

*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 Berkeley's ESL program or 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
- IELTS - score of 5.5 or higher
- Michigan Test - score of 78 or better
- APIEL - grade 3 or higher
- English for Norway - level 4
- English for Sweden - grade VG
- TOEIC - score 800 or better
- University of Cambridge - British Council - with a grade of C or better
- STEP - score 2A or better

**Conditional Admission:** A student who wishes to enter one of Berkeley's programs and does not have the required proof of English proficiency can apply for conditional admission. This would require the student to take ESL classes at the New York City Midtown location prior to starting Berkeley classes at an additional cost.

**Transfer Policy:** Berkeley will accept transfer credits for courses which are deemed applicable by the college to a student's program at Berkeley in which the student 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 (US) application fee
- Scholarship application form (if applicable)
- A \$300 (US) tuition deposit fee\*
- A \$400 (US) residence deposit\* (For the White Plains location)
- Official, secondary or post-secondary transcripts of academic grades (translated into English) and proof of secondary graduation
- Proof of English proficiency
- Official Document of financial support demonstrating a minimum of \$33,500 (US) in available funds.

**\*Deposits/I-20 Certificates and Refund Policy:** A \$300 (US) 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.

The 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, or 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, written proof of the denial from the US Embassy and return of the I-20 Certificate is required to receive the refund.

Residence at the White Plains location should be reserved in advance. A \$400 room deposit is required to reserve your place. 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 and the tuition deposit listed above.

**PAYMENT OPTIONS:**

**Credit Card Payments:** If you wish to pay by credit card, you must complete the Berkeley College Online application. Please visit the Berkeley College Website Link <http://www.berkeleycollege.edu/FormsandPublications/Index.htm> and view the Admissions & Registrar section clicking on the Application for Admission - International Students Online option.

**Bank Check:** Please send your check along with this application to:

Berkeley College International Department  
12 East 41 St., 14th Floor  
New York, NY 10017  
USA

**Wire Transfers:** Should you wish to send your application fee and tuition deposit by wire transfer, please contact the International Department for banking information. **Please Note:** There is an additional charge of \$25 (US) per transaction due to bank fees.

If you need further assistance, feel free to contact the International Department:  
Telephone: + 212-687-3730, or [international@BerkeleyCollege.edu](mailto:international@BerkeleyCollege.edu)  
email: [international@BerkeleyCollege.edu](mailto:international@BerkeleyCollege.edu).

## Personal Information

Birth Date (Year/Month/Day)

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 (CAPITALS)

First

Middle

**Mailing Address** (Please do not write a P.O. Box address. Express Mail will not deliver to a P.O. Box.)

Street

City Province

Country Postal Code

Phone Fax

Email

**Permanent Address** (If different from above)

Street

City Province

Country Postal Code

Phone Fax

Email

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

**Sex**  Male  Female

**Will there be anyone accompanying you?**  Yes  No

**Marital Status**  Single  Married

**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.A. 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 (CAPITALS)

First

Father's Address

Mother's Maiden Name (CAPITALS)

First

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

Releasable Information: Financial, Academic, Behavioral, Medical.

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

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_  
(required if student is younger than 18)

Date \_\_\_\_\_ Date \_\_\_\_\_

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

If yes, please list as local contact.

Contact Name	Relationship
Address	Telephone

**How did you find out about Berkeley College?**

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

Secondary/Preparatory Schools	Full Address	Dates Attended	Date of Graduation & Degree Received
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

Universities/Colleges/Institutes	Full Address	Dates Attended	Date of Graduation & Degree Received <small>(if applicable)</small>
		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 Locations**

- Accounting
- Business Administration - *Information Systems Management*
- Business Administration - *Management*
- Business Administration - *Marketing*
- Fashion Marketing and Management
- Financial Services
- General Business
- Health Services Management
- International Business
- Management
- Marketing Communications\*

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

- Accounting
- Business Administration
- Fashion Marketing and Management
- Financial Services
- Health Services Management
- Information Technology Management\*
- Interior Design Management †
- International Business
- Management
- Management - *Entrepreneurship*
- Management - *Environmental Management*
- Management - *Human Resources*
- Management - *Nonprofit Management*
- Marketing
- Marketing Communications\*

**Bachelor of Science Degree Program (B.S.)  
New York and New Jersey Locations**

- Justice Studies - *Criminal Justice*

**Bachelor of Fine Arts Degree Program (B.F.A.)  
Paramus**

- Interior Design

**Associate's Degree Programs**

- Business Administration - *Accounting*
- Business Administration - *Information Systems Management*
- Business Administration - *Management*
- Business Administration - *Marketing*
- Fashion Marketing and Management
- Financial Services
- Health Services Administration
- Health Services Administration - *Medical Insurance, Billing, and Coding*
- Information Technology Management\*
- Interior Design †
- International Business A.S. Degree
- International Business A.A.S. Degree
- Justice Studies - *Criminal Justice*
- Marketing Communications\*
- Paralegal Studies †

**Non-Degree**

- Study Abroad Full-time \_\_\_\_\_ Quarter(s)
- One or Two Classes

**English as a Second Language Program** (*New York City*)

Would you like to apply for an International Scholarship?

- Yes  No

If yes, you must complete the International Scholarship Application.

To access the scholarship application go to:

**[BerkeleyCollege.edu/FormsandPublications/forms/Scholarship\\_International.pdf](http://BerkeleyCollege.edu/FormsandPublications/forms/Scholarship_International.pdf)**

**VERY IMPORTANT NOTE:**

**The Scholarship Application must be submitted with your initial application to the school.**

† Not Offered Online

\* Program availability subject to regulatory approval.

Not all programs are offered at all locations

## 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

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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 Division. Our Institutional Code is 7081.)

Check Location Desired:

New York:

New York City

Brooklyn\*

White Plains

New Jersey:

Newark

Paramus

Woodbridge

Woodland Park

Online:

BerkeleyCollege.edu/Online

\*Pending approval from DHS-SEVP

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. Newark and White Plains locations offer residence facilities.

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## 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 \$33,500 US dollars are available to cover tuition and living expenses while you are studying in the USA. 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/FormsandPublications/forms/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.

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## Certificate of Guarantor

I understand the tuition, fees, and living costs of the student while attending Berkeley will amount to approximately \$33,500 (US dollars) per academic year, and I hereby agree to take full responsibility for these expenses.

Guarantor's Name

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Address

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Guarantor's Relationship to Student

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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

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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

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Date

**Tuition Deposits and Application Fee Payment Methods: Wire Transfer, US Bank Check, or Credit Card with the Online Application.**

## FOR OFFICE USE ONLY

Signature of Berkeley Official

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Berkeley College reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this document may not be reflected here. For the most up-to-date information, please visit BerkeleyCollege.edu. For more information about Berkeley College graduation rates, the median debt of students who completed programs, and other important disclosures, please visit BerkeleyCollege.edu/disclosures.