

## Application for International Students

## CONCURRENT ENROLLMENT PROGRAM 2011/12

The Concurrent Enrollment program allows University of California Berkeley faculty to invite International students to study at Berkeley for one or two semesters without applying for admission to a UC Berkeley degree program. The Concurrent Enrollment program is administered by UC Berkeley Extension. The office of International Student Services at UC Berkeley Extension issues the student a Form of Eligibility once he or she completes the attached application. This document, along with pertinent visa information, will be mailed to the student via courier. The student will be required to pay a SEVIS fee before scheduling a visa appointment with the nearest U.S. consulate or embassy in the student's home country to apply for an F-1 student visa for entry into the U.S.

Your acceptance packet will also contain the information about how to apply for your classes. You will need to complete the web application for concurrent enrollment, adding your request for each class for which you are applying. Upon arrival, you should pay your application and course fees so that your application can begin the review process. For any additional information, please call the office of International Student Services directly at (510) 642-2564, fax (510) 643-0216, or e-mail [Intl\\_students@unex.berkeley.edu](mailto:Intl_students@unex.berkeley.edu).

### F-1 REQUIREMENTS

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In accordance with federal regulations governing F-1 students in the U.S., international concurrent enrollment students must follow a **full-time and directed** course of study. F-1 students must register and enroll in a full course of study at the beginning of each semester. The International Student Services office is required to report electronically to the Department of Homeland Security if an F-1 student fails to enroll 30 days after the program start date. **Full-time** varies with respect to the level of education. However, most departments require a minimum of 12 units at both Graduate and Undergraduate levels. **Directed** means that for the most part the student must be studying within a single department. A minority of the student's coursework (one or possibly two courses in some cases) may occur in a separate though closely related department with the special permission of the host faculty at UC Berkeley.

### HOST DEPARTMENT AND PROCEDURES

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The Concurrent Enrollment program is specially designed to promote reciprocity between UC Berkeley and universities abroad. Prospective students should consult with his own university's study abroad program first. If you choose to be a study abroad exchange student, please do not use this application. To apply to the Concurrent Program, you must be invited by a UC Berkeley department. Along with an invitation letter and a completed application form, the student must submit 4 items to the office of International Student Services: **1)** payment for the sum indicated in section 7 of the International Concurrent Enrollment application form (p. 3); **2)** certification of sufficient funds available to the applicant or to the applicant's sponsor for payment of the estimated budget in **Appendix 2;** **3)** a copy of the applicant's official TOEFL score report mentioned in section 6 of the International Concurrent Enrollment application form; and **4)** a copy of the student's passport. Mail the application to: **University of California, Berkeley Extension, International Student Services, 1995 University Avenue, Suite 110, Berkeley, CA 94704-7000.**

### UC BERKELEY EXTENSION POLICY

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Health insurance coverage is required of all F-1 students who receive their nonimmigrant visa document from UC Berkeley Extension. In addition to the fees discussed in Appendix 3 and to the fees indicated in section 7 of the application, a Concurrent Enrollment Application fee will be charged at the time of enrollment.

Please read [HTTP://EXTENSION.BERKELEY.EDU/INFO/CONCURRENT.HTML#FAQ](http://extension.berkeley.edu/info/concurrent.html#faq) for additional information.

If a student originally invited for one semester is invited to stay for a second semester, he or she must apply to the International Student Services office for a "program extension" 30 days before the last day on the I-20.

Finally, there will be an **Orientation Session** for all international concurrent enrollment students held shortly before the beginning of each semester. Important F-1 regulations, enrollment procedure and health insurance coverage will be discussed at the orientation, and students' photos for the school photo I.D. will be taken.

Attending this **Orientation Session** is mandatory.



# APPLICATION

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### 5. F-1 TRANSFER STUDENT-

You are currently holding an F-1 status or will be holding an F-1 status when you begin the Concurrent Enrollment Program. Please attach copies of all I-20s, passport, visa and I-94 to this application.

From what U.S. educational institution or program will you be transferring to the UC Berkeley Extension?

NAME OF THE INSTITUTION \_\_\_\_\_

NAME OF THE DSO (DESIGNATED SCHOOL OFFICIAL) \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

LAST DATE OF ATTENDANCE: \_\_\_\_\_

### 6. PROOF OF ENGLISH FLUENCY

For issuing of the form I-20, sufficient English fluency must be both displayed AND documented. Please indicate below the type of documentation you will be submitting with your application.

- I HAVE DIRECTED THE EDUCATIONAL TESTING SERVICE (ETS) TO SEND MY TOEFL SCORE REPORT DIRECTLY TO UC BERKELEY EXTENSION. Please remember to indicate our ETS institution code: **9216**.
- I AM ENCLOSING MY TOEFL SCORE REPORT OF AT LEAST 220 (83 IBT, 550 PAPER-BASED) FOR UNDERGRADUATE STUDY.
- I AM ENCLOSING MY TOEFL SCORE REPORT OF AT LEAST 230 (88 IBT, 570 PAPER-BASED) FOR GRADUATE STUDY.
- HOST DEPARTMENT WAIVED MY TOEFL REQUIREMENT.
- I HAVE A DEGREE FROM AN ENGLISH SPEAKING UNIVERSITY (THE MEDIUM OF INSTRUCTION WAS EXCLUSIVELY IN ENGLISH). ENCLOSED PLEASE FIND A COPY OF MY DIPLOMA AND/OR TRANSCRIPTS.

FULL NAME AND LOCATION OF THE INSTITUTION \_\_\_\_\_

### 7. International Student Fees

The International Student Fee includes the UC Berkeley Extension health insurance plan and \$150 International Application Fee. (NOTE: If you cancel your program, \$150 is non-refundable). Please indicate the amount that corresponds to your intended course of study. The fees are subject to change.

- International Application Fee..... \$150
  - Health Insurance Fee (1 semester)..... \$535
  - Health Insurance Fee (2 semesters).....\$1070
- (You must show a proof of health insurance if you do not pay the health insurance fee)

Please enclose a money order or bank draft (check) payable to UC Regents. Fees may also be charged to one of the following credit cards:

- VISA     MASTER CARD     AMERICAN EXPRESS

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\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

EXPIRATION DATE

AUTHORIZATION SIGNATURE

### 8. CHECKLIST FOR INTERNATIONAL CONCURRENT APPLICATION, UC BERKELEY EXTENSION:

- completed application form
- letter of invitation (appendix 1)
- passport page with photo and expiration date
- financial statement and certification (appendix 2)
- documentation of satisfactory English fluency
- payment of International Student fees

### 9. APPLICANT SIGNATURE (Please read and sign the following)

I hereby certify under the penalty of perjury that the above and enclosed information is to the best of my knowledge true and correct.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**APPENDIX 1  
APPLICATION FOR  
INTERNATIONAL  
STUDENTS**

**CONCURRENT ENROLLMENT PROGRAM  
2011/12**

TO THE PROFESSOR OR DEPARTMENT CHAIR: Please write your invitation on a departmental letterhead with a proper signature at the bottom. If the department wishes to waive TOEFL, it must be stated in the letter.

Mail the letter to: **University of California, Berkeley Extension,  
International Student Services office  
1995 University Avenue, Suite 110  
Berkeley, CA 94704-7000**

Date \_\_\_\_\_

To the International Student Services:

This letter of invitation acknowledges that           Name of the student           is eligible to enroll in the graduate OR undergraduate (must specify) courses in the           Name of the campus department           through the Concurrent Enrollment Program of UC Berkeley Extension for the spring and/or fall semester of (must specify the term and the year). <Campus dept> agrees to allow the student to enroll in a full course load of classes in our department, or has made arrangements with <other departments for the student> to comprise a full course load.

As an international student,           Name of the student           must adhere to and be held responsible for any Department of Homeland Security rules and regulations pertaining to a full-time F-1 international student. It is the student's responsibility to obtain the approval of the instructors, to meet all of the deadlines and departmental requirements, to apply for courses, to monitor application status, and follow-up with application reviewers at all levels to assure enrollment. Our department's full-time load requirement is # units, and our department will work with the student to ensure that the student is able to enroll in a full-time course load.

If there are any questions regarding this invitation, please contact me at           Name of the campus department, phone number and the time to be reached          .

Sincerely,  
Name, Title and Signature of the Professor or Department Chair

**APPENDIX 2  
Application for  
International  
Students**

**CONCURRENT ENROLLMENT PROGRAM  
2011/12**

To receive a Form of Eligibility in order to apply for an F-1 Student Visa, you must sign and complete a statement of financial responsibility and have your bank certify that the statement is true and correct: that you have sufficient funds available to you to cover the approximate cost of living and tuition for your prospective course of study. **NOTE: If family members will be accompanying the student to the U.S., please add to this total estimate \$600 per month for the student's spouse and/or \$400 per month for each of the student's children. Amounts are in US\$.**

Length of invitation to study	Estimated living expenses*	Application, registration and course fees	Total
Fall or spring only	\$7,500	\$7,120	\$14,620
Fall and spring	\$15,000	\$14,240	\$29,240

**1. Statement of financial responsibility:**

I certify that funds in excess of \_\_\_\_\_ are available to me or to my institution, and that I or my institution will hereby accept financial responsibility for this student, \_\_\_\_\_

\_\_\_\_\_ *above total*  
over the projected course of study at the University of California Berkeley Extension from \_\_\_\_\_ to \_\_\_\_\_  
*student's name*  
*start date* *end date*

\_\_\_\_\_ or \_\_\_\_\_  
NAME OF FINANCIALLY RESPONSIBLE PARTY NAME OF FINANCIALLY RESPONSIBLE INSTITUTION\*

\_\_\_\_\_ NAME OF OFFICER  
RELATIONSHIP TO STUDENT

\_\_\_\_\_ DATE SIGNATURE OF OFFICER DATE  
SIGNATURE

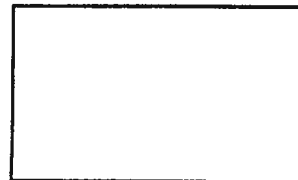
\*If this statement of financial responsibility is being made by a financial entity separate from yourself (such as a company, an agency, a foundation, or a government), this statement must be accompanied by a letter from that institution to that effect. The letter should: 1) detail the nature and amount of the student's expenses for which the organization is taking responsibility; 2) be written and signed by an authorized officer of the organization, and 3) be drafted on the organization's official letterhead, if possible.

**2. Certification of sufficient funds:**

*This is to certify that the above signed individual has at least the amount indicated above in holdings with our bank.*

\_\_\_\_\_ DATE  
NAME OF BANK OFFICIAL

\_\_\_\_\_ TITLE AND SIGNATURE OF BANK OFFICIAL



OFFICIAL BANK SEAL OR STAMP

# APPENDIX 3

## CONCURRENT ENROLLMENT PROGRAM 2011/12

### FEES PER COURSE FOR CONCURRENT ENROLLMENT APPLICATION

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There is a \$125 application fee. For courses with lab, an additional \$100 is charged (see "with lab fees" below). Please note that the fees may be subject to change.

1 unit course.....	\$585.....	(with lab \$685)
2 unit course.....	\$1,170.....	(with lab \$1,270)
3 unit course.....	\$1,755.....	(with lab \$1,855)
4 unit course.....	\$2,340.....	(with lab \$2,440)

- Please note that your application is not complete until all fees are paid in full. Partial payment will not be accepted.
- A \$25 charge is assessed for returned checks.
- Make all checks payable to UC Regents.

#### Fall 2011 schedule

Semester begins .....	August 18, 2011
Instruction begins .....	August 25, 2011
Deadline to apply, including payment.....	September 23, 2011
Instruction ends.....	December 9, 2011
Final exams .....	December 12-16, 2011
Fall semester ends .....	December 16, 2011

#### Spring 2012 schedule

Semester begins .....	January 10, 2012
Instruction begins .....	January 17, 2012
Deadline to apply, including payment.....	February 17, 2012
Spring recess .....	March 26-30, 2012
Instruction ends.....	May 4, 2012
Final exams .....	May 7-11, 2012
Spring semester ends .....	May 11, 2012

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**APPLICATION DEADLINE FOR FALL 2011 .....** July 15, 2011

**APPLICATION DEADLINE FOR SPRING 2012 .....** November 25, 2011