# Enrollment Form

## How To Enroll

**UCI Campus Student Services Office hours are Monday-Friday, 9:00 am-4:00pm**

### By Fax - (949) 824-2090 (24 hours)

Be sure you've filled out the complete enrollment form, including your credit card number.

### By Mail

Enclose your check or Visa/MasterCard/ American Express authorization, and mail the completed enrollment form to:

**Student Services**
**UCI Division of Continuing Education**
**P.O. Box 6050**
**Irvine, CA 92616-6050**

**Please allow 7-10 days for complete processing.**

### By Phone - (949) 824-5414

Please email your completed enrollment form **WITHOUT SSN or PAYMENT INFO** to dce-services@uci.edu prior to calling with payment.

### In Person

Currently not an option but you may email to dce-services@uci.edu **WITHOUT SSN or PAYMENT INFO.** We will contact you with payment instructions.

### Parking

Visit ce.uci.edu for complete parking information. If you require a quarterly parking permit, please check the appropriate box to the right (#5), and include the applicable fee with your payment.

## Social Security Number

By Regental authority, we request your social security number in order to verify your identity for accurate record keeping. Visit ce.uci.edu for privacy policies concerning information requested on this form. Although providing your Social Security Number is voluntary, it is requested for tax purposes, to provide evidence of fee payments that could entitle you to tax credits under TRA '97 (the Taxpayer Relief Act of 1997).

# When Should You Enroll?

**To serve you better, we ask you to enroll at least 2 weeks before your class starts.**

1 ☐ Please check if new address. ☐ Remove my name from your mailing list.

**PLEASE PRINT CLEARLY USING BALL-POINT PEN.**

**DISCOUNT CODE:** URP (if you have one) ☐ Male ☐ Female

FIRST NAME: MI: LAST NAME:

HOME ADDRESS:

CITY: STATE: ZIP:

2 SOCIAL SECURITY #: **Log in to your account to enter.** BIRTHDATE (MO/DAY/YR): / /

PREFERRED PHONE: ◯ HOME ◯ CELL ◯ WORK ALT. PHONE: ◯ HOME ◯ CELL ◯ WORK

EMPLOYER: JOB TITLE:

EMPLOYER ADDRESS:

CITY: STATE: ZIP:

E-MAIL ADDRESS:

3 ☐ **YOU WILL BE CONTACTED WITH PAYMENT INSTRUCTIONS.**

Payment Options: ☐ Visa ☐ MasterCard ☐ AmericanExp

YOU WILL BE INSTRUCTED TO PAY VIA

CARDHOLDER NAME: YOUR DCE WEB ACCOUNT.

BILLING ADDRESS: IF YOU DO NOT HAVE ONE, PLEASE CREATE ONE AT HTTPS://CE.UCI.EDU/COURSES/SECURE/LOGIN.ASPX OR CONTACT US TO VERIFY.

AUTHORIZING SIGNATURE:

4

| REG. # | COURSE # & TITLE | FEE |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

5

Check box(es) to purchase Quarterly Campus Parking Permit

☐ **UCI Campus All Day** - Valid 7:00am-10:00pm, Monday-Sunday *

☐ **UCI Campus Evening** - Valid 5:00pm-10:00pm and ALL day Saturday & Sunday *

☐ I do not want to puchase a quarterly permit at this time.

**Parking fees are subject to change by authority of UC Irvine Parking and Transportation Services.*

TOTAL ENCLOSED

## Mailing List

If you no longer wish to receive our mailings, please mark the box at the top of this page and return this page to: Marketing Department, UCI Division of Continuing Education, PO Box 6050, Irvine, CA 92616-6050.

Participating in a UCI Division of Continuing Education program does not in itself provide preference in admission to the University of California degree programs. Students interested in applying to UC degree programs should refer to the UC Admissions website or the admissions office of the UC campus they wish to attend for details about the admissions process.