

Timeline for Visiting Students in the Berkeley International Study Program in Letters and Science (BISPinLS)

September - October – Follow instructions at your university for applying to be nominated to study at UC Berkeley. The appropriate office at your university determines how many students to nominate, which students are qualified, and who to select. There may be an earlier deadline for applying to be nominated, please contact your coordinator for more information. It is recommended that students review the list of participating departments in order to start identifying potential areas of interest. The Spring 2018 course schedule will not be posted until early October.

If you are nominated, please obtain the following documents:

- A copy of your valid passport. (Use a scanner. Do not take a photo of it).
 - If you do not have a passport, you should apply for it as soon as possible.
- A financial statement or a Certification of Deposit that shows you have the equivalent of at least \$20,575 USD in your/your parent's bank. If you decide to get a Certification of Deposit, you will only need to freeze your money until January 1st.
- You will need a valid credit card (VISA or Master Card) by the time you fill out the UC Berkeley Extension application.
 - Your credit card needs to have at least \$200.00 - You may use your parent's or your relative's credit cards.

November 10 – BISPinLS deadline to complete and send the UC Berkeley Extension International Concurrent Enrollment Application online. We recommend you submit it as early as possible in order to get your visa process started earlier.

IMPORTANT: Once UC Berkeley Extension receives your application, you will then receive an email from them to request application and health insurance fees to be paid online. You should enter the email address that you checked frequently onto your application. Once your application is processed, an acceptance packet will be sent to you or your international coordinator, at the address you listed on your application, by FedEx within 3-4 weeks after receipt of your application.

November/December/January - Check for emails from Jenny Cornet-Carrillo or Rachel Marquez or BISPinSoc with important information. Please save our primary program email address BISPinSoc@berkeley.edu in your email contact list, so that our emails do not go into a spam folder.

Late December/Early January - UC Berkeley Extension enrollment system is available online for you to set up your account and apply for courses. An email with step-by-step instructions on how to set up your account will be sent to you. We recommend setting up your account and applying for at least 4 of your courses, and at least 2 alternate courses, when you receive the instruction email.

ALL BISP STUDENTS MUST BE IN BERKELEY BY JANUARY 21, 2018. If you are unable to be in Berkeley by this date, you may wish to defer your participation to a later semester.

January 11 – Mandatory orientation for UC Extension. It is highly recommended that you arrive a few days before this date to get settled into your housing. We may also have other informal and fun orientation activities the week before. You will receive an email regarding to the orientation later.

January 14 – Mandatory orientation for BISP. Exact time to be announced at a later date.

January 21 – Make up orientation for students unable to attend the earlier BISP orientation.

January 16 – Classes begin. All Tuesday-Thursday classes meet for the first time on Tuesday January 16, and all Monday-Wednesday-Friday classes meet for the first time on Wednesday January 17. Classes that meet only one day a week, meet for the first time on that day once classes begin.

September 22 – Deadline for BISP in LS students to alter their course schedule and pay their course fees. Students usually know what courses they want to take by the end of the second or the third week of the semester, and we recommend completing your enrollment then.

May 7-11, 2018 – Final exams are during this week. You should not plan to leave Berkeley until your exams are complete.

Special Instructions for Students in the Berkeley International Study Program in Letters and Science for Completing the Concurrent Enrollment Program Application:

We will send an application guide, or go over the application in person during an on-campus visit. Please follow the instructions in this step-by-step guide. Particular notes or changes for our program:

- 1) The deadline to submit the online application for Spring 2018 is **November 10**. Instructions will be sent to students after they complete the language assessment and interview process in October.
- 2) You will receive three different letters signed by Trond Petersen from BISP by email.

- a. The first letter states the cost information (Financial letter) that you will use to apply for funds from financial organizations. You should get a preliminary statement from a loan organization or other financial institution to include with your application, which states you have the funds to cover tuition and living expenses as stated in the letter.
 - b. The second letter is a general letter “To Whom It May Concern” (TWIMC), that you can show anyone who is asking for proof that you have been accepted to study at UC Berkeley in our program.
 - c. The third letter is addressed to Olga Paly at UC Extension, and must be included with your application materials when submitted online.
- 3) Students should receive an acceptance packet by early December, earlier if the application is submitted before the deadline. This packet will have the I-20 document you need when you visit the U.S. Embassy to get your visa. It will also state your SEVIS ID that you need to make an appointment at the U.S. Embassy.
- 4) If you have questions or concerns about your application to UC Berkeley Extension once it has been sent, please email extension-intl@berkeley.edu. They are the ones that process the application and send the acceptance packets.