

We look forward to reviewing your application for admission to Berkeley College.

The following information will guide you through the application process.

Admission: Graduation from secondary school or its equivalent and proof of English proficiency are required for admission to Berkeley College.

English language proficiency can be demonstrated by the following methods: Completion of a recognized ESL school's program or by achieving the appropriate score on one of the following English tests.

English Tests Accepted:

- Berkeley College's Language Test
- TOEFL - score of 500 PBT, 61 IBT (80 IBT for M.B.A.)
- IELTS - score of 5.5 or higher (6.0 for M.B.A.)
- Michigan Test - score of 78 or better
- APIEL - grade 3 or higher
- iTEP - Level 5
- English for Norway - level 4
- English for Sweden - grade VG/C
- TOEIC - score 800 or better
- University of Cambridge - British Council - with a grade of C or better
- STEP - score 2A or better
- ELS – Level 112
- Kaplan – High Intermediate
- Rennert Bilingual – Level 6

Transfer Policy: Berkeley will typically accept transfer credits for courses deemed applicable by the College to a student's program. (The student must have earned a minimum grade of C.) For a complete review of transfer credits, students should submit their post-secondary transcripts along with their application documents. All documents must be translated into English.

Application Checklist: International students must submit the following:

- A completed Berkeley international application form
- A \$50 (U.S.) application fee
- Scholarship application form (if applicable)
- A \$300 (U.S.) tuition deposit fee*
- A \$400 (U.S.) residence deposit* (for the White Plains residences)
- Official secondary or post-secondary transcripts of academic grades (translated into English) and proof of secondary graduation
- Proof of English proficiency (TOEFL score or ESL certification or admission to an approved ESL program)
- Official document of financial support demonstrating a minimum of \$38,000 (U.S.) in available funds

***Deposits/I-20 Certificates and Refund Policy:** A \$300 (U.S.) tuition deposit reserves a place at Berkeley and will be applied to tuition. The I-20 Certificate will not be sent until the tuition deposit and all required academic and financial documents are received.

This deposit will be refunded if written notice of cancellation is received at least 60 days prior to the starting date of the quarter for which the student has been accepted, if the student is refused admission to the College, or if the student is denied a student visa. In the event of a visa denial, we will need written proof of the denial from the U.S. Embassy.

Residence facilities should be reserved well in advance. A \$400 room deposit is required for the White Plains residence facilities. Of this amount, \$200 is credited toward the final quarter's rent; the remaining \$200 is held as a deposit until the student has checked out of the room satisfactorily. The refund policy for the residence deposit is the same as the tuition deposit listed above.

PAYMENT OPTIONS:

Online Payment Tool: Berkeley College accepts payments via peerTransfer™, an online payment tool that processes tuition payments for international students. To access the tool, please visit:

<https://www.peertransfer.com/school/berkeleycollege>

If you need further assistance, contact the International Department:

Telephone: + 212-687-3730

Email: international@BerkeleyCollege.edu

Personal Information

Birth Date (Month/Day/Year)	I-20 ID Number (if applicable)
Country of Birth	Social Security Number (if applicable)
Country of Citizenship	Native Language

Name (Please print as it appears in your passport)

Family Name (UPPER CASE LETTERS)	First Name	Middle Name
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Mailing Address (Please do not write a P.O. Box address. Express Mail will not deliver to a P.O. Box.)

Permanent Address (if different from above)

Street		Street	
City	Province	City	Province
Country	Postal Code	Country	Postal Code
Phone	Fax	Phone	Fax
Email		Email	

Is there any information about yourself which you wish us to have in evaluating your qualifications for admission (honors, clubs, sports, employment, or other activities)?

Sex Male Female

Marital Status Single Married

Will there be anyone accompanying you? Yes No

Will you need a dependent I-20? Yes No

If you are presently in the United States, do you have F1 Status? Yes No

If not, what kind of visa do you hold? _____

_____ Will you require an I-20 for a Change of Status?

_____ Travel/F-1 visa?

If you are a transfer student, will you travel outside the U.S. prior to entering Berkeley? Yes No

If yes, when will you travel and where should your acceptance packet be sent? _____

Family Information

Father's Family Name (UPPER CASE LETTERS)	First Name
Father's Address	
Mother's Maiden Name (UPPER CASE LETTERS)	First Name
Mother's Address	

Waiver for Release of Information

I hereby give permission to Berkeley College to release personal information obtained while in attendance at Berkeley College, and to discuss personal information with the following person(s):

Name	Relationship	Address
Name	Relationship	Address
Name	Relationship	Address

Release Information: Financial, Academic, Behavioral, Medical

Check this box if you do not give your permission for your personal information to be released or discussed with anyone.

Student Signature _____ Parent Signature _____
 Date _____ Date _____ (required if student is younger than 18)

Do you have family or friends currently residing in the United States? Yes No

If yes, please list as local contact.

Name	Relationship
Address	Telephone

How did you find out about Berkeley College?

Agency name **IEC Online GmbH**

Have you already earned credit toward a certificate or college degree? Yes No

Educational Information: List all secondary schools, colleges, or other institutions you have attended.

Secondary/Preparatory schools	Full address	Dates attended	Date of graduation and/or degree received
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

Universities/Colleges/institutes	Full address	Dates attended	Date of graduation and/or degree received <i>(if applicable)</i>
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

NOTE: All academic records MUST be submitted WITH this application. Authenticated originals or certified true copies are required. If the original documents are issued in a language other than English, a certified English translation must also be submitted.

Check curriculum desired

Bachelor of Business Administration Degree Programs (B.B.A.) New York and New Jersey Campuses

- Accounting
- Design Management † (NJ only)
- Fashion Merchandising and Management
- Financial Services
- General Business
- Health Services Management
- International Business
- Management
- Marketing Communications

Bachelor of Science Degree Programs (B.S.) New York and New Jersey Campuses

- Justice Studies - Criminal Justice

Non-Matriculated

Bachelor of Fine Arts Degree Programs (B.F.A.) New Jersey Campuses

- Graphic Design
- Interior Design †

Bachelor of Science Degree Programs (B.S.) New Jersey Campuses

- Information Technology Management
- Legal Studies
- National Security - Cyber Security
- National Security - Homeland Security

Master of Business Administration (M.B.A.)* New Jersey Campus

- Management

Associate's Degree Programs New York and New Jersey Campuses

- Business Administration - Accounting
- Business Administration - Management
- Fashion Merchandising and Management
- Financial Services
- Health Services Administration
- Health Services Administration - Medical Insurance, Billing, and Coding
- Information Technology Management
- Interior Design † (NJ only)
- International Business, A.A.S. Degree
- International Business, A.S. Degree
- Justice Studies - Criminal Justice
- Legal Studies
- Marketing Communications

† Not offered online.

* Pending SEVIS approval, F-1 student visa sponsorship will be available January 2016.

Not all programs and courses are offered at all locations. You may be required to take some courses at another location or online.

English Language Proficiency

Have you attended an English Language School in the United States? Yes No

If yes, please indicate the NAME of the school and the PROGRAM LEVEL completed _____

Have you taken or will you take the TOEFL Exam? Yes No If yes, Date _____ Score _____

If other English Proficiency test was taken, please list: _____ Date _____ Score _____

(Official TOEFL Score Report must be sent to Berkeley College International Department. Our Institutional Code is 7081.)

Check Campus Desired: **New York:** New York City Brooklyn White Plains
New Jersey: Clifton Dover Newark Paramus Woodbridge Woodland Park
Online: BerkeleyCollege.edu/Online

Date you wish to enter Berkeley: Year _____ January April July September

Are you interested in Berkeley College residence facilities? Yes No

If yes, please see Berkeley College Facts for more information about your residence options. The White Plains location offers residence facilities.

Financial Verification

Berkeley College is required by the United States Immigration and Naturalization Service to obtain verification of financial resources. Each international student must submit the following:

If you will be supported by your government or a sponsoring agency, please attach an official copy of your sponsorship award letter. This letter, in English, must indicate in detail which fees will be provided through the agency. Additional certification must be provided for any amount not covered by the agency.

If you are self-supporting, please attach a certified letter from your bank, in English, stating the amount of funds available to you. If you are applying for a Bachelor's or Associate's degree, this letter must indicate that at least \$38,000 (U.S.) is available to cover tuition and living expenses while you are studying in the U.S. The I-20 Form will be sent only to an accepted international student who has provided the required financial verification and paid the \$50 application fee and \$300 tuition deposit.

If you apply for and receive an International Student Scholarship, your award will be deducted from your tuition expense and indicated on the I-20 Form. You must apply for the International Student Scholarship when submitting this application for admission. Please visit the following link:

BerkeleyCollege.edu/files_bc/Scholarship_International.pdf

If your fees are to be paid by a parent or other sponsor, please have that person complete the following section and attach a certified statement from his/her bank.

Certified of Guarantor

I understand the tuition, fees, and living costs of the student while attending Berkeley will amount to approximately \$38,000 (U.S.) per academic year, and I hereby agree to take full responsibility for these expenses.

Guarantor's Name

Address

Guarantor's Relationship to Student

Guarantor's Signature

Date

I certify that the information provided is correct and complete, that I am aware of the costs of the program at the College, that funds are available, and that my tuition and residence fees will be paid in full at the time of registration.

Applicant's Signature

Date

Certification

By my signing below I certify that the information contained in this application is true and complete, to the best of my knowledge, and I ask the Director of Admissions to process my application for admission to Berkeley College.

Applicant's Signature

Date

Tuition deposits and application fee payment methods: credit card, peerTransfer™

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