ My Extension

My Profile
Student Services
Enrollment Verification
Certificate Progress
Change Credit Status
Request a Refund
Request a Withdrawal
Request Transcripts
CareerSpot
Communities
FAQs
Submit A Testimonial
Canvas
Instructor Course Manager

Students Please log in

Instructors, use the link to the Instructor Course Manager to the left.

*What's this?
Username*

Password:

Log In

Need Assistance?

Returning Students:

[Need a username?](#)
[Need a password?](#)
[Password hint?](#)
[Need both username and password?](#)

All Students:

[Troubleshoot login problems](#)

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▼ My Extension

My Profile
Student Services
Enrollment Verification
Certificate Progress
Change Credit Status
Request a Refund
Request a Withdrawal
Request Transcripts
CareerSpot
Communities
FAQs
Submit A Testimonial
Canvas
Instructor Course Manager

Need both username and password?

Please complete and we'll send both your username and a temporary password to the email we have on file for you. (Please be sure to enter the address you believe we have on file. *No other email address will work.*)

First Name:

Last Name:

*What's this?
select

Email Address:

Submit

- Please enter your first name, last name, student ID, and email address. This information can be found on the Enrollment Confirmation that you received when you paid online in the past. If you do not have any of this information, or would like to provide us with a different email address for your record, please contact us at premasters@uclaextension.edu.

6. You will receive 2 emails from My Extension; one will have your username and the other will have your password. Use these to log in.

7. After you log in, you will be asked to change your password. Please create a new password and save it for your records. Then return to step #2 above.