

**To:** Interested Students Abroad

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**Regards:** International Student Opportunities, UC Berkeley

**Subject:** Important Information for Spring 2013 Semester

**Date:** September 24, 2012

The information given here is, to the best of my knowledge, correct. However, there may be some minor errors or mistakes. The memo is updated continuously in order to minimize such.

This memo must be read carefully, as carefully as you would read a memo that contained urgent materials for an exam. Doing so will take time, as there are many details to consider. However, once the memo has been read and absorbed, the prospective student should have acquired a clear and concise understanding of how to relate and communicate to national (domestic) institutions as well as to the University of California, Berkeley.

#### **Visiting Students versus Degree Students**

Most students at UC Berkeley have been admitted as degree students. They are enrolled in programs that take several years to complete, involving lecture courses as well as individual work with academic advisors. These programs lead to degrees such as BA, MA, PhD, JD, MBA, etc. Admittance into these programs involves a number of steps, such as taking standardized tests (e.g. SAT, GRE, GMAT), providing letters of recommendation, submitting essays, and so on and at UC Berkeley it is very competitive, with about 50,000 students applying and about 40,000 not admitted each year. A limited number of international students get admitted to earn a degree at UC Berkeley. In academic year 2011-2012, there are only 2,384 international undergraduate degree-seeking students, about 9 percent of the undergraduate student body. These students come from all over the world, including 5 from Norway, 2 from Denmark, and 10 from Sweden.

An alternative way for international students to study at UC Berkeley for one or two semesters is through the University of California Education Abroad Program (EAP), which has limited space, and is restricted to a few institutions (in Denmark 1, Sweden 1, Norway 0, South Korea 1, and so forth). They do not receive a degree from the university. But they do receive transcripts proving participation and achievements, and these may be used to substitute for parts of the requirements at their domestic academic institutions (their universities in their home countries). Also these students come from all over the world, including 0 from Norway (which is not part of the Education Abroad Program), 7 from Denmark, and 12 from Sweden.

There is one other way for international students to study at UC Berkeley for one or two semesters - and that is by taking courses through the UC Berkeley Extension International Concurrent Enrollment program (see below). To do so, students must be invited by a professor or department and we are

inviting you to participate in Spring 2013. Some of you may choose to study in Fall 2013 as well.

### **Opportunity for Visiting Students to Study at UC Berkeley**

The UC Berkeley Sociology Department has established a program, referred to below as the Concurrent Enrollment Program in which international students at a number of different universities in Scandinavia (and a few from other countries) are invited by Professor Trond Petersen to take courses in sociology. All students who are taking courses through the UC Berkeley Extension International Concurrent Enrollment program take UC Berkeley sociology courses on a space availability basis, in which there is almost always space (with a few exceptions).

### **Fall and Spring Semesters at UC Berkeley**

The UC Berkeley Sociology Department has the capacity to admit a limited number of students for Fall and Spring semesters, as well as the Summer Session. The students will be accepted as visiting students by agreement with the UC Berkeley Sociology Department and are required to take 15 credits in sociology courses (this is equivalent to 30 ECTS credits). We are able to admit students both at the BA and the MA level, however courses at the graduate level are limited and most students take bachelor-level courses.

It is expected, by UC Berkeley, that institutions that send students to the university, will also admit a limited number of UC Berkeley students. We are eager to expand the opportunities for our students to spend a semester studying elsewhere.

### **Duration of Exchange Student Period at UC Berkeley.**

Students may come to UC Berkeley for one or two semesters. Most BA students visit for one semester, but in some cases, it may be possible to stay for two semesters: the Spring and Fall or Fall and Spring semesters. Students may also extend their visit by taking courses during the Summer Session.

### **Courses**

Students will be accepted to study in the Department of Sociology. Both BA and MA students must pay tuition for 15 credits in sociology courses. These 15 credits may not include courses taken in other departments at UC Berkeley. If this, for some or other reason, cannot be fitted into your study program in your home country, perhaps this program is not the right one for you, or you can do studies for which you will not later be credited in your home country.

We have enough space to admit all students to the sociology courses they need for 15 course credits. Almost all students are admitted to the courses they choose, but we occasionally have a few courses that will not have space due to high demand by UC Berkeley students. For this reason, we do not guarantee admittance to any particular course. We are very successful at making space in almost all sociology courses, so students should not worry about enrollment.

It is not possible to register in advance for the courses. Registration for all Concurrent Enrollment students takes place during weeks 1-3 of the semester. Concurrent Enrollment students will attend the courses they are interested in and the instructor will let them know if they are admitted after the first couple of classes have met. Students should be prepared to pay tuition fees for their courses to get officially enrolled. This process will be explained in detail at the orientation meeting before classes begin.

To find out more information about the sociology courses, please go to the Sociology Department website for course descriptions <http://sociology.berkeley.edu/course-descriptions>.

Here at UC Berkeley, each instructor writes their own syllabus and it may change from one semester to the next. In general we do not get the syllabus from the instructor for each course until the time the class starts meeting. This is due to the fact that professors have full control over their courses. This system may be very different from the system in your home country, but there is nothing to do about this. But you can find syllabi from these courses, if they were taught in the past, on the Sociology Department website under Resources. Required readings, type of exams and other assignments, and lectures may differ from semester to semester, but you can get an idea of how an instructor likes to teach their course.

### **Rules Regarding Full-Time Student Visas to the USA**

In order to obtain a student visa and to legally stay in the US students must be registered as full time students. This requires taking a minimum of 15 course credits, at UC Berkeley. The US Immigration authorities demand that students are registered as full time students, and also control that they actually are doing this.

### **Courses for BA students**

As of the Fall 2012 semester, there are five ways (programs) for students to satisfy the course credit requirements (outlined below). Students may choose which program they wish to follow, or a program recommended or required by their home institution that is approved by the Sociology Department at UC Berkeley.

Program 1: Here the student takes 4 lecture courses in sociology. This gives a total of 15 or 16 course credits for the semester. Most sociology courses are 4 credits, so the student would register and pay fees for a total of 16 credits, unless there is a 3 credit sociology course available that they are interested in taking, which would give them 15 credits total. There are only two 3-credit classes in sociology, and both will not be offered in academic year 2012-2013.

Program 2: Here the student takes 3 lecture courses in sociology, plus Sociology 194, Writing Seminar. The course involves writing a substantial paper in sociology.

**Sociology 194:** Students can take the Writing Seminar for 3 or 4 credits depending on the size of the paper and other work they will do in this course. The Writing Seminar gives the student the opportunity to write on a subject of their own choosing with guidance and instruction by an

instructor. The course provides an excellent opportunity for students to improve their writing skills and focus in-depth on a particular interest.

Sociology 194 cannot be repeated from one to another semester.

Program 3: Here the student takes 3 lecture courses in sociology, plus Sociology 190, Seminar and Research in Sociology. The course involves writing a substantial paper in sociology.

Sociology 190: This is a 4-credit seminar on a selected topic in sociology. There are predetermined readings that all students do, and that are discussed by all participants in the seminar. Students will be guided in an original research project related to the seminar topic. There are 7-8 different topics offered each semester (see Course Descriptions on the sociology website). Space is limited in these seminars, as this is a required course for UC Berkeley sociology majors. However, we usually have a few spaces in most of the seminars. This is an excellent opportunity for students to engage in the subject material and do a small research project collecting their own data.

Sociology 190 is offered each semester on many different topics, and can be taken several times, as long as the topics are not the same.

Program 4 (limited availability): By prior arrangement certain groups of students will have the option of enrolling in a special course designed to provide credits and supervision for field study or internships (usually Soc 197 or 199). In these cases, students would take this special course instead of one of the lectures listed in Programs 1 or 2 above. Most will probably take 2 lecture courses and Sociology 194 in addition to the special studies course they are approved to take. Most Concurrent Enrollment students will not be part of this program. Again it is by special arrangement and has limited availability. The special studies course can only be taken on a Pass/No Pass basis, rather than for a letter grade.

Program 5 (limited availability): By prior arrangement (and approval from institution in home country), students who are at UC Berkeley working on their Bachelor's thesis will have the option of taking Soc 199 (Independent Studies) for up to 4 credits on a Pass/No Pass basis (no letter grade). They would enrol in 2 lecture courses, Soc 194 (Writing Course), and the Soc 199 (Independent Studies). Soc 199 is also available to students here in their second semester who took Soc 194 in their first semester. Most Concurrent Enrollment students will not be part of this program. Again it is by special arrangement and has limited availability.

### **Courses for MA students**

Masters level students have more options for coursework. They need to enroll in 15 course credits.

Option 1: They can follow one of the five course programs outlined for BA students.

Option 2: They can take some classes at the undergraduate level (from one of the programs outlined for BA students), some at the PhD level.

Option 3: They can take some classes at the undergraduate level (from one of the programs outlined for BA students), some at the PhD level, and a Soc 601, Individual Study MA. Soc 601 is designed for MA students working on larger papers and is under the direction of an instructor.

MA degree students at UC Berkeley sometimes take BA classes and these BA classes are sometimes approved as coursework toward the student's MA degree. If an MA student in Sociology takes an undergraduate class in another department, such as mathematics or statistics or economics, then the class will usually be counted as a class taken toward the Sociology MA degree because the class is in a field sufficiently different from Sociology. If an MA student in Sociology takes an undergraduate class in Sociology, most programs will count the class toward the Sociology MA degree if the student does additional work, such as writing a paper of 5,000 words.

When a visiting MA student takes a BA class at UC Berkeley, it is the student's home institution (in home country) that decides whether this BA class at UC Berkeley can count as a class taken toward the MA degree at home institution. Institutions usually approve BA classes taken at Berkeley if one of the following is the case: (1) The class is sufficiently different from the field of study at home institution, or (2) an additional paper, usually of 5,000 words, is written in connection with the class and is evaluated at UC Berkeley.

### **Course Transcript**

Approximately 3-4 weeks after the final exam, the student will receive a transcript, sent to the permanent address listed with the UC Berkeley Extension Office, which will list each of the courses the student has completed and paid tuition for. Course grades and course credits within the UC Berkeley system are included. In some cases students may also be able to get a proof of attendance for courses they have audited (sat in the class, but didn't earn credit). However, this is entirely up to the professor giving the course.

### **UC Berkeley Course Credits and domestic academic institutions**

Local rules and procedures determine the amount of credits a student will get at his/her home university for course credits from UC Berkeley. UC Berkeley is a well known and highly ranked academic institution, and generally students seem to get full credit locally for course credits from UC Berkeley. However, this is outside UC Berkeley control.

It is usually a good idea to look into this matter locally before deciding to apply to UC Berkeley. In some cases approval in advance from the home academic institution may be required in order to get full credit upon return. Such approval is also, in some countries, important in order to obtain student loans for studies at UC Berkeley.

### **Tuition at UC Berkeley**

The costs for required courses at UC Berkeley for the Fall 2012 and Spring 2013 semesters, for 15 course credits (with a basic cost of USD 655,- per course credit), are as a minimum as follows:

#### *Fees:*

USD           150       International Application fee

USD	125	Concurrent Enrollment Application fee (paid after arrival)
USD	25	Library fee
USD	300	Sum of Fees

*Tuition:*

USD	9,825	for 15 course credits at the BA/MA-level
USD	10,480	for 16 course credits at the BA/MA-level

*Sum Fees and Tuition:*

USD	10,125	for 15 course credits and submitting a Health Insurance Waiver Request
USD	10,780	for 16 course credits and submitting a Health Insurance Waiver Request

Please add Health Insurance fees if you are not covered by Health Insurance (most Norwegian students are) and will not be submitting a Waiver Request Form for Health Insurance:

USD	535	Health insurance if you are attending one semester
USD	1,070	Health insurance if you are attending two semesters

*Please check the Concurrent Enrollment Program Application Form, Section 7, for International Student Fees for the most updated fees.*

**Language tests**

For students with a high school or equivalent diploma from Northern Europe and several Central European countries, or with an English language background, UC Berkeley generally allows dropping the English language tests. Such waivers are given in the invitation letter from Trond Petersen addressed to International Concurrent Enrollment. When applying for admittance to the Concurrent Enrollment Program at UC Berkeley, a copy of this letter must be enclosed.

If a student does not have the above-mentioned diploma or English Language background, they are required to take the TOEFL (language) test. This test can be taken throughout Europe. The fee for taking this test was USD 130 in 2004. Information about this test, including fees and when and where it is held, can be found at [www.ets.org/toefl](http://www.ets.org/toefl).

**Student Visa to the United States**

UC Berkeley will issue all the documents required to obtain a student visa from the U.S. Embassy in your country (for Norway, it's in Oslo). UC Berkeley is very efficient at this. All required documents are issued within four weeks of receiving a completed application for admittance, and sometimes even faster than this.

Students will have to submit required documents to the U.S.Embassy, as well as make an appointment for an interview at the embassy in their country. The cost of this is a USD 100?? fee to SEVIS and USD 100?? to the U.S. Embassy.

It usually takes approximately 2 weeks to receive a visa from the U.S. Embassy once the interview has taken place.

It is recommended that you make an appointment at the U.S. Embassy as soon as you receive the required documents from UC Berkeley Extension.

### **Housing in Berkeley**

There is an office at UC Berkeley that assists students in finding a place to stay. You will receive more information about this after you have applied. They have lists of vacancies, PC's that may be used to search for advertised housing, and telephones students can use to make calls about housing. To the extent possible, students are also offered student housing at UC Berkeley or at International House at Berkeley. The office claims that they normally will be able to find housing for international students within two working days. The internet site "Craigslist.com" may also be used to find housing and get an impression of the housing market in Berkeley.

During the Summer semester most students will be offered student housing. During Fall and Spring semesters the housing market is much tighter, and most students will have to make their own arrangements for housing.

Housing in Berkeley is relatively expensive. A room in a shared apartment or house typically costs about USD 800-1000 per month depending on the type of housing and how many students are sharing. Housing that is closer to the UC Berkeley campus is generally more expensive than housing farther away and accessible by public transportation.

Living in shared housing, where each person typically has her/his own bedroom, and shares kitchen, bathroom and living room(s) with 2-3 other persons, is a good way to get to know Americans and learn the language. Around campus, there are a number of "fraternities" and "sororities", where there might be a room in a shared student house. We also now have a facebook site for Berkeley students and our international visitors to communicate about housing options. To join go to <https://www.facebook.com/groups/269983156445188/members/>

### **Other facilities at the university**

Students coming to UC Berkeley get access to a lot of other facilities as well. Using them most often requires paying a fee. For instance, using the athletic facilities costs USD 140 per semester.

The university does not have designated reading areas for BA or MA students. For reading and coursework many students use the libraries.

It is highly recommended that you bring your own portable computer.

### **Work in the USA**

The student visa generally does not allow visa-holders to work. However, students are permitted to work at UC Berkeley, as Junior Specialists, for a maximum of 20 hours a week for the duration of the stay. This requires that one first finds a job, then get a written offer for employment. Then one goes to the International Concurrent Enrollment office to get an On-Campus Work Permit. Using these two documents, one then obtains a Social Security Number (SSN). Once this has been issued, one may legally work at the university. However, this is not typically done as many jobs are filled by

UC Berkeley students who are being funded by financial aid work study programs.

### **The Concurrent Enrollment application procedure**

The program you attend is in the Department of Sociology at the University of California, Berkeley. The Department issues the invitations to students to study here, and all classes you will take are in the Department in the University of California, Berkeley, classes you will take together with regularly matriculated students at UC Berkeley, students who come from all Departments and Schools in the university.

In order to make it possible for you to come to study in the Department, the Department works with the UC Berkeley Extension Office (UNEX). Once the Department has issued an invitation for you to study here, UNEX handles your application to come to study here, issues the student visa, collects tuition and fees (after arrival here), assists you in electronically registering for classes, and provides a number of services to students who participate in the Concurrent Enrollment Program in Sociology.

These are the steps involved in applying for admission to the Spring and Fall semesters:

1. Follow the application procedures at your home institution for gaining nomination to study at UC Berkeley. Your home institution determines the number of students to send and selects the students who will be nominated to go.
2. Students that are selected by their home institution need to complete the TOEFL test no later than October for the Spring semester, and no later than May for studies in the Fall semester (unless UC Berkeley has given a waiver from this requirement in writing, which is done for most students from Norway).
3. The names of the students at the home university that have been admitted and passed the TOEFL-test, or have sufficient English language instruction (see Point 5, Note 3 below), is then submitted to Professor Trond Petersen at UC Berkeley who will then send the necessary paperwork.

Each student will receive (1) a letter to be used for student loans, stipends, and such ("To Whom It May Concern"), (2) a letter addressed to Olga Paly at International Student Services for Concurrent Enrollment (Appendix 1 in admissions applications), and (3) a letter addressed "To Whom It May Concern at the University of California at Berkeley" and starts with "NAME is a Visiting Student, intended for you to give to UC Berkeley instructors once you are here and attending classes.

4. Students need to obtain "A Statement of Financial Support" from the home country. Usually institutions involved in granting student loans may issue these. This statement is then submitted instead of Appendix 2 in the application to International Concurrent Enrolment.
5. Complete the application papers to the Concurrent Enrollment Program at UC Berkeley. *It is necessary to do this exactly right.* If there are errors in this application, it may be turned down, maybe even without any option to correct the mistakes and resubmit.



The application form is provided in a separate file and is called "Application International Concurrent Enrollment".

Please also check this application form for the updated fees. If the information given in this memo deviates from the Application form, follow the information in the latter.

**Note 1:** You must complete item 7 in the application in regards to fees with a credit card number, or enclose an International Money Order, or enclose a check (bank draft). There are no exceptions here. If you are not requesting a Waiver of Health Insurance (only available to those who are covered by health insurance such as NAV), you must pay for the health insurance costs listed in item 7 at the time of application.

As of today, we may only admit students for the Summer and Fall semesters of 2012 and the Spring semester of 2013.

If you intend to stay here during the summer, you are required to take a full course load during this period as well. This is required by the US Immigration authorities. Full course load is 5 course credits for each of the course periods during the summer (there are 3 periods, go to [summer.berkeley.edu](http://summer.berkeley.edu) for more information). You may stay in the country for up to two course periods during the Summer session.

**Note 2:** Appendix 2 requires documentation of sufficient funds to come here to the USA. If you are being sponsored through student loans you can submit a document you obtain through that loan organization as documentation. If you are not sponsored by student loans, it is necessary to get a letter from a bank or other financial institution stating that one has access to at least USD 17,325 (7500 + 9825) per semester. Institutions that lend money to students usually issue such letters. The letter is called "A Statement of Financial Support". If you have this letter, you do not need to complete Appendix 2 in the application form.

**Note 3:** Items 6 and 8 in the application to Concurrent Enrollment require Proof of English Fluency. A waiver from this requirement is given in a separate letter if you have sufficient English language skills (see above, under language test). Most of you will get an invitation letter addressed to Olga Paly, from Professor Trond Petersen that waives the TOEFL test. If you have this, you do not need to take the TOEFL test.

**Note 4:** You must enclose a copy of your passport, showing your picture, passport number and expiration date.

**Note 5:** Appendix 1 in the application form for Concurrent Enrollment will be completed by Prof. Trond Petersen with your name on it. This invitation letter will be sent to the office at your home institution that is advising you on the study abroad program at UC Berkeley. You will get this letter from them and you must send it directly to UC Berkeley Extension Concurrent Enrollment Program with your application (see address below).

**Note 6:** Item 8 in the application form requires that you document "payment of International Student Application fees". This you do by paying the appropriate fees listed. You must include the health insurance fees, if you are not submitting a Waiver Request Form for Health Insurance. There are two types of application fees. One is a

fee for International Application, \$150 USD, that must be paid at the time of application. The other application fee is for all Concurrent Enrollment students to pay when they are here in Berkeley registering for their courses, and it is \$125 USD

**Note 7:** The amount for application, registration and course fees listed on Appendix 2 is not accurate for students visiting through the Sociology Department in Fall 2012 and Spring 2013. The fees will vary depending on the number of credits taken and will be USD \$10,225 or more if additional credits over 15 are taken.

6. The application and required documents requested must be sent by mail to UC Berkeley Extension so that they arrive no later than the July 13 deadline for the Fall semester or November 30 deadline for the Spring semester (however, it is better and highly recommended to send them much earlier, eg. April for fall semester or October for spring semester). You will need the documents UC Berkeley Extension sends back to you when you go to the U.S. Embassy in Oslo for your visa and you should do this a.s.a.p. You will run into problems paying for your courses and getting enrolled if you do not have your loan money before you arrive. We recommend sending your application no later than October 10, 2012, for Spring 2013. It can take up to 3 to 4 weeks for postal mail to arrive in the U.S.

Send the application to:

University of California, Berkeley Extension  
International Student Services office  
International Concurrent Enrollment Program  
1995 University Avenue  
Berkeley, CA 94720-7003  
USA

7. Students will receive answers (enrollment papers) from UC Berkeley extension within 2-4 weeks. They will also receive an IAP-66 form for I-20 (or F-1) visa (student visa).
8. Students then apply for a student visa (F-1) at the US Embassy in their home country. The letter entitled "A Statement of Financial Support" should be enclosed with the application as documentation of sufficient funding.
9. Students must arrive in Berkeley before classes begin to look for housing and attend the mandatory orientation. For Fall 2012, students should arrive no later than August 19<sup>th</sup> (recommended arrival is the week before then) and no later than the 14<sup>th</sup> of January (January 10 would be better) for the Spring 2013 semester.

To summarize from Point 3 above, you will receive 3 letters signed by Trond Petersen once your name is sent to us by your university:

Letter 1: To Ms. Paly. This is to be enclosed with the application to UC Berkeley, if demanded also given to your funding institution.

Letter 2: To Whom It May Concern, which starts with "I confirm that..." This is primarily intended for your funding institution.

Letter 3: To Whom It May Concern at the University of California, Berkeley, which starts with "NAME is a Visiting Student..." This letter is intended for your use as documentation that you are a student studying at UC Berkeley in Spring 2013. You will use this letter after you have arrived here, as you will only need it here at the university.