

Berkeley Summer Sessions

# Visiting International Student Application

User's Guide for Affiliates

# Student Application

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This guide provides information about using the International Visiting Student application.

Priority registration will be open to all affiliates beginning Monday, February 3, 2014, at 7:00 A.M. Pacific Standard Time. To registration, you or your student will need to copy and paste the following link into your browser: <https://mysummer.berkeley.edu/regForms/valApplicationType.php?appTypeID=3>.

**Please note: The registration link will not be available until Monday, February 3, 2014, at 7:00 A.M. Pacific Standard Time.**

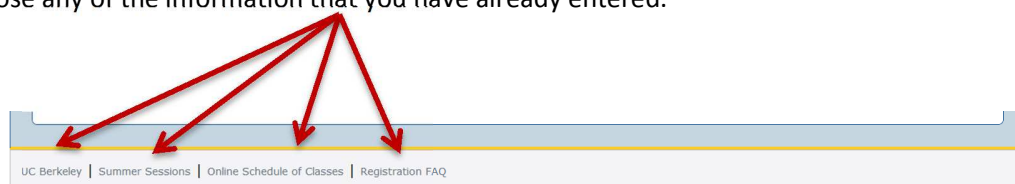
You should track your students' application status, courses, fees, I-20 documents, etc. via the Affiliate Portal at <https://mysummer.berkeley.edu/partners/loginPartner.php>. Please contact your assigned Registration Assistant if you have not received your **username** and password for the portal.

Throughout the application, fields marked with an asterisk (\*) are **required**. If you leave any of these fields blank, the application will give you an error message; you will be required to enter information before you can proceed to the next screen. The incomplete or invalid entry will be highlighted in brown, and you will see the error message in brown at the top of the application.

**To navigate through the application:** Once you complete each screen, click on the “Next” button. If you need to go back to change something on a previous screen, please click on the “Back” button on the screen, NOT your browser’s back button.

**IMPORTANT NOTE:** If you navigate away from the application before completing it, the application will not be saved, and you will need to start over again.

**Helpful links:** Below the application, you will see helpful links, which will take you to the UC, Berkeley, main page; the Summer Sessions website; the Online Schedule of classes; and Registration FAQ (Frequently Asked Questions). These links will open in another tab or browser window; they will not interrupt the application, so you will be able to click on them while filling out the application and not lose any of the information that you have already entered.



# Student Application

## **STUDENT INFORMATION**

When you click on the application link, the **Student Information** screen will appear.

Remember to select the correct “**International Partner**” from the drop-down menu.

In order for you (the affiliate) to receive information about the student’s records, the “**Third Party Authorization Release**” box **MUST** be checked.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Student Information

Required fields are marked with an asterisk (\*)

The screenshot shows a web form titled "Enter Student Profile Information". It contains several fields for student data. Two fields are circled in red: "International Partner:" and "Third Party Authorization Release:". The "International Partner:" field has a text input and a dropdown menu. The "Third Party Authorization Release:" field has a checkbox. Below the form is a "Next" button. At the bottom of the page, there is a footer with links: "UC Berkeley | Summer Sessions | Online Schedule of Classes | Registration FAQ".

**Enter Student Profile Information**

Passport Surname (Last Name) \*:

Passport Given Name (First Name) \*:

Passport Middle Name (Middle Name):

Birthdate\*:

Sex\*: ☐ Male ☐ Female

Have you graduated from high school?\*: ☐ Yes ☐ No

**International Partner:** If you have been assisted by an International Registration Center or International Partnership Program Institution, please select from the following list.

**Third Party Authorization Release:** ☒ By checking this box I authorize Berkeley Summer Sessions to release my UC Berkeley student records to the Partner Institution selected above.

University or school you currently attend\*:

Current visa status\*: Please select your current visa status below:  
  
If F1 or J1, will you return to your U.S. school?  
☐ Yes ☐ No

**Next**

UC Berkeley | Summer Sessions | Online Schedule of Classes | Registration FAQ

Click **Next** when you are finished.

# Student Application

## CONTACT INFORMATION

The next screen that appears is the **Contact Information** screen. Click **Next** when you are finished.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Contact Information

Required fields are marked with an asterisk (\*)

**Permanent Address**  
  

**Street\***

**Additional street**

**Apt/Suite**

**City\***

**State**

**If your permanent address is in California (CA), please select the county of this address.**

**Transcript Address**  
  

**Please indicate which address you want your transcript sent to:\***  
☐ Same as permanent address  
☐ Send to a new address (fill out a different address below)  
☐ Will supply an address later

**Name of the recipient\***

**Street\***

**Additional street**

**Apt/Suite**

**City\***

**State**

**Country\***

**Zip/postal code**  -

**Email Address**  
  

Enter an email address that you will check regularly throughout your entire time at UC Berkeley. All official email correspondence will be sent to you at this email address.

**Email\***

**Confirm email\***

**Phone Numbers**  
  

**Phone number\***  -  Country code - phone number

**Alternate number**  -  Country code - phone number

**Information Release Authorization**  
  

**May Directory Services release your address to the public?\*** ☐ Yes ☐ No

**May Directory Services release your phone number to the public?\*** ☐ Yes ☐ No

Back

Next

**TRANSCRIPT ADDRESS:** Although all student transcripts will be mailed to you in a batch, each student's transcript must have their mailing address printed on it.

If the **Send to a new address** box is selected, you will need to enter an address here. Otherwise, leave this blank.

**EMAIL ADDRESS:** This is the primary way that Berkeley Summer Sessions will communicate with students.

# Student Application

## **ADDITIONAL STUDENT INFORMATION**

The next screen you will see is the **Additional Student Information** screen.

Please be sure that the information in this section is complete and accurate. This information is used to assign the student a Student ID Number (SID #); generate questions concerning the student's visa; and contribute to calculating fees.

For information about the English Proficiency Requirement (EPR), including minimum required scores, click on the **EPR** link (circled below).

Click **Next** when you are finished.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Additional Student Information

Required fields are marked with an asterisk (\*)

The screenshot shows the 'Additional Student Information' form with the following fields and callouts:

- Have you received the equivalent of a U.S. Baccalaureate (BA/BS) Degree?\*** (Radio buttons: Yes, No). A red arrow points to the 'Yes' button with a callout: "Choose **yes** here **ONLY** if the student has **completed** the equivalent degree."
- Are you a UCB degree seeking student enrolling in Summer Sessions in order to complete your UCB undergraduate or graduate degree program?\*** (Radio buttons: Yes, No).
- Have you applied for admission to UC Berkeley for Fall 2013?\*** (Dropdown menu: Select fall admission status).
- Have you attended UC Berkeley before?\*** (Radio buttons: Yes, No). A red arrow points to the 'Yes' button with a callout: "This includes any previous Summer Session."
- What is your student status (as of Spring 2013)?\*** (Dropdown menu: Select student status).
- Please select your english proficiency test (EPR)** (Dropdown menu: Select EPR type). The text "(EPR)" is circled in red.
- How did you hear about Berkeley Summer Sessions?\*** (Dropdown menu: Select how heard).
- If you selected "Other" in how you heard about Berkeley Summer Sessions, please explain** (Text input field).
- Please select a payment option\*** (Dropdown menu: Select payment type).

At the bottom of the form are two buttons: **Back** and **Next**.

# Student Application

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## **ENGLISH PROFICIENCY REQUIREMENT SCORE**

The next screen you will see is the **English Proficiency Requirement Score** screen. Enter the score which the student received in the box.

Although the screen suggests that you can enter a score later, the application will not allow you to skip this step, or enter a zero. You **must** enter a test score before clicking **Next**.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### English Proficiency Requirement Score

Required fields are marked with an asterisk (\*)

**English Proficiency Requirement Score**

**EPR Test Selected**

Please enter your english proficiency test score (EPR).

**Note: If you do not provide a score at this time, you will be asked to submit it via MySummer as soon as the score becomes available.**

**Back** **Next**

UC Berkeley | Summer Sessions | Online Schedule of Classes | Registration FAQ

Click **Next** when you are finished.

# Student Application

## ADD A COURSE

The next screen you will see is the **Add A Course** screen. This is the screen that you will use to select the student's desired courses. You will add courses one at a time, using this screen.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Add a Course

Required fields are marked with an asterisk (\*)

**Add a Course**

Session Schedule and Deadlines

[Online schedule of classes](#)

Course control number (CCN)\*

Grading option\*

Units\*

Available Grading Options:

Letter grade

P/NP (Pass/Not Pass): C- or better is considered Pass (P). Applicable to UC undergraduate students and visiting students without BA/BS or equivalent.

S/U (Satisfactory/Unsatisfactory): B- or better is considered Satisfactory (S). Applicable to UC graduate students and visiting students with BA/BS or equivalent.

**IMPORTANT:** The **Course Control Number (CCN)** is the unique identifying number assigned to each section of each course. This is not the course number.

#### To look up the CCN and the units:

1. Click on the **Online Schedule of Classes** link. This will open in another tab or window of your browser, so you will not lose any of the information you have previously entered.
2. This will bring up the search screen. Enter the course information that you do know, in order to look up the course.
3. You will then see course information for all courses matching your search. Find the correct course on the list, and look for the CCN and units. (The example below is from 2012. Do not use this CCN; it will not work.)

Course: **COLLEGE WRITING PROGRAM R1A P 001 LEC** ([course website](#))  
Course Title: **Accelerated Reading and Composition** ([catalog description](#))  
Location: MTuTh 1-4P, 104 DWINELLE  
Instructor: GROVER, M  
Status/Last Changed: UPDATED: 07/03/12  
Course Control Number: **26505** [View Books](#)  
Units/Credit: **6**  
Session Dates: 06/04-08/10/12  
Summer Fees: UC Undergraduate \$2,436.00, UC Graduate \$3,060.00, Visiting \$2,490.00  
Note: SATISFIES READING AND COMPOSITION REQUIREMENT; SATISFIES ENTRY LEVEL WRITING REQUIREMENT;  
Enrollment on 11/29/12: Limit:14 Enrolled:14 Waitlist:1 Avail Seats:0  
[Click here for current enrollment information and course restrictions](#)

# Student Application

## ADD A COURSE (CONT.)

Once you have looked up the CCN and units, enter them in the boxes.

- If you enter an invalid CCN, you will receive an error message and be required to re-enter the number.
- If you enter an incorrect number of units, you will **not** receive an error message. The application will simply enter the correct number.
- For courses with variable units, enter the number of units which the student desires.

Choose the student's desired grading option for the course:

- Letter grade: A, B, C, etc. This is the recommended option for all courses which the student desires to transfer to his/her school, or to count toward a future degree.
- P/NP: Pass/Not Pass. This option is for students who have not earned a BS/BA or its equivalent. In order to earn a P, the student must earn a C- or better in the course. (The letter will not appear on the student's transcript, only the P or NP will appear.)
- S/U: Satisfactory/Unsatisfactory. This option is for graduate students, and students who have earned a BS/BA or its equivalent. In order to earn an S, the student must earn a B- or better in the course. (The letter will not appear on the student's transcript, only the P or NP will appear.)

**Note:** For courses with both a Lecture section (**Primary section**) and a discussion or lab section (**Secondary Section**), enter only the CCN and units for the Primary section. The next screen will prompt you to choose from available Secondary sections. Below is an example of a course with both Primary and Secondary sections:

Course:	ASTRONOMY 10 P 001 LEC ( <a href="#">course website</a> )
Course Title:	Introduction to General Astronomy ( <a href="#">catalog description</a> )
Location:	MTuWTh 10-12P, 3 EVANS
Instructor:	BAY, T J
Status/Last Changed:	UPDATED: 05/30/12
Course Control Number:	16305 ( <a href="#">View Books</a> )
Units/Credit:	4
Session Dates:	05/21-06/29/12
Summer Fees:	UC Undergraduate \$1,624.00, UC Graduate \$2,040.00, Visiting \$1,660.00
Note:	Astronomy 10 is designed for non-science majors; it has no prerequisite coursework. However, as it does fulfill the physical science requirement, students will be required to perform basic algebraic computations. Simple equations and scientific notation are a part of the course, although not extensively used. More important is learning the way that science works, and some scientific vocabulary. In return you get a full tour of the universe, and learn about the origins and evolution of its contents.
Enrollment on 12/02/12:	Limit:45 Enrolled:32 Waitlist:0 Avail Seats:13
	<a href="#">Click here for current enrollment information and course restrictions</a>
Course:	ASTRONOMY 10 S 101 DIS
Course Title:	Introduction to General Astronomy ( <a href="#">catalog description</a> )
Location:	M 2-3P, 264 EVANS
Instructor:	BAY, T J
Status/Last Changed:	UPDATED: 06/19/12
Course Control Number:	16310
Units/Credit:	
Session Dates:	05/21-06/29/12
Summer Fees:	
Note:	
Enrollment on 12/02/12:	Limit:23 Enrolled:18 Waitlist:0 Avail Seats:5
	<a href="#">Click here for current enrollment information and course restrictions</a>
Course:	ASTRONOMY 10 S 102 DIS
Course Title:	Introduction to General Astronomy ( <a href="#">catalog description</a> )
Location:	Tu 2-3P, 264 EVANS
Instructor:	BAY, T J
Status/Last Changed:	UPDATED: 06/19/12
Course Control Number:	16315
Units/Credit:	
Session Dates:	05/21-06/29/12
Summer Fees:	
Note:	
Enrollment on 12/02/12:	Limit:22 Enrolled:14 Waitlist:0 Avail Seats:8
	<a href="#">Click here for current enrollment information and course restrictions</a>



## Student Application

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### **ADD A COURSE (CONT.)**

In screen above, the department name and course number are printed in blue for the **Primary Section**, and you see the abbreviation LEC after the course number. This tells you that this is the LECTURE session. The department name and course number are printed in black for the **Secondary Sections**, and you see the abbreviation DIS after the course numbers. This tells you that these are DISCUSSION sessions. For courses with discussion or lab sections listed (as in the above example), students are required to register for one of these sections in addition to the lecture section. There are no additional units for these discussion sections, the units are already counted in the lecture section.

In the above example, the CCN that is circled is the one you enter in the **Add A Course** screen; again, you will be prompted to choose the secondary section on the next screen.

Click **Next** when you are finished entering the student's first course.

# Student Application

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## **CONFIRM PRIMARY SECTION**

The next screen you will see is the **Confirm Primary Section** screen.

Please check the information on this screen, to be sure that you have selected the correct course. Often, course CCN's are similar, and a simple error can bring up the wrong course.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Confirm Primary Section

Required fields are marked with an asterisk (\*)

The screenshot shows a web form titled "Confirm primary section". Inside the form, the following information is displayed:

<b>CCN</b>	98849
<b>Course</b>	COLWRIT 140A P 001 LEC
<b>Session</b>	A
<b>Units</b>	3.0
<b>Grading option</b>	Letter
<b>Enrollment</b>	Enrolled:1/30 Waitlisted:0/30 Available Seats:29
<b>Meeting 1</b>	MW 09:00:00 A-12:30:00 P, 160 DWINELLE. Instructor: THE STAFF

At the bottom of the form, there are two buttons: "Back" and "Confirm".

If this is the **CORRECT** course:

- Click **Confirm**.

If this is the **INCORRECT** course:

- Click **Back**. This will return you to the **Add A Course** screen. Re-enter the CCN, grading option, and units. Then, click **Next**, and you will see this **Confirm Primary Section** screen again, with the new information you just entered.

# Student Application

## **SELECT SECONDARY SECTION AND CONFIRM SECONDARY SECTION** (IF REQUIRED)

If the course the student is registering for has a Secondary Section, the next screen that will appear is the **Select Secondary Section** screen. (If the course does not have a secondary section, please skip this part of the instructions and go to the next page.)

On this screen, you will see the **Primary section** at the top, with available **Secondary sections** underneath.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Select Secondary Section

Required fields are marked with an asterisk (\*)

**Primary section**

**CCN** 99721  
**Course** ASTRON 10 P 001 LEC  
**Session** A  
**Units** 4.0  
**Grading option** Letter  
**Enrollment** Enrolled:0/45 Waitlisted:0/45 Available Seats:45  
**Meeting 1** Unschudled  
**Waitlist** No

**Select secondary section**

Select	CCN	Course	Meeting	Enrollment
<input type="radio"/>	99718	102 DIS	Meeting 1: Tu 02:00:00 P-03:00:00 P, 264 EVANS. Instructor: THE STAFF	Enrolled:0/22 Waitlisted:0/22 Available Seats:22
<input type="radio"/>	99719	101 DIS	Meeting 1: M 02:00:00 P-03:00:00 P, 264 EVANS. Instructor: THE STAFF	Enrolled:0/23 Waitlisted:0/23 Available Seats:23

**Back** **Next**

Select the Secondary Section by clicking on the correct radio button to the left of the sections. You may only choose one section; the application will not allow you to select more than one.

Click **Next** when you are finished.

You will then see the **Confirm Secondary Section** screen. Just like on the **Confirm Primary Section** screen, please check to be sure that the information is correct.

If it is incorrect, click **Back**, and you will go back to the **Select Secondary Section** screen; choose the correct secondary section, and click **Next**. You will then see the **Confirm Secondary Section** screen, with your new selection.

If it is correct, click **Next**.



## Student Application

### **VIEW SELECTED COURSES (CONT.)**

If the course listed at the top is correct:

- If the student is registering for another course, click **Add Another Course**. Follow the directions on Page 6 for adding courses to the student's schedule.
- Repeat these steps for all courses the student is registering for. After every course you select and confirm, you will see the **View Selected Courses** screen; to add additional courses each time this screen appears, click **Add Another Course**.

The **View Selected Courses** screen shows all courses you have selected, along with important information at the bottom of the screen:

The screenshot shows a summary table with the following data:

Non-waitlisted units	Waitlisted units	Total units	Full time enrollment to qualify for I-20 certificate of eligibility?
4	0	4	No

Below the table are two buttons: "Add another course" and "Next". A red circle highlights the question mark in the table header.

If a student has been waitlisted for any course, this information will appear under the “waitlisted units” column. Please note that courses for which a student has been waitlisted will count toward the total units for the purposes of tuition but **not for the purposes of full-time enrollment required to qualify for an I-20 visa**. If a student is waitlisted for a class, the student should either select a different class, or select an additional class, in case they are not eventually enrolled in the class from the waitlist.

In the last column, this screen displays whether the student is currently eligible for an I-20, which requires full-time enrollment. Full-time enrollment is determined based on the number of units a student is registered for, and the sessions those units are in. For information the number of units which constitute full-time enrollment for each session, click on the question mark in the column heading (circled above). This will open a new tab or a new window in your browser; you will not lose any of the information that you have already entered.

If the student requires an I-20, the last column must contain **Yes**. Please add more courses to the student's schedule, in order to fulfill the requirement for full-time enrollment.

Once you have added all of the student's courses to their schedule, click **Next**.

# Student Application

## VISA STATUS

The next screen that will appear is the **Visa Status** screen. This screen will determine whether the student is required to have and is eligible for an I-20. The answers that you give to each question will affect the next question that you are asked; please be sure to answer all questions accurately.

If you make a mistake and need to go back to a previous question, do not use your browser's back button; this may cause you to lose all data that you have previously entered. Please use the **Back** button on the screens instead.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Visa Status

Required fields are marked with an asterisk (\*)

**Current Visa Status**

Are you a U.S. citizen or green card holder?\* ☐ Yes ☐ No

**Back** **Next**

Choose **Yes** or **No** and click **Next** for each question that appears.

For most of your students, the answers to each of these questions will be **No**, since most of them will be requesting I-20's from UC, Berkeley. The following screen shots and instructions apply to those students who do require an I-20 from us. If the student will not require an I-20, please skip ahead to page 16.

Once all of the questions have been answered, the application will automatically determine the student's visa status. The following screen will then appear:

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Visa Status

Required fields are marked with an asterisk (\*)

**Current Visa Status**

Are you a U.S. citizen or green card holder? No

Are you currently in the U.S.? No

Do you plan to attend another U.S. school prior to UC Berkeley in Summer 2013? No

**F-1 & J-1 Students:**  
If you enter the U.S. as a F-1 or J-1 student you are required to maintain full-time units throughout your stay in the U.S. If you change your course schedule (add/drop) at any time before or after your arrival in the U.S., you will always need to maintain full-time units.

In addition, it is not possible to change sessions once you have received your I-20 in the mail. For example, if you enroll in Summer Session C you cannot drop your classes in Session C and enroll in classes in Session D instead. For further information, please contact the Berkeley International Office at [biosummer@berkeley.edu](mailto:biosummer@berkeley.edu).

**Back** **Next**

If this information is correct, click **Next**. If anything is incorrect, click **Back** to change an answer.

# Student Application

## **CERTIFICATE OF ELIGIBILITY REQUEST FORM (I-20 OR DS-2019)**

For students who require an I-20 from UC, Berkeley, the next screen that will appear is the **Certificate of Eligibility Request Form**. This is where all of the information required for the I-20 is entered.

Please remember that all fields marked with an asterisk (\*) are **required**.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Certificate of Eligibility Request Form (I-20 or DS 2019)

Required fields are marked with an asterisk (\*)

**Current Visa Status**

<b>First Name</b>	KITTY-CAT
<b>Middle Name</b>	
<b>Last Name</b>	MEOW
<b>Sex</b>	Male
<b>Birthday</b>	February 29, 1922

**Country of Legal Permanent Residence\***   
(Please note: Country of Legal Permanent Residence should not be the U.S. unless you have a "Green Card")

**Country of Citizenship\***

**City of Birth\***

**Country of Birth\***

**Please indicate source of funds available to you during Summer Sessions\***

**If you selected "Other" as source of funds, please explain**

**Amount in U.S. Dollars (minimum \$2500)\*** \$

**Proof of Funding\*** ☐ Please check this box to indicate that you understand that you will need to submit [proof of funding](#) indicated above.

**What type of U.S. non-immigrant status do you currently have?\***

**If you selected "Other" as the type of U.S. non-immigrant status you currently have, please explain**

**Foreign country residence address (This must be a foreign residential address. No PO Box allowed)**

**Street:\***

**City:\***

**State/Province:**

**Country:\***

**Zip/Postal Code:**

The information in this section is automatically populated based on the information you entered on the **Student Information Screen**.

Remember to check this box. For more information about the Proof of Funding requirement, click on the blue text.

# Student Application

## CERTIFICATE OF ELIGIBILITY REQUEST FORM (CONT.)

Local U.S. Address (If you currently reside in the U.S.)

Street:

City:

State:

Zip Code:

If you are attending a U.S. school prior to coming to UC Berkeley Summer Sessions complete the following:

Name of school

Last date of classes at that school (MM-DD-YYYY)

SEVIS ID NUMBER (If your current visa document has a SEVIS barcode)

Certificate mailing address - where your certificate of eligibility will be mailed to

Street:\*

Apt/Suite:

City:\*

State/Province:

Country:\*

Zip/Postal Code:  -

Will your wife or husband or child (under 21) come with you and need an F2 visa?\*

☐ No wife or husband or child coming with me

☐ Wife or husband coming with me

☐ Child coming with me

☐ Wife or husband and child/children coming with me\*

\*Note: If your spouse or dependent children (under 21 years of age) require an F-2 visa, please complete the section below. If you are going to be accompanied by more than one person, do not fill out this section. Continue and finish the application process, then fill out a downloadable [dependent visa application form](#) and fax it to the Summer Sessions Office.

Provide the following information if your spouse or child will require an F-2 visa to accompany you to the US:

First/Given Name (as appears on passport)

Middle Name (as appears on passport)

Family/Last Name (as appears on passport)

Sex ☐ Male ☐ Female

Birthday

City of Birth

Country of Birth

Country of Legal Permanent Residence

Country of Citizenship

Back

Next

Fill out this section only if the student is **currently** in the U.S.; do not enter the address where they will live during the summer session.

←

This is the address where the certificate will be sent. Please be sure that this information is correct and complete.

←

Leave this section blank if the student is **not** bringing a spouse and/or child.

←

Click **Next** when you are finished.

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# Student Application

## FEES AND TERMS

The next screen that will appear is the **Fees and Terms** screen. This screen displays the total fees that the student will be charged for registering for Summer Session; it also displays all the terms and policies regarding fees and registration.

The **Fees Due Now** line is the amount that the student will be required to pay before their application is complete.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### Fees and Terms

Required fields are marked with an asterisk (\*)

**Tuition**

Unit Tuition:	\$3440
Enrollment Fee:	\$335.00
Document Management Fee:	\$0
International Service Fee:	\$300.00
<b>Total Fees:</b>	<b>\$4075</b>
<b>Fees Due Now:</b>	<b>\$4075</b>

**Terms and Policies**

**2013 UC STUDENT FEES\***

Only students who are currently enrolled in a degree program at a University of California campus, without academic sanctions, are eligible for the UC student rate.

Undergraduate Students - \$406.00 per unit  
Graduate Students - \$510.00 per unit  
All UC Students - \$143.00 one-time Campus Fee (for ASUC, Student Services)

UC students not registered on the Berkeley campus for Spring 2013 will also have to pay a mandatory fee of \$39.00 for the 2013 Class Pass. \*Fees are subject to change. By University policy, summer fees must be based on the fee charged in the subsequent academic year.

Please be sure to read the terms and policies carefully.

After you have read this section, scroll to the bottom of the screen:

dropped from a class for failure to attend or failure to pay (English N1A is the only exception). You cannot drop your last class. Dropping all classes in all sessions is considered either a cancellation or a withdrawal, depending on your timing.

☒ I understand that admission to Berkeley Summer Sessions is conditional on compliance with University policies, and may be revoked at the discretion of the Dean, Summer Sessions, Study Abroad, and Lifelong Learning in accordance with the Code of Student Conduct (<http://sa.berkeley.edu/code-of-conduct>). I also agree to the rules regarding fees (<http://summer.berkeley.edu/registration/fees>) and refunds (<http://summer.berkeley.edu/registration/refund>), as outlined above and on our website, including but not limited to the \$100 NON-REFUNDABLE portion of the fees.

You **must** check the box stating that you understand the terms, before you can finish the application.

When you have read this page and checked the box, click **Next**.

# Student Application

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## **REVIEW AND SUBMIT APPLICATION**

The next screen you will see is the **Review and Submit Application** screen. This screen displays all of the information you have entered, including the courses that the student is registered for, and the terms and policies. Please review this section; if there are any errors, click the **Back** button on the screen to navigate to a previous screen, in order to re-enter the information.

If everything on this screen is correct, click **Submit Application** at the bottom of the screen.

## **CYBERSOURCE CREDIT CARD PAYMENT**

After the application has been submitted, you will see the **Cybersource Credit Card Payment** screen. This screen displays the amount due now, which will be charged to the credit card, and explains that you will be now going to a 3<sup>rd</sup> party website which will process the credit card transaction. In order to reach that website and pay the fees, click on **Continue to Cybersource payment processing**.

The Cybersource page will then appear:

The screenshot shows the Berkeley University of California Cybersource Credit Card Payment form. At the top, the Berkeley logo is displayed. Below it, the 'Payment Details' section shows a 'Total Amount' of '\$ 500.00' and a note that 'All fields in bold are required.' The 'Credit Card' section includes logos for VISA, MasterCard, American Express, Discover, and PayPal. It contains fields for 'Credit Card Type' (a dropdown menu), 'Credit Card Number', and 'Expiration Date' (two dropdown menus). To the right of these fields is a 'DIGITAL SECURITY' logo with 'Entrust' and 'SSL' text. The 'Billing Information' section includes fields for 'First/Last Name', 'Company', 'Street Address 1', 'Street Address 2', 'City/State/Postal Code' (with separate boxes for city, state, and postal code), 'Country' (a dropdown menu), 'Phone Number', and 'Email Address'. At the bottom of the form is a 'Submit Payment' button.

Once your payment has been submitted, you may see a blank screen while your application is being processed. Please do not close, refresh, or use the back button during that time.

Enter the credit card and billing information on this screen. The **required** fields appear in blue type.

Click **Submit Payment** when you are finished.

# Student Application

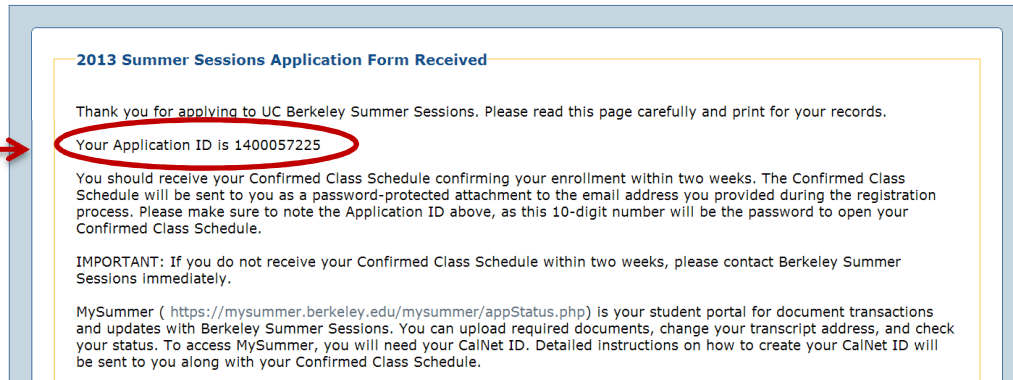
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## **2013 SUMMER SESSIONS APPLICATION FORM RECEIVED**

After you click **Submit Payment** in the Cybersource form, you will be automatically routed back to the Berkeley Summer Sessions website; the **Form Received** confirmation screen will appear. This is the final screen in the application process. When you see this screen, the student is now enrolled and the fees have been paid.

### INTERNATIONAL VISITOR REGISTRATION APPLICATION FORM

#### 2013 Summer Sessions application form received



**2013 Summer Sessions Application Form Received**

Thank you for applying to UC Berkeley Summer Sessions. Please read this page carefully and print for your records.

Your Application ID is 1400057225

You should receive your Confirmed Class Schedule confirming your enrollment within two weeks. The Confirmed Class Schedule will be sent to you as a password-protected attachment to the email address you provided during the registration process. Please make sure to note the Application ID above, as this 10-digit number will be the password to open your Confirmed Class Schedule.

IMPORTANT: If you do not receive your Confirmed Class Schedule within two weeks, please contact Berkeley Summer Sessions immediately.

MySummer ( <https://mysummer.berkeley.edu/mysummer/appStatus.php> ) is your student portal for document transactions and updates with Berkeley Summer Sessions. You can upload required documents, change your transcript address, and check your status. To access MySummer, you will need your CalNet ID. Detailed instructions on how to create your CalNet ID will be sent to you along with your Confirmed Class Schedule.

Please be sure to print out a copy and save this for your records.

Within 2 weeks of the submission of the application, the student will receive their **Confirmed Class Schedule** as a password-protected attachment; it will be sent to the email address entered in this application process.

The password to open the Confirmed Class Schedule is the **Applicant ID**, found on this page. Until the student arrives at UC, Berkeley, and receives a student ID number (SID), this will be the primary way we will identify students in our database. It is therefore important for students to retain a copy of this number for their records.

If the student does not receive a Confirmed Class Schedule within 2 weeks, please contact Berkeley Summer Sessions immediately.