

## APPLICATION PROCESS GUIDE

This guide is intended to help you understand the Berkeley Summer Sessions online application form so you can better support your students. Below we walk you through the online form and provide information as to what a student can expect when applying online for Berkeley Summer Sessions. Each student's situation is unique and the application will respond to each student based on the information they provide. The screenshots and explanations included below represent a typical scenario, but a student may experience some slight variations. Please take some time to familiarize yourself with the information below so you can be prepared to respond to any questions from your students.

### Before Beginning the Application

#### ✓ **Using the Passport Name**

The name used on the application must match the name appearing on the passport. This information is used to create the student's record and I-20. In addition, the name in UC Berkeley's record must match the name on the passport in order for students to pick up their UC Berkeley photo ID (Cal 1 Card).

#### ✓ **Reviewing Visa Information**

International students must have an appropriate visa to enter the United States to participate in Berkeley Summer Sessions. Students should be familiar with the eligibility requirements prior to starting the application process.

[http://internationaloffice.berkeley.edu/students/summer/need\\_docs](http://internationaloffice.berkeley.edu/students/summer/need_docs)

#### ✓ **Selecting Courses and Enrolling in Full-Time Units**

All available courses are searchable on the Online Schedule of Classes (<http://schedule.berkeley.edu/srchsmr.html>). Please note the Course Control Number (CCN), a 5-digit number unique for each section of the course. Note the unit value for each course, as the total number of units must meet the full-time enrollment requirement (<http://internationaloffice.berkeley.edu/students/summer/full-time>) in order to enter the United States on a F-1 student visa status. Often, there are "secondary" or "discussion" section associated with "primary" or "lecture" section. Please also note the secondary section requirement and selection, as there may be more than one option to choose from.

#### ✓ **English Proficiency Requirement**

If a student is from a country where English is not the primary language, and the institution has not been approved for exemption, all students wishing to enroll in courses other than to learn English must meet the English Proficiency Requirement (<http://summer.berkeley.edu/international/english-proficiency-requirement>). Students will be asked to provide a score above the required minimum in order to enroll in courses other than "English as a Second Language (ESL)" courses, which do not require the English proficiency.

### ✓ **Understanding Summer Sessions Deadlines and Policies**

Students are required to agree to the deadlines and policies published on Berkeley Summer Sessions website (<http://summer.berkeley.edu/>). The most notable policies are for fees (<http://summer.berkeley.edu/international/registration-fees>), deadlines (<http://summer.berkeley.edu/registration/schedule#deadlines>), and refunds (<http://summer.berkeley.edu/registration/refund>).

### ✓ **Using the Save Application Function**

Students will notice on most pages of the application a green button providing an option to save their application before it is submitted. This is very useful if a student has to gather further information before proceeding with the application, but doesn't want to start from the beginning at a later time. The "Save Application" function allows students to "save" the progress of the application and return to it at a later time to finish it.

To use the "Save Application" function, students click the green button on the upper right hand corner of the page. They will then be taken to a second screen to enter an email address. An email will be sent to that address where students can retrieve the application within the next two weeks. It will require a two-step process to retrieve the application and once retrieved, will find it pretty much as it was left.

There are a couple things students should be aware of when using the "Save Application" function. First and foremost, any courses selected will not be reserved for the student. A space in a class is only reserved once the student completes the application and submits payment. This means it is possible for classes to fill up while a student has an application in the "Saved" mode.

Please also be aware that the application can only be saved for a limited time. Once the application is saved, it must be retrieved and completed before the stated time limit and before the application deadline passes. Even if students have several days left in the "save your application" timeframe, they will not be able to submit the application if the application deadline passes.

## **Completing the Online Application**

### **Beginning the Registration Form**

Students will access the online application form starting February 1 at 07:00 am PST.

Here is the link to the International Student Application:

<https://mysummer.berkeley.edu/regForms/valApplicationType.php?appTypeID=3>

When students follow the link to the online form, they will first be asked to provide some basic identifying information. The information entered on this page determines the questions they are prompted with on the application, so it is important they answer carefully and correctly.

On the very first page, students will identify that they are affiliated with your institution. Please make sure they select your organization from the pull down menu circled in red here. They must also check the box circled in red below authorizing us to communicate with you regarding their registration.

## International Visitor Application Form

Required fields are marked with an asterisk \*

### –Student Profile Information

First name (passport given name)  \*

Middle name (passport middle name)

Last name (passport surname)  \*

Date of birth \*

Month ▼ Day ▼ Year ▼

Sex \*

☐ Male ☐ Female

Have you graduated from high school? \*

☐ Yes ☐ No

Affiliate

If you have been assisted by an International Registration Center or affiliated institution, please select from the following list.

Select affiliate 

Third party authorization release

☐ By checking this box I authorize Berkeley Summer Sessions to release my UC Berkeley student records to the affiliate selected above.

University or school you currently attend \*

Current citizenship or visa status \*

Select current visa status ▼

If F1 or J1, will you return to your U.S. school?

☐ Yes ☐ No

Next

Students click “Next” and are taken to a page where they will enter important contact information. This includes their permanent address, phone number, and email address as well as two emergency contacts and information for our UC Berkeley directory.

It is critical that students provide a current and correct email address on this page since this is where all official UC Berkeley communication will be sent. Also, at the very bottom of the page, students need to check the box allowing us to share information in the very rare case of an emergency.

## International Visitor Application Form

Save Your Application

### Contact Information

Required fields are marked with an asterisk \*

#### Permanent Address

Street \*

Additional street

Apt/Suite

City \*

State

Select state ▼

Country \*

Select country ▼

Zip/Postal code

 - 

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

Select county ▼

#### E-mail Address

Enter an e-mail address that you check regularly. All official email correspondence will be sent to you at this email address.

Email \*

Confirm email \*

Please re-type email address; do not copy/paste.

#### Phone Numbers

Phone number \*

+  -  Country code - phone number

Alternate number

+  -  Country code - phone number

#### Emergency Contact 1

Name \*

Relationship \*

Phone number \*

Alternate phone number

Email \*

#### Emergency Contact 2

Name \*

Relationship \*

Phone number \*

Alternate phone number

Email \*

**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

Emergency contacts information release authorization \*

Under the Federal Family Education Rights and Privacy Act of 1974 and provisions of state law relating to public records disclosure, the University of California Policies Applying to the Disclosure of Information from Student Records and the Berkeley Campus' implementation of that policy assure that student information is protected.

☒ In case of an emergency, it may be necessary to access and release your information protected by the aforementioned law and policies. By checking this box, you are giving your written consent to access and release relevant information to appropriate parties connected with the emergency.

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Next, students need to provide information about their academic background and specifically their background with UC Berkeley. The information on this page is used to help us assign a proper student ID number and to make sure that each student has one unique UC Berkeley record.

**International Visitor Application Form** [Save Your Application](#)

Required fields are marked with an asterisk \*

**Additional Student Information**

Have you received the equivalent of a U.S. Baccalaureate (BA/BS) Degree? \*

☐ Yes ☐ No

Are you a UCB degree-seeking student enrolling in Summer Sessions in order to complete your UCB undergraduate or graduate degree program? \*

☐ Yes ☐ No

Have you applied for admission to UC Berkeley for Fall 2016? \*

Select fall admission status ▼

Have you attended UC Berkeley before? \*

☐ Yes ☐ No

What is your student status (as of Spring 2016)? \*

Select student status ▼

How did you hear about Berkeley Summer Sessions? \*

Select how heard ▼

If you selected "Other" in how you heard about Berkeley Summer Sessions, please explain

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## Selecting Courses

At this point, students will start to select their courses. They will need to know the Course Control Number (CCN) for each class in order to enroll. If they don't know the CCN for a class, they can link to the online schedule of classes to look it up. There is a link from the application to the online schedule of classes here: <http://schedule.berkeley.edu/srchsmr.html>

This is also the page where students can elect to take a class Pass/No Pass if they so choose. Any time a class is offered for a letter grade, the application form automatically selects that option. However, if students want Pass/No Pass, they can select here. If they change their mind about this choice later, they will need to formally request a grade option change. Please know there are strict time limits for registration changes so we encourage students to be ready to make the proper choice when they apply. We also advise students to discuss their options with an academic advisor. Many universities require that students take a class for a letter grade if they are to receive credit upon return.

International Visitor Application Form

Save Your Application

Required fields are marked with an asterisk \*

Add Summer Course

[Session Schedule and Deadlines](#)
[Online schedule of classes](#)

Course control number (CCN) \*

Grading option \*

Letter

Units \*

Grading options

- Letter Grade (A, B, C, D, E, F): Select this grading option if you plan to transfer the credit to your home institution.
- P/NP (Passed/Not Passed): C- or better is considered Passed (P). Available only to undergraduate level students without a Bachelor's degree (BA/BS) or equivalent, including high school students and graduates.
- S/U (Satisfactory/Unsatisfactory): B- or better is considered Satisfactory (S). Available only to those with a Bachelor's degree (BA/BS) or equivalent, including graduate school students and college graduates.

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Add Course

The application form then gives the students a chance to confirm that their selected courses on the prior page. We advise students to carefully review the course information here, including the units, grading option, and the session. If a student mistakenly enters the wrong number of units, it may be auto-corrected here. This is the student's chance to go back and make any necessary adjustments.

International Visitor Application Form

Save Your Application

Required fields are marked with an asterisk \*

Confirm Primary Section

CCN

11420

Course

ANTHRO 3AC P 001 LEC

Session

D

Units

4.0

Grading option

Letter

Course capacity

Enrolled: 0/72 Waitlisted: 0/80 Available Seats: 72

Class information

MTuWTh 10:00:00 A-12:00:00 P, 9 LEWIS. Instructor: GEORGE, M M

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Confirm

For courses that have a secondary section such as a discussion or a laboratory that accompanies the lecture, students will select the secondary section next. A separate screen will appear showing the various secondary section options. Students will select the one they want here. Be aware if a student selects a secondary section that is full and is added instead to the waitlist, the student is waitlisted for the lecture as well. If it is important to be enrolled in the lecture, students must also select an available secondary section.

**International Visitor Application Form**

Save Your Application

Select Secondary Section

Primary Section

CCN	Course	Session	Units	Grading Option	Class Information	Waitlist
11420	ANTHRO 3AC P 001 LEC	D	4.0	Letter	MTuWTh 10:00:00 A-12:00:00 P, 9 LEWIS. Instructor: GEORGE, M M	No

Select Secondary Section

Select	CCN	Course	Class Information	Course Capacity
<input type="radio"/>	1422	101 DIS	M 02:00:00 P-04:00:00 P, 76 BARROWS. Instructor: THE STAFF	Enrolled: 0/20 Waitlisted: 0/20 Available Seats: 20
<input type="radio"/>	1424	102 DIS	Tu 02:00:00 P-04:00:00 P, 76 BARROWS. Instructor: THE STAFF	Enrolled: 0/20 Waitlisted: 0/20 Available Seats: 20
<input type="radio"/>	1426	103 DIS	W 02:00:00 P-04:00:00 P, 76 BARROWS. Instructor: THE STAFF	Enrolled: 0/20 Waitlisted: 0/20 Available Seats: 20
<input type="radio"/>	1428	104 DIS	Th 02:00:00 P-04:00:00 P, 76 BARROWS. Instructor: THE STAFF	Enrolled: 0/20 Waitlisted: 0/20 Available Seats: 20

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Next

Once the student selects the secondary section, the application will display a page showing both the primary and secondary section selected. The student then confirms both sections and can move forward. If there is a problem, students have a chance to go back and choose something different.

International Visitor Application Form

Save Your Application

Confirm Selected Secondary Section

Primary Section

CCN	Course	Session	Units	Grading Option	Class Information	Waitlist
11420	ANTHRO 3AC P 001 LEC	D	4.0	Letter	MTuWTh 10:00:00 A-12:00:00 P, @ LEWIS. Instructor: GEORGE, M M	No

Confirm Selected Secondary Section

CCN	Course	Class Information	Course Capacity
11424	102 DIS	Tu 02:00:00 P-04:00:00 P, 78 BARROWS. Instructor: THE STAFF	Enrolled: 0/20 Waitlisted: 0/20 Available Seats: 20

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Confirm

Once the course selections are confirmed, students will see a confirmation of all courses, primary and secondary sections, selected. On this page, it will indicate whether or not they meet the eligibility requirements for an I-20 to obtain a visa. If your students will take an F-1 visa, it's important that this page show "Yes." In the example below, the student does not have enough units, so the student will need to add another course to reach the minimum required full-time units.

International Visitor Application Form

Save Your Application

Selected Summer Courses

	CCN	Course	Session	Units	Grading Option	Class Information	Waitlist
<a href="#">Remove</a>	11420	ANTHRO 3AC P 001 LEC	D	4.0	Letter	MTuWTh 10:00:00 A-12:00:00 P, @ LEWIS. Instructor: GEORGE, M M	No
	11424	102 DIS				Tu 02:00:00 P-04:00:00 P, 78 BARROWS. Instructor: THE STAFF	N/A

Units

Non-waitlisted units: 4  
Waitlisted units: 0  
Total units: 4  
Meet the [full-time enrollment](#) eligibility for Certificate of Eligibility (I-20)? No

Add Another Course

Next



The student will then be taken through the same process to add another class. Once the student has reached the necessary units, the application will note “Yes” and the student can move forward.

International Visitor Application Form

Save Your Application

Selected Summer Courses

	CCN	Course	Session	Units	Grading Option	Class Information	Waitlist
<a href="#">Remove</a>	11420	ANTHRO 3AC P 001 LEC	D	4.0	Letter	MTuWTh 10:00:00 A-12:00:00 P, 9 LEWIS. Instructor: GEORGE, M M	No
	11424	102 DIS				Tu 02:00:00 P-04:00:00 P, 76 BARROWS. Instructor: THE STAFF	N/A
<a href="#">Remove</a>	35512	IAS 120 P 003 LEC	E	3.0	Letter	MTuWTh 01:30:00 P-05:00:00 P, 219 DWINELLE. Instructor: BAILEY, S	No

Units

Non-waitlisted units: 7  
Waitlisted units: 0  
Total units: 7  
Meet the [full-time enrollment](#) eligibility for Certificate of Eligibility (I-20)? ☒ Yes

Add Another Course

Next

## Visa Information

After selecting courses, the application will ask questions to determine their visa status and to guide them through the first part of the visa request process. It is critical that students answer the questions correctly in this section so that they can get the proper visa.

Each question is asked sequentially so that the application proceeds to ask all the proper questions and the student receives the proper information.

International Visitor Application Form

Save Your Application

Required fields are marked with an asterisk \*

Current Visa Status

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

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In the example below, the student has answered questions in such a way as to indicate he will need an F-1 or J-1 visa. The message at the bottom of the page explains the basics of the visa for the student.

## International Visitor Application Form

Save Your Application

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 2016?  
No

Do you plan to attend another U.S. school immediately after UC Berkeley Summer Sessions?  
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).

If you have already received an I-20 or DS-2019 document from another US school for study after your time at UC Berkeley Summer Session, please contact Berkeley International Office at [biosummer@berkeley.edu](mailto:biosummer@berkeley.edu) for additional advising.

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For students who will need an F-1 visa, the application will proceed to ask some follow up questions to help us prepare the I-20. One specific item to note is that the minimum funding requirement for Summer 2016 has increased to \$4500.

Most students will be able to skip the last few sections of this visa application if they are living abroad and will be travelling without family members.

## International Visitor Application Form

Save Your Application

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

Required fields are marked with an asterisk \*

#### Biographical Information

Country of Legal Permanent Residence \*

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

Select country of legal permanent residence ▼

Country of Citizenship \*

Select country of citizenship ▼

City of Birth \*

Country of Birth \*

Select country of birth ▼

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

Select current U.S. non-immigrant status ▼

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

#### Funds

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

Select fund source ▼

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

Amount in U.S. Dollars (minimum **\$4500**)

\$

Proof of Funding \*

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

### Foreign Country Residence Address

This must be a foreign residential address. No P.O. box allowed.

Street \*

City \*

State/Province

Country \*

Zip/Postal Code

### Local U.S. Address

Complete if you currently reside in the U.S.

Street

City

State

Zip Code

### U.S. School

Complete if you are attending a U.S. school prior to coming to UC Berkeley Summer Sessions.

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)

## Spouse or Dependent Children

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

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 Summer Sessions at (510) 884-9825.

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

First name (passport given name)

Middle name (passport middle name)

Last name (passport surname)

Sex

- ☐ Male ☐ Female

Birthday

Select birth month ▼ Select birth day ▼ Select birth year ▼

City of Birth

Country of Birth

Select country of birth ▼

Country of Legal Permanent Residence

Select country of legal permanent residence ▼

Country of Citizenship

Select country of citizenship ▼

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## Submitting the Application Form

Once students have completed the Visa Request Form page, they will be taken to a page that displays all the information entered. It is important that students take time to review this information carefully. If there are errors or necessary adjustments, students can go back and make the changes. **IMPORTANT:** Once the application is submitted, changing this information becomes more difficult.

## International Visitor Application Form

[Save Your Application](#)

### Review Application

#### Student Profile Information

First name (passport given name)

GABRIEL

Last name (passport surname)

SMITH

Birthday

February 05, 1984

Sex

Male

Affiliate

American University in Cairo

Third Party Authorization Release

I authorize Berkeley Summer Sessions to release my UC Berkeley student records to the Partner Institution selected above.

University or school you currently attend

AMERICAN UNIVERSITY IN CAIRO

Current visa status

Currently do not have a U.S. visa

#### Additional Student Information

Have you received the equivalent of a U.S. Baccalaureate (BA/BS) Degree?

No

Are you a UCB degree seeking student enrolling in Summer Sessions in order to complete your UCB undergraduate or graduate degree program?

No

Have you applied for admission to UC Berkeley for Fall 2016?

No, I have not applied for admission

Have you attended UC Berkeley before?

Yes

What is your student status (as of Spring 2016)?

Attend other four year college or university

How did you hear about Berkeley Summer Sessions?

Other

If you selected "Other" in how you heard about Berkeley Summer Sessions, please explain

City

CAIRO

Country

Egypt

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

Fees

Unit tuition

\$3360.00

Enrollment fee

\$335.00

International service fee

\$300.00

Total fees

\$3995.00

Fees due now

\$3995.00

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Once students confirm the information provided in the application is correct, the application will show a page detailing the registration fees and the terms and conditions. Once students have reviewed this information, at the bottom of this page, they must mark the box to acknowledge and agree to these fees and terms. Once a student clicks the “Submit Application” button, all these terms and conditions are in effect. This includes the cancellation and refund policies. **It’s important that students read the information on this page carefully before agreeing.** As an example, if a student decides not to come to Berkeley later that same day, the application will be processed, fees will be assessed, and the student will need to proceed through the cancellation procedure and will be subject to the cancellation policy.

## International Visitor Application Form

Save Your Application

### Fees and Terms

#### Fees

Unit tuition  
\$3360.00  
Enrollment fee  
\$335.00  
International service fee  
\$300.00  
Total fees  
\$3995.00  
Fees due now  
\$3995.00

#### Terms and Conditions

The admission to Berkeley Summer Sessions is conditional on compliance with University policies, and may be revoked at the discretion of the Dean of Summer Sessions, Study Abroad & Lifelong Learning in accordance with the Code of Student Conduct (<http://sa.berkeley.edu/code-of-conduct/>). By checking the box at the end of the page, you also agree to the rules regarding fees (<http://summer.berkeley.edu/registration/fees/>), refunds (<http://summer.berkeley.edu/registration/refund/>) and enrollment changes (<http://summer.berkeley.edu/enrollment-changes/>) on our website, including but not limited to, \$100 NON-REFUNDABLE portion of the fees.

##### 2016 Deadlines

<http://summer.berkeley.edu/registration/schedule#deadlines>

##### Refund

The deadlines by which to drop a course or cancel/withdraw from Summer Sessions for refund differ by session, and there is no refund if the deadlines are passed. Some fees or portion of fees are non-refundable regardless of deadlines.

##### Cancellation Fee

Cancellation means you are dropping all courses in all sessions before your earliest session begins (by the cancellation deadline for the first session you are enrolled in). The non-refundable Cancellation Fee is \$100. For international students, the International Service Fee becomes non-refundable if a Certificate of Eligibility (I-20) has been issued at the time of cancellation.

##### Withdrawal Processing Fee

Withdrawal means you are dropping all courses in all sessions after your earliest session begins. The non-refundable Withdrawal Processing Fee is \$368 (plus Class Pass or Document Management Fee if assessed) for UC students, \$389 for visiting students from U.S. colleges/universities, and \$659 for international students.

##### Course Materials Fee

Some academic departments charge Course Materials Fee for specific courses, such as those with science or computer labs, photography labs, art supplies, or similar costs. Courses with this fee are noted in the Online Schedule of Classes, although amounts may not be known at the time of publication. This fee is assessed by the academic department at a later time, directly to each student's account.

#### Course Materials Fee

Some academic departments charge Course Materials Fee for specific courses, such as those with science or computer labs, photography labs, art supplies, or similar costs. Courses with this fee are noted in the Online Schedule of Classes, although amounts may not be known at the time of publication. This fee is assessed by the academic department at a later time, directly to each student's account.

#### Other Fees

Students enrolled in special programs, including but not limited to, Summer Abroad or Global Internship program, programs by the College of Environmental Design, professional programs by Haas School of Business or Berkeley Law, pay additional fee(s) and are subject to additional or separate policies not outlined on the Summer Sessions website.

#### Course Cancellation

Although very few courses are cancelled, Berkeley Summer Sessions reserves the right to cancel a course if it has not enrolled to an adequate level prior to the beginning of the course's instruction. Adequate course enrollment is determined by Berkeley Summer Sessions' sole judgment. The sponsoring academic department may also cancel courses based on their internal criteria. In the case of course cancellation, all enrolled students are notified by email and given a full refund of the tuition or credit towards another course. If the canceled course is your only course, and you do not want to take another course in its place, you must cancel your registration by the cancellation deadline. **YOUR REGISTRATION IS NOT AUTOMATICALLY CANCELLED BECAUSE YOUR COURSE IS CANCELLED.**

#### Enrollment Changes

Only YOU can make changes to your schedule; neither the Berkeley Summer Sessions office nor the course instructor is authorized to "drop" you if you do not attend a class or do not pay. With a few exceptions, the only automatic change is an enrollment from a waitlist. We expect students to drop courses they do not wish to attend, including waitlisted courses. If you do not drop an enrolled or waitlisted course, you will be responsible for paying for the course. You may also receive an "F" grade on your UC Berkeley transcript.

#### Waitlisted Courses

For billing purposes, waitlisted courses are treated as enrolled courses. You are billed for them, and the deadlines to drop a course for refund also apply. If you have not enrolled from the waitlist and you do not wish to remain on the list, please drop the waitlisted course before the deadline to drop for refund in order to avoid paying for the course.

### Acceptance of Terms and Conditions

☒ I agree to the terms and conditions published on the Summer Sessions website, including but not limited to, the policies highlighted above.

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Submit Application

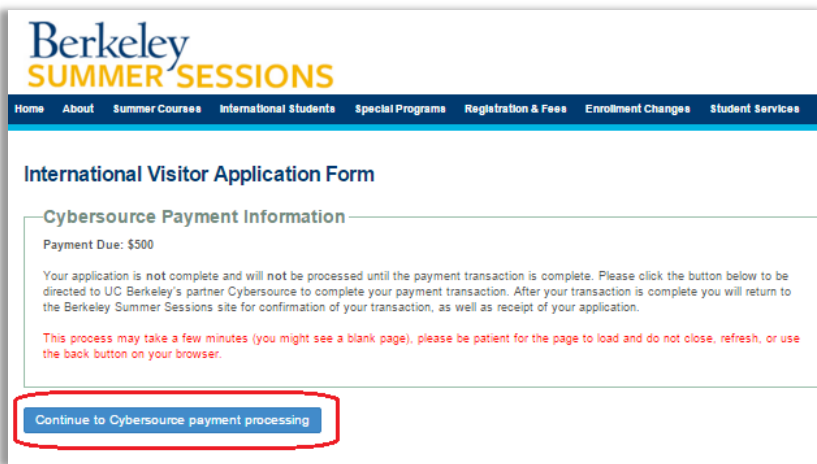
Berkeley  
UNIVERSITY OF CALIFORNIA

© UC Berkeley Summer Sessions, 1955 University Avenue  
510-642-5611



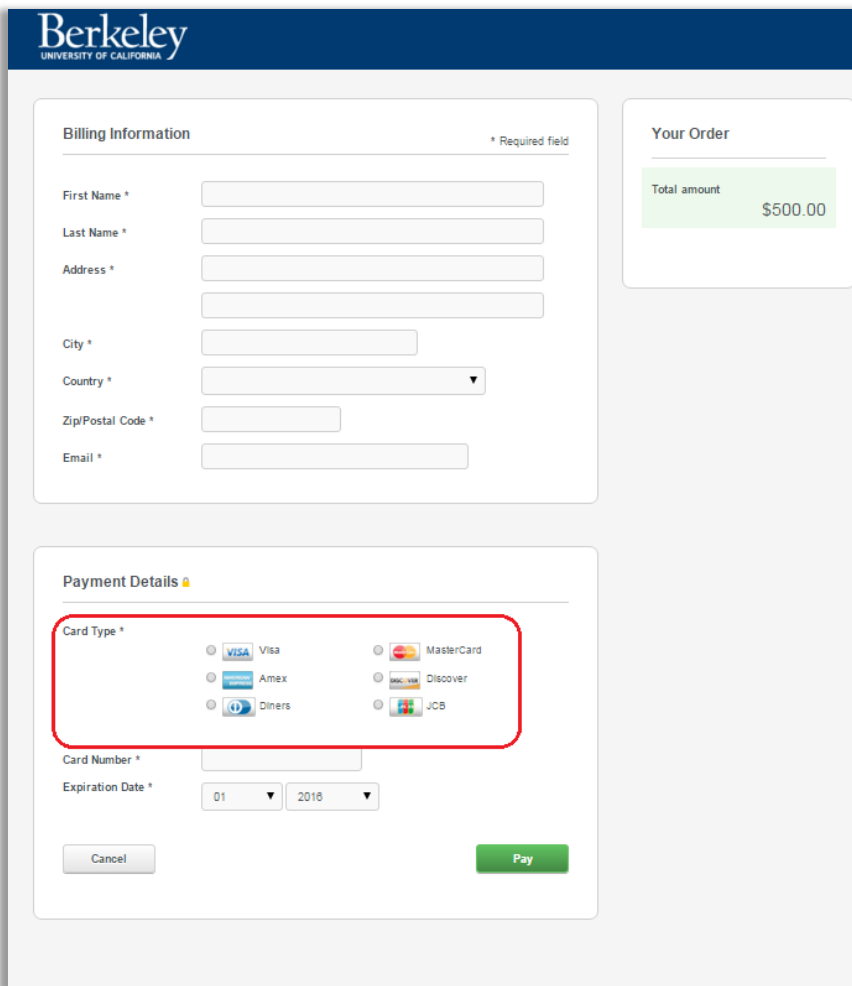
## Making Payment

Upon submitting the application, students go to a page that explains the payment process. They will need to click the button to continue to the payment page.



The screenshot shows the Berkeley Summer Sessions website. The header includes the Berkeley logo and navigation links: Home, About, Summer Courses, International Students, Special Programs, Registration & Fees, Enrollment Changes, and Student Services. The main heading is "International Visitor Application Form". Below it, the "Cybersource Payment Information" section states: "Payment Due: \$500". It explains that the application is not complete until payment is made and directs users to UC Berkeley's partner Cybersource. A red text note says: "This process may take a few minutes (you might see a blank page), please be patient for the page to load and do not close, refresh, or use the back button on your browser." At the bottom, a blue button labeled "Continue to Cybersource payment processing" is highlighted with a red rectangle.

Students will make payment by credit card once the application is submitted. We accept six different major credit cards, which are indicated in the red box below.



The screenshot shows the Berkeley Summer Sessions payment page. The header includes the Berkeley logo and navigation links. The page is divided into two main sections: "Billing Information" and "Payment Details". The "Billing Information" section includes fields for First Name, Last Name, Address, City, Country, Zip/Postal Code, and Email, all marked as required. The "Payment Details" section includes a "Card Type" dropdown menu, which is highlighted with a red rectangle. The dropdown menu shows six options: Visa, MasterCard, Amex, Discover, Diners, and JCB. Below the dropdown are fields for Card Number and Expiration Date. At the bottom, there are "Cancel" and "Pay" buttons. To the right of the "Billing Information" section, there is a "Your Order" summary box showing the "Total amount" as "\$500.00".

## Registration Confirmation Information

Upon completing payment, students will arrive at a webpage that provides their application ID number and some information about next steps. If a student does not get to this page, then the application was most likely not submitted and completed. Please contact us right away to get this resolved.

It's important that students take note of the information on this page, specifically the application ID number. **The Application ID number is the only identifying number assigned to students at this stage and will be required when it comes time to access their student ID numbers and establish their online identities at UC Berkeley.**

**Berkeley**  
**SUMMER SESSIONS**

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### International Visitor Application Form

#### 2016 Summer Sessions Application Form Received

Thank you for applying to Berkeley Summer Sessions. **Your Application ID is 1500000076.** Please allow us 2 to 5 business days to process your application.

Once your application is processed, we will send your UC Berkeley student ID number (SID) and personal identification number (PIN) to the email address you provided. The attachment containing this information is encrypted, and the password is your Application ID above.

**If you do not receive the email containing your SID and PIN within a week, please contact us at [summer@berkeley.edu](mailto:summer@berkeley.edu).**

Remember to visit our website (<http://summer.berkeley.edu>) for updated news and information and to familiarize yourself with the Summer Sessions policies and processes.

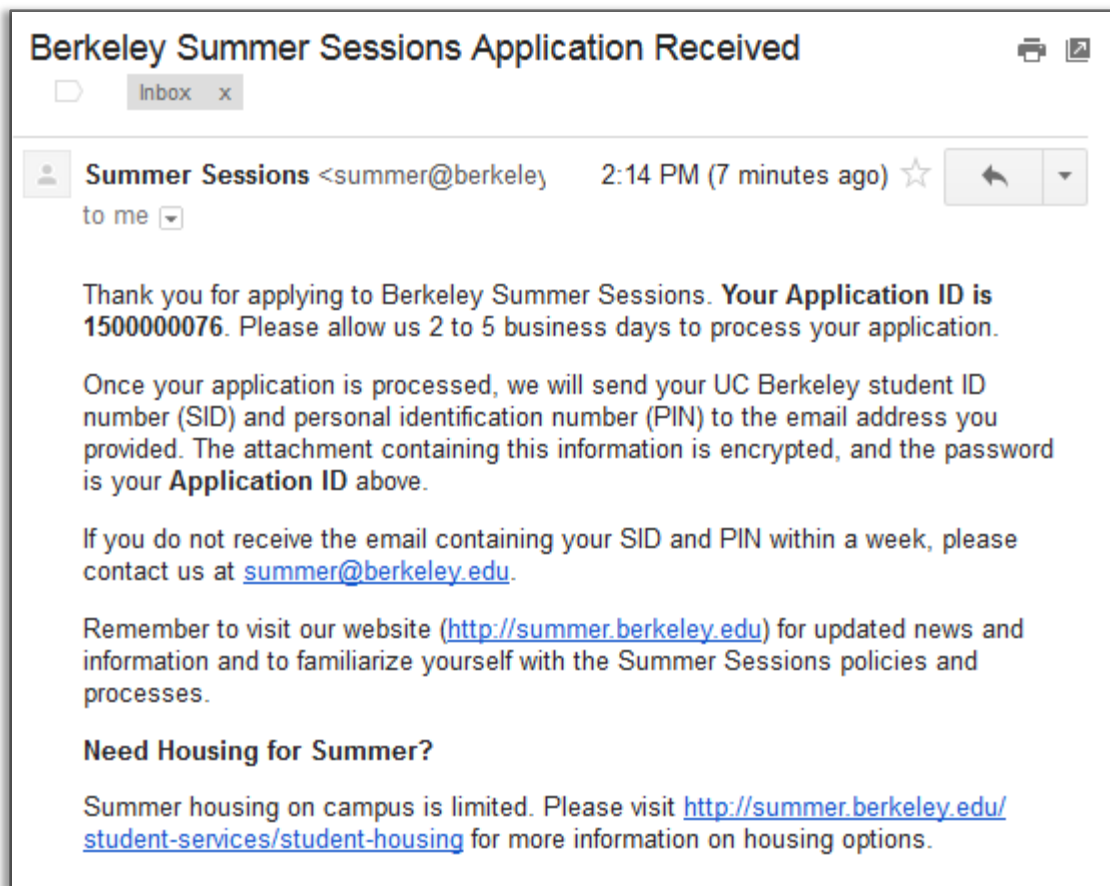
**Need Housing for Summer?**

Summer housing on campus is limited. Please visit <http://summer.berkeley.edu/student-services/student-housing> for more information on housing options.

**Berkeley**  
UNIVERSITY OF CALIFORNIA

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510-642-5611

The same information on this webpage will also be sent by email to each student at the email address provided in the application. If a student does not receive that email, it is important to let us know. If there is an error with the student's email address, we will need to get that fixed as soon as possible.



### After the Application Is Submitted

Once the application is submitted, students will receive a welcome email within **3 to 5 business days** to the email address they provided on the application. The email will have an encrypted document attached containing their UC Berkeley student ID number (SID) and personal identification number (PIN). Students can then follow the instructions to create their UC Berkeley online identity **CalNet ID**, log in to **Bear Facts** (<http://bearfacts.berkeley.edu>) to confirm their enrollment, and log in to **MySummer** student portal (<http://summer.berkeley.edu/mysummer>) to upload required document(s), check their I-20 status, make enrollment changes, etc.