

Online Payment Instructions for Students Without a Student ID

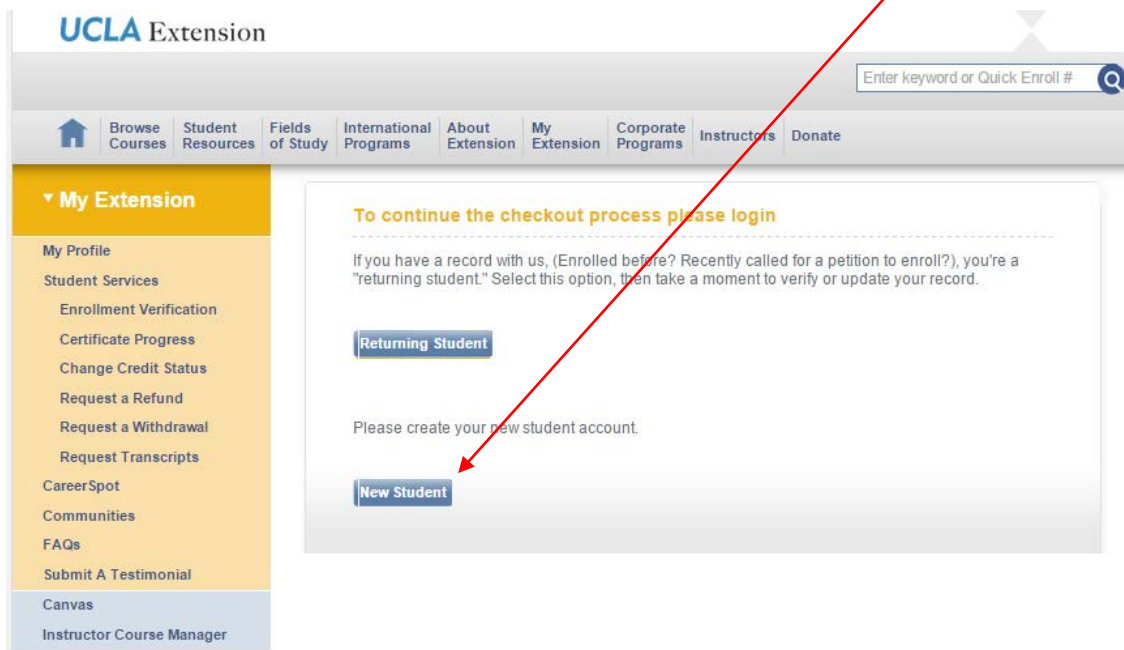
1. Go to www.uclaextension.edu and enter the **Project ID#** in the search box.



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.

Fall 2015	Project ID	Amount
Application Fee	257-787	\$300

2. Review the fees that you have added to your cart and select Check Out.
3. Since you do not have a UCLA Extension Student ID #, please select New Student.



4. Enter your Contact Information:

Enter your name exactly as it is written on your passport.

Enter the email address that you listed on your application.

Ignore SSN – a Social Security Number is not required.

Enter your date of birth: month/day/year

Enter your gender.

Create a User Name (you will need to keep this to use again later)

Create a Password (you will need to keep this to use again later)

Create a hint that will remind you what your password is if you forget.

You may want to print this page for your reference.

Enter your mailing address. Company and organization information is not required.

Information about you

Fields marked with an asterisk (*) are required.

← Previous

Submit and Continue →

Student Information

Salutation:	<input type="text" value="[None Selected]"/>	
* First Given Name:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
* Last name Family Surname:	<input type="text"/>	
* Email:	<input type="text"/>	
* Verify Email:	<input type="text"/>	
SSN (t):	<input type="text"/>	### ## ####
Birthdate (t):	<input type="text"/>	MM/DD/YYYY
Gender:	<input type="text" value="[None Selected]"/>	
Ethnicity:	<input type="text" value="[None Selected]"/>	
Education Level:	<input type="text" value="[None Selected]"/>	
* User Name:	<input type="text"/>	
* Password:	<input type="text"/>	
* Confirm Password:	<input type="text"/>	
Password Hint:	<input type="text"/>	

Contact Information

Mailing Address	
Country:	<input type="text" value="United States"/>
* Address:	<input type="text"/>

5. Enter your credit card details.

Verify that your billing address is the same as your mailing address. Select Submit Payment.

The screenshot displays the UCLA Extension checkout process. At the top, the header includes the UCLA Extension logo and navigation links such as 'Browse Courses', 'Student Resources', and 'International Programs'. A yellow 'Checkout' banner is prominent. Below it, a progress bar shows 'Step 1: Courses', 'Step 2: Student', and 'Step 3: Payment'. The main section is titled 'Payment Information' and contains a form with the following fields and options:

- Navigation: 'Previous' and 'Submit Payment' buttons.
- Payment Method: Radio buttons for 'Credit Card', 'Check', and 'Purchase Order'. The 'Credit Card' option is selected.
- Credit Card Icons: Logos for Visa, MasterCard, AMEX, Discover, and JCB.
- Cardholder Name: Text input field containing 'Joe Bruin'.
- Credit Card Type: Dropdown menu set to 'Visa'.
- Credit Card No.: Text input field containing '4111111111111111'.
- CVN: (what's this?): Text input field containing '111'.
- Expiration Date: Two dropdown menus set to 'January' and '2014'.
- Checkbox: 'Billing address is the same as mailing address.' is checked.
- Bottom Navigation: 'Previous' and 'Submit Payment' buttons.

A red arrow points from the 'Submit Payment' button in the progress bar to the 'Submit Payment' button at the bottom right of the form.

6. Once you have paid, you will get an email confirmation with your student ID number. Keep a copy of this email for your records.

Add your student ID number to your completed enrollment application before emailing the required documents to application@uclaextension.edu.