



## UNIVERSITY OF CALIFORNIA AT BERKELEY - SANTANDER GROUP AGREEMENT

### *Applications Academic Year 2012/2013*

#### **1. BASIC UNDERSTANDING**

The agreement with the University of California, Berkeley stipulates exemption from **tuition fees** for applicants from Santander Group university members. All other expenses will be underwritten by the students, including registration/health insurance fee, visa documentation preparation fee and visiting student researcher fee.

**The fee waiver only applies for auditing courses**, not for concurrent enrollment which signifies that the students will follow **non-degree studies**, i.e., students under the agreement will not receive a degree from the University of California, Berkeley and will not be registered as full-time students at the University of California, Berkeley.

#### **2. ELIGIBILITY**

The exchange is open to **graduate students** (fifth year or above in some countries).

The number of exchanges to be awarded in the academic year 2011/2012 is **eight**. The duration of studies is **one semester**, either Fall (August-December) or Spring semester (January-June). Applicants have to clearly identify in their application the semester they are applying for.

Please refer to <http://opa.vcbf.berkeley.edu/AcademicCalendar/calendar.cfm> for the specific dates of the academic year.

The acceptance of any participants to this programme will be at the discretion of the host institution.

**N.B.:** The agreement is open to all areas except: The UC Berkeley School of Law, The Haas School of Business, The Berkeley Graduate School of Journalisms. The administration cannot require a department or school to accept non-degree exchange students if the receiving unit declares itself impacted. Some departments are perennially in that situation; others are there from time to time or for a particular sub-unit.

### **3. DEADLINES**

There is one deadline per year for applications to both the Fall and Spring semester. **The deadline** for the document submission is **1<sup>st</sup> March 2012.**

### **4. PROCEDURE**

Applications must be sent electronically at [sgadmin@sgroup.be](mailto:sgadmin@sgroup.be) and in paper to the Santander Group Secretariat, at the following address:

**Santander Group**  
European Universities Network  
Rue de Stassart 119  
B – 1050 Brussels  
BELGIUM

Only **one** application is allowed per member university.

Further information about the administrative procedure can be obtained at the SG Secretariat. Applicants should get information about Berkeley from normal academic sources and define the activities (courses, etc.) that each candidate proposes to undertake.

### **5. DOCUMENTS**

The application packet should include the following documents \*:

1. Nomination Letter from Home Institution
2. Application form found at [www.sgroup.be](http://www.sgroup.be) under News and Events. Please note that the form must be typed.
3. Statement of Purpose / Academic Interest - a letter from the student describing his/her academic preparation and plan of study abroad.
4. Curriculum Vitae
5. Official Transcripts (in English or with translation)
6. Grading Key (comparison with grades to Berkeley System) - subject transcript of grades and grading scale used by the home University; in case a first degree has already been obtained, the same information as above on transcript of grades;
7. Letters of Recommendation
8. List of Courses applicant wishes to take at UC, Berkeley

\* Please note that Documents 7 and 8 are optional.

*Santander Group Secretariat*  
*1<sup>st</sup> October, 2011*

**APPLICATION FOR INTERNATIONAL GRADUATE STUDENT EXCHANGE PROGRAM  
UNIVERSITY OF CALIFORNIA, BERKELEY 2012-13**

For consideration in the International Exchange Program between the University of California, Berkeley and your home institution. Please **TYPE** entries in all required fields.

**APPLICATION DEADLINE: APRIL 1, 2012**

**Personal Information**

**Name**

\_\_\_\_\_ *Family name* \_\_\_\_\_ *First name*

**Gender**

Female

Male

**Citizenship**

.....

**Mailing Address**

.....

**Email Address**

.....

**Academic Information**

**Home Institution**

.....

**Administrative Contact**

.....

**Contact Email Address**

.....

**Student's Major**

.....

**Period of Study**

Check **one** of the three options that follow.

Academic Year 2011-2012 (August 16, 2012 — May 17, 2013)

Fall Semester only (August 16, 2012 — December 14, 2012)

Spring Semester only (January 15, 2013 — May 17, 2013)

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**Berkeley Department**

.....

**Preferred Advisor**

.....

## Required Attachments

**Note:** Your application will not be forwarded until all required materials are received.  
Please check buttons to confirm.

Statement of Purpose / Academic Interest

Curriculum Vitae

Official Transcripts from partner institution, **with English translation**

Grading Key comparison to Berkeley grading system (4.00 = A)

Signature of Understanding

## Optional Attachments

Letter(s) of Recommendation (optional)

## Visa Status

*Students coming to Berkeley to do research will enter the United States on a **J-1 Research Scholar visa**.*

*Students coming to Berkeley exclusively to enroll in courses via Concurrent Enrollment will enter the United States on an **F-1 visa**.*

## Options for Taking Courses at UC Berkeley

Please note that it is **not** necessary to take courses when participating in research on the Berkeley campus. Students wishing to take courses have the following options.

### **"Audit" (no grade)**

Exchange students on a J-1 visa may "audit" courses with the permission of the professor. Auditors are not required to pay tuition, so although they may attend classes and listen to lectures, they may not turn in assignments or examinations to be graded, and they do not receive grades. Instead, IVEO will provide auditors with an 'audit report' at the end of their time at Berkeley, which lists all audited courses.

### **"Enroll" (for grade)**

The Concurrent Enrollment program administered by UC Berkeley Extension allows students from international partner universities to enroll in courses offered at Berkeley for one or two semesters on a space-available basis, without applying for admission to a UC Berkeley degree program ( see <http://extension.berkeley.edu/info/ConcurrentOverview.html> ).

Students on an **F-1 visa** who wish to use Concurrent Enrollment must take a *full course load*, defined by the Graduate Division at Berkeley as 12 units per semester.

Students on a **J-1 visa** may use Concurrent Enrollment to take one or two courses.

For a complete schedule of classes, see <http://schedule.berkeley.edu/> .

Effective the 2011 Fall Semester, Concurrent Enrollment will charge **\$585** per unit, or **\$7,120** for a full course load of **12** units. Students may also receive credit (variable units, 1–12) for doing research at Berkeley by enrolling in courses numbered 299, and titled "Independent Research."

For additional information see: [http://iveo.berkeley.edu/apply\\_to\\_berkeley](http://iveo.berkeley.edu/apply_to_berkeley)

## Signature of Understanding

I have read the above options for taking courses at the University of California, Berkeley while on the IVEO Exchange Program. I understand that if I choose to enroll in courses *via* Concurrent Enrollment on an F-1 visa, I must maintain a full course load, defined by federal regulations as a minimum of 12 units per semester. I also understand that courses at UC Berkeley are offered on a space-available basis, and as a participant on the IVEO Exchange Program, I cannot be guaranteed entrance into every course I wish to audit or in which I wish to enroll.

**Signature** \_\_\_\_\_

**Name** .....

**Date** .....

Please indicate by checking the appropriate box if you will audit courses or enroll in courses *via* Concurrent Enrollment while on the IVEO Exchange Program at UC Berkeley:

No interest in taking courses

Audit courses

Enroll in courses *via* Concurrent Enrollment



## INFORMATION SHEET 2012-2013

<b>CONTACT INFORMATION</b>	
University Homepage	<a href="http://www.berkeley.edu/">http://www.berkeley.edu/</a>
International Visitors and Exchange Office (IVEO) website	<a href="http://iveo.berkeley.edu/exchange_programs">http://iveo.berkeley.edu/exchange_programs</a>
IVEO Contacts	<p>Monica Canzonieri Exchange Coordinator <a href="mailto:monicaa@berkeley.edu">monicaa@berkeley.edu</a> 510-642-5462</p> <p>Mary Trechock Director of International Protocol &amp; Exchange <a href="mailto:marytrechock@berkeley.edu">marytrechock@berkeley.edu</a> 510-642-2547 <a href="mailto:marytrechock@berkeley.edu">marytrechock@berkeley.edu</a></p> <p>Ronald Gronsky Professor and Special Faculty Assistant to the Chancellor for International Relations <a href="mailto:rgronsky@berkeley.edu">rgronsky@berkeley.edu</a> 510-642-1140</p>
<b>APPLICATION</b>	
Eligibility	Graduate / Post Graduate Students Only
Application Deadline	April 1, 2012
Application Procedures and Documents	<a href="http://iveo.berkeley.edu/apply_to_berkeley">http://iveo.berkeley.edu/apply_to_berkeley</a>
Application Results	Once a department has reached its decision, notification will be made <i>via</i> email to applicants with a copy to the partner institution administrator. The partner institution administrator will also be notified of unsuccessful applications. At Berkeley, the reason for denial could result from an unexpected increase in student population or an unexpected decline in the number of faculty available to teach. In the United States, it is not considered appropriate for students or advisors to contact the department directly about their decision. <b>If a student is denied by a department, the student's application cannot be sent to another department for review.</b>
<b>ACADEMIC INFORMATION</b>	
Academic Year	<p><b>Fall Semester:</b> August 16, 2012 - December 14, 2012</p> <p><b>Spring Semester:</b> January 15, 2013 – May 17, 2013</p>
Academic Calendar	<a href="http://opa.berkeley.edu/AcademicCalendar/calendar.aspx">http://opa.berkeley.edu/AcademicCalendar/calendar.aspx</a>
Department Exceptions/Restrictions	<p>If a student is interested in applying to the Department of German, please contact Monica Canzonieri for more details at <a href="mailto:monicaa@berkeley.edu">monicaa@berkeley.edu</a> or (510) 642-5462.</p> <p>The following departments do <b>not</b> participate in the IVEO Exchange Program:</p> <ul style="list-style-type: none"> <li>• <b>The UC Berkeley School of Law</b></li> <li>• <b>The Haas School of Business</b></li> <li>• <b>The Berkeley Graduate School of Journalism</b></li> </ul>

Auditing Courses	<p>Exchange students may audit courses at the permission of the professor. Please note that auditors may attend courses but will NOT be expected to turn in assignments/papers or sit for exams, as professors will NOT evaluate them. Professors cannot provide auditors with a grade at the end of the semester. <i>Exchange students seeking official credit for courses taken at UC Berkeley must enroll through Concurrent Enrollment (please see next section).</i></p> <p>Auditing courses is optional. If the applicant's primary interest in coming to UC Berkeley is to conduct research related to writing his/her dissertation, it is not necessary to take courses.</p> <p>IVEO will provide auditors with an 'audit report' at the end of their time at Berkeley, which will list the courses that the student audited.</p> <p>It is possible for students to enroll in 1 or 2 courses via Concurrent Enrollment with a J-1 visa (see fees below).</p> <p>After arriving on the Berkeley campus, auditors must pay a Visiting Student Researcher Fee of \$400.</p> <p><i>*Students coming to UC Berkeley to audit courses or do research will enter the United States on a <b>J-1 Research Scholar visa.</b></i></p>
Concurrent Enrollment	<p>The Concurrent Enrollment program allows students from international partner universities to enroll in courses offered at Berkeley for one or two semesters on a space-available basis, without applying for admission to a UC Berkeley degree program. <b>Students who wish to enroll with Concurrent Enrollment must take a full course load.</b> The Graduate Division at Berkeley defines a full course load as 12 units per semester. Effective the 2011 Fall Semester, Concurrent Enrollment will charge \$585 per unit. The Concurrent Enrollment program is administered by UC Berkeley Extension.</p> <p>Concurrent Enrollment: <a href="http://extension.berkeley.edu/info/ConcurrentOverview.html">http://extension.berkeley.edu/info/ConcurrentOverview.html</a> Schedule of Classes: <a href="http://schedule.berkeley.edu/">http://schedule.berkeley.edu/</a></p> <p><i>*Students who enroll in courses via Concurrent Enrollment will enter the United States on an <b>F-1 visa.</b> It is <b>mandatory</b> that students who come on an F-1 visa enroll in a minimum of 12 units per semester.</i></p> <p><b>Concurrent Enrollment Fees:</b></p> <p><b>One Semester:</b>  Tuition (12 units): \$7120  International Student Fee: \$150  Concurrent Enrollment Fee: \$125</p> <p><b>Full Academic Year:</b>  Tuition (24 units): \$14,240  International Student Fee: \$150  Concurrent Enrollment Fee: \$125</p>
Courses at Berkeley: Offered on a Space-Available Basis Only	<p>IVEO cannot guarantee that an exchange student will be able to audit or enroll in (via Concurrent Enrollment) every course they wish to take. Courses are offered on a space-available basis. Some courses may be impacted due to high enrollment of domestic students.</p> <p>Please be aware that not all courses listed in a department's curriculum are offered every</p>

	semester. Student demand and faculty availability has a great effect on determining what courses are offered.
Language Requirements	<p>Exchange students enrolling in courses via Concurrent Enrollment must submit a TOEFL score report of at least 230 (88 IBT, 570 Paper-Based)</p> <p>Exchange students who are auditing and/or doing research do not need to provide proof of English language skills, unless required by the department. However, our office expects that our partner institutions will not nominate students for this exchange program whose English level is below a TOEFL score of less than 230 (88 IBT, 570 Paper-Based).</p>
Required Course Load for J-1 and F-1 Students	<p><b>J-1 Students:</b> Students auditing courses and/or doing research are not required to take a minimum number of courses. It is possible for students to enroll in 1 or 2 courses via Concurrent Enrollment on a J-1 visa.</p> <p><b>F-1 Students:</b> In accordance with federal regulations governing F-1 students in the US, international graduate students must follow a <b>full-time and directed</b> course of study. <b>Full-time</b> means a minimum of 12 units per semester and <b>directed</b> means that for the most part the student must be studying within a single department. A minority of the student's coursework may occur in a separate though closely related department with the special permission of the host faculty at Berkeley.</p>
Visa Requirements	<p>Visas for incoming exchange students will be processed by UC Berkeley.</p> <p>Students coming to UC Berkeley to audit courses or do research will enter the United States on a <b>J-1 Research Scholar visa:</b></p> <p><i>(J-1 visa) DS-2019 Processing/Shipping: \$450</i></p> <p>Students who enroll in courses via Concurrent Enrollment will enter the United States on an <b>F-1 visa:</b></p> <p><i>F-1 visa: \$140</i></p>
<b>ADDITIONAL INFORMATION</b>	
Housing	<p>Housing is not guaranteed. Most exchange students spending a semester at Berkeley prefer stay at the International House. It has several advantages. The International House is ideally located at the edge of campus. Your furnishings and meals are provided; and you may confirm your housing before leaving home. The International House on the Berkeley Campus accepts reservations for one semester or more on a space-available basis. (<a href="http://ihouse.berkeley.edu/">http://ihouse.berkeley.edu/</a>)</p>
Health Insurance for J-1 and F-1 Students	<p>Exchange students are required to have health insurance that meets the U.S. Department of State's regulations. If their insurance does not meet the approved levels, they may purchase insurance through our provider. If their home insurance meets the U.S. Department of State regulations for health insurance, they may request an exemption from purchasing this insurance. Please see the UC Berkeley Visiting Scholars Benefit Plan found here: <a href="http://www.garnett-powers.com/academics/ucb/index.htm">http://www.garnett-powers.com/academics/ucb/index.htm</a></p> <p><i>Health Insurance: approximately \$500/semester (If not provided by home country)</i></p>



<b>USEFUL WEBSITES</b>	
Berkeley International Office	<a href="http://internationaloffice.berkeley.edu/">http://internationaloffice.berkeley.edu/</a>
Visiting Scholars and Postdoc Affairs	<a href="https://vspa.berkeley.edu/">https://vspa.berkeley.edu/</a>
Concurrent Enrollment	<a href="http://extension.berkeley.edu/info/concurrent.html#fees">http://extension.berkeley.edu/info/concurrent.html#fees</a>
UC Berkeley Visiting Scholars Benefit Plan	<a href="http://www.garnett-powers.com/academics/ucb/">http://www.garnett-powers.com/academics/ucb/</a>
University Health Services	<a href="http://www.uhs.berkeley.edu/vspd/visitingscholar.shtml">http://www.uhs.berkeley.edu/vspd/visitingscholar.shtml</a>
International House	<a href="http://ihouse.berkeley.edu/index.html">http://ihouse.berkeley.edu/index.html</a>
Cal Rentals	<a href="https://calrentals.housing.berkeley.edu/">https://calrentals.housing.berkeley.edu/</a>
Craigslist Apartment Rentals	<a href="http://sfbay.craigslist.org/search/apa/eby?query=&amp;srchType=A&amp;minAsk=&amp;maxAsk=&amp;bedrooms=&amp;nh=48">http://sfbay.craigslist.org/search/apa/eby?query=&amp;srchType=A&amp;minAsk=&amp;maxAsk=&amp;bedrooms=&amp;nh=48</a>
Visitor Services	<a href="http://visitors.berkeley.edu/">http://visitors.berkeley.edu/</a>
Getting to Berkeley	<a href="http://visitors.berkeley.edu/gethere/public_transit.shtml">http://visitors.berkeley.edu/gethere/public_transit.shtml</a>
Campus Map	<a href="http://berkeley.edu/map/">http://berkeley.edu/map/</a>