



INTERNATIONAL AND AREA STUDIES
DEAN

Applying to the University of California, Berkeley Exchange Program

Partner institutions must nominate students to participate in the exchange. Berkeley does not accept applications directly from individual students.

Deadline for Submission: All applications must be received in the IAS offices no later than **April 1** for the following academic year, even if the student is only applying for one semester (i.e., either Fall or Spring semester). Please remember that Berkeley does not accept applications directly from individual students. The applications must be forwarded to Berkeley by the partner institution.

Berkeley's Academic Schedule: At Berkeley the academic year is comprised of the Fall and Spring Semesters. The Fall Semester is the first semester, and begins the third week of August and ends the second week of December. The Spring Semester begins the third week in January and ends the second week of May. Please refer to <http://opa.vcbf.berkeley.edu/AcademicCalendar/calendar.cfm> for the specific dates of the academic year.

Berkeley does hold a Summer Session <http://summer.berkeley.edu/>. However, Summer Session classes are not included in the exchange program. Anyone who meets the basic requirements may apply for Summer Session courses independently.

The application packet should include the following documents*:

1. Nomination Letter from Home Institution
2. Application form found at <http://ias.berkeley.edu/files/u1/forms/ApplicationForm0910.doc>
3. Statement of Purpose/ Academic Interest
4. Curriculum Vitae
5. Official Transcripts (in English or with translation)
6. Grading Key (comparison with grades to Berkeley System)
7. Letters of Recommendation
8. List of Courses applicant wishes to take at UC, Berkeley

*Please note that Documents 7 and 8 are optional.

Berkeley Review Process: Once at Berkeley, the applications undergo a departmental and individual faculty review. If the department believes the student is qualified to participate in departmental courses and will benefit from the program, the student is accepted for the exchange. The ultimate decision on acceptance rests with the specific department. The administration cannot impose an exchange student on a department. At times, departments are overburdened by an unexpected increase in students or shortages of faculty. On a few occasions, students are refused because the faculty member in the student's area of study will be away from campus on sabbatical. Once the Berkeley department has reached a decision, notification will be made by email. Successful applicants will be notified directly by email with a copy to the partner institution administrator. The partner institution administrator will be notified of unsuccessful applications and will relay the results to the applicant through their own channels of communication. The emailed acceptance letter will include information on the host department and faculty member, the academic process while at Berkeley, obtaining visa related documents, health insurance requirements, and housing information.