Post-Baccalaureate Study for International Students

University of California, Berkeley, Extension
extension.berkeley.edu/eveningcert
If you’re an international student with a bachelor’s degree, UC Berkeley Extension’s Evening Certificate Programs can help enhance your educational credentials. UC Berkeley Extension certificates offer a comprehensive understanding of a field—in business, art, design or behavioral health sciences—and practical skills that you can apply immediately.

UC Berkeley Extension certificates offer as much rigor as many graduate-level programs. In addition, certificates allow you to focus on topics most relevant to your career and avoid the extra coursework required for graduate degrees. Most of our certificates can be completed within one year.

Courses are offered in evenings and on weekends in locations in San Francisco and Berkeley. Learn alongside U.S. students, and immerse yourself in U.S. culture.
Programs

Certificate Program in Business Administration
6 Required Courses, 1 Elective Course (225 Hours of Instruction)
Estimated Duration: Nine Months to One Year

Learn to develop a broad-based, practical understanding of a business entity’s purpose; practices; and underlying functional areas of accounting, economics, finance, marketing and management. Whether you’re an entrepreneur, a new business manager or a professional seeking a career transition, you learn the materials and techniques that are consistent with modern principles and best practices, as well as knowledge and skills that you can apply immediately. A bachelor’s degree is required for admission.

Sample Required Courses
- Applied Economics for Business
- Corporate Financial Management
- Essentials of Business
- Introduction to Business
- Organization and Management
- Principles of Management Accounting

Sample Elective Courses
- Essentials of Management
- Fundamentals of Risk Management
- International Finance

Preparatory Program for Counseling and Psychology Professions
8 Required Courses, 2 Elective Courses (399 Hours of Instruction)
Estimated Duration: Nine Months to One Year

Career and self-fulfillment opportunities are rewarding and plentiful in the health and helping professions: counseling, psychotherapy, social work, clinical psychology, psychiatric nursing and health education. The Preparatory Program for Counseling and Psychology Professions is ideal if you are a career changer who needs to complete undergraduate course prerequisites or if you want to gain a deeper understanding of the counseling and psychology field. The curriculum comprises a range of upper-division psychology courses that are required or strongly recommended for professional or graduate school admission and for careers in social work, counseling and psychology. A bachelor’s degree is required for admission.

Sample Required Courses
- Abnormal Psychology
- Career Seminar in Counseling and Psychology
- Counseling and Psychology as a Career Option
- General Psychology
- Introduction to Developmental Psychology
- Introduction to Statistics
- Psychology of Personality
- Research Methods in Psychology

Sample Elective Courses
- Adolescent Psychology
- Cognitive Psychology
- Social Psychology

For the most up-to-date program information, visit extension.berkeley.edu/eveningcert.
Certificate Program in Financial Planning and Analysis

4 Required Courses, 3 Concentration Courses, At Least 1 Elective Course (At Least 240 Hours of Instruction)
Estimated Duration: Nine Months to One Year

Learn to guide your employer’s company to successful growth utilizing the latest analytics. Interpret financial results and use predictive tools to guide action plans, forecasts and strategies for maximum performance. You also examine the latest analytical techniques that industry executives use to shape their companies’ future plans. Further instruction enables you to pursue a concentration in either accounting or planning. A bachelor’s degree is required for admission.

Sample Required Courses
- Business Valuation
- Corporate Financial Analysis and Modeling
- Financial Statement Analysis
- International Finance

Sample Concentration Courses
- Basic Corporate Finance
- Mergers and Acquisitions

Sample Elective Courses
- Advanced Accounting
- Taxation for Corporations and Other Flow-Through Entities

Certificate Program in Interior Design and Interior Architecture

19 Required Courses (843 Hours of Instruction), 6 Semester Units of Electives
Estimated Duration: Three Years

Learn how to create exciting spaces that are functional, aesthetically pleasing and sustainable. The Certificate Program in Interior Design and Interior Architecture offers a comprehensive education that combines studio courses with the study of design theory and history. It teaches you manual and digital drawing skills that allow you to communicate your ideas effectively. You learn from industry professionals who help you build a strong portfolio to start your career. The certificate also provides educational credits needed to qualify for the California Council of Interior Design Certification exam (IDEX) and the National Council for Interior Design Qualification certification exam (NCIDQ). A bachelor’s degree is required for admission.

Sample Required Courses
- AutoCAD
- Business Practices for Interior Designers
- Color Theory and Application for Interiors
- Construction Documents
- Design Principles and Elements
- Design Studio I–IV
- Graphic Communication
- Interior Finishes and Materials
- Revit
- Space Planning

Sample Elective Courses
- Designing and Customizing Furniture and Fixtures
- Kitchen and Bath Design

For the most up-to-date program information, visit extension.berkeley.edu/eveningcert.
Programs

Certificate Program in Marketing

4 Required Courses, 4 Semester Units of Electives (180 Hours of Instruction)
Estimated Duration: Nine Months to One Year

With the Certificate Program in Marketing, you gain crucial skills and a credential to advance your career. You’re ready to contribute more to your organization or take on a new professional role. You’re also equipped with in-depth knowledge of the latest marketing concepts and techniques in less time and at less cost than a master’s degree requires. Get an overview with courses on marketing research and planning, strategic marketing, analytics and metrics, and emerging trends in social media and other innovative technologies. A bachelor’s degree is required for admission.

Sample Required Courses
- Introduction to Marketing
- Marketing Research: Concepts and Techniques
- Marketing Strategy
- Social Media Marketing Strategies

Sample Elective Courses
- Managing Marketing Communications
- Marketing Analytics
- Special Events Project Planning

Certificate Program in Project Management

3 Required Courses, 8 Semester Units of Electives (210 Hours of Instruction)
Estimated Duration: Nine Months to One Year

Demand for project management expertise in organizations continues to grow, and the Certificate Program in Project Management is a great way to build the skills to keep your projects on task, on time and on budget. In this highly interactive curriculum, you learn how to apply project management practices to achieve success in a wide variety of fields, including high tech, marketing, financial services, information technology, international trade, life science industries, government, construction and more. You learn from highly qualified instructors with extensive project management experience and work in teams with classmates to develop hands-on problem-solving techniques. All of our project management courses apply toward professional development units (PDUs) for the Project Management Institute (PMI®). A bachelor’s degree is required for admission.

Sample Required Courses
- Project Management
- Project Execution and Control
- Project Leadership and Building High-Performing Teams

Sample Elective Courses
- Project Cost and Procurement Management
- Project Schedule and Risk Management
- Project Scope and Quality Management

For the most up-to-date program information, visit extension.berkeley.edu/eveningcert.
Post-Baccalaureate Certificate in Visual Arts

Minimum of 12 Courses, 1 Portfolio Review (360 Hours of Instruction)
Estimated Duration: One Year

The Post-Baccalaureate Certificate in Visual Arts provides a critical bridge between talent and skill. This exciting curriculum includes expert instruction and rigorous studio experience to help you take your creative ideas to the next level in a supportive atmosphere. It includes theory and critique seminars designed to develop creative and conceptual thinking; visual art history courses that integrate issues of contemporary art within a historical context; and visual arts electives chosen from a wide array of studio courses in painting, drawing, digital photography and other media. The focus on studio practice with a conceptual and art-historical framework enables you to develop a portfolio of work for application to an M.F.A. program.

Note: This certificate begins only in the fall.

Prerequisites for Admission

In addition to evidence of a bachelor’s degree, you must also submit transcripts of previous coursework documenting the equivalent of at least one year of study in the visual arts or 10–12 examples of your artwork for a portfolio review. These materials should be submitted at the time of your Evening Certificate Programs application.

Sample Required Courses

- Contemporary Art: History and Theory
- Modern Art: History and Theory
- Post-Baccalaureate Seminar 1: Portfolio and Visual Dynamics
- Post-Baccalaureate Seminar 2: Portfolio and Critique
- Post-Baccalaureate Seminar 3: Portfolio and Professional Practices
- Portfolio Review

Sample Elective Courses

- Color Theory for the Visual Arts
- Exploring the Portrait and Self-Portrait
- Painting Workshop
- Photography Workshop
- Working in Series

For the most up-to-date program information, visit extension.berkeley.edu/eveningcert.
Dates and Fees

You may begin the Evening Certificate Programs in late August for the fall term or early January for the spring term. Applications are not accepted for the summer term. For the most current dates, see extension.berkeley.edu/static/international/fees/ecp.

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Deadline</th>
<th>Term Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>July 25, 2014</td>
<td>August 2014</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Nov. 21, 2014</td>
<td>January 2015</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>July 20, 2015</td>
<td>August 2015</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>Nov. 16, 2015</td>
<td>January 2016</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>July 25, 2016</td>
<td>August 2016</td>
</tr>
</tbody>
</table>

To participate in the Evening Certificate Programs, you must pay the following:

**Application fee:** $200 required with your application (nonrefundable)

**International student fee:** $4,500 to cover certificate fee, student advising services and your first year of U.S. medical insurance. Certificates that take more than one year to complete require you to pay an annual insurance fee for each additional year.

**Course fees:** The cost associated with each course varies depending on the program and specific courses you select. Course fees are subject to change and must be paid in full each term when you enroll. The chart below provides an estimate of current course fees and total expenses for each Evening Certificate Program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee</th>
<th>International Student Fee</th>
<th>Estimated Course Fee</th>
<th>Estimated Textbook Costs</th>
<th>Estimated Total Program Expense*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>$200</td>
<td>$4,500</td>
<td>$5,350</td>
<td>$900</td>
<td>$10,950</td>
</tr>
<tr>
<td>Counseling and Psychology Professions</td>
<td>$200</td>
<td>$4,500</td>
<td>$6,000</td>
<td>$600</td>
<td>$11,300</td>
</tr>
<tr>
<td>Financial Planning and Analysis</td>
<td>$200</td>
<td>$4,500</td>
<td>$6,145</td>
<td>$800</td>
<td>$11,645</td>
</tr>
<tr>
<td>Interior Design and Interior Architecture</td>
<td>$200</td>
<td>$4,500</td>
<td>$20,500</td>
<td>$1,500</td>
<td>$26,700</td>
</tr>
<tr>
<td>Marketing</td>
<td>$200</td>
<td>$4,500</td>
<td>$4,800</td>
<td>$500</td>
<td>$10,000</td>
</tr>
<tr>
<td>Project Management</td>
<td>$200</td>
<td>$4,500</td>
<td>$5,600</td>
<td>$1,000</td>
<td>$11,300</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>$200</td>
<td>$4,500</td>
<td>$5,975</td>
<td>$1,300</td>
<td>$11,975</td>
</tr>
</tbody>
</table>

*The estimated total program expense is provided to help you estimate the cost of each program. It is not due at the time of acceptance.

**Living expenses:** Housing and living costs vary widely in the San Francisco Bay Area. Because most Evening Certificate Programs take one year to complete, you should plan your budget accordingly. See the chart below for total estimated minimum expenses.

<table>
<thead>
<tr>
<th>International Student Fee</th>
<th>This fee includes U.S. medical insurance, advising, and administrative and certificate fees. For programs longer than one year, you must pay an additional insurance fee for each year.</th>
<th>$4,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Course Fees</td>
<td>This is the average cost for course fees and textbooks for one year of study.</td>
<td>$8,600</td>
</tr>
<tr>
<td>Estimated Living Expenses</td>
<td>This estimate is based on shared housing and use of public transportation for one year. If you rent your own apartment or have a car, your expenses may be higher.</td>
<td>$18,000</td>
</tr>
<tr>
<td>Total Estimated Minimum Expenses</td>
<td>This is the amount that must be shown to be available to the individual taking financial responsibility for the student while he or she is studying in the U.S.</td>
<td>$31,100</td>
</tr>
</tbody>
</table>
How to Apply

Please complete the enrollment application at extension.berkeley.edu/eveningcert and gather the necessary supporting documents. We cannot accept fax or email copies of any application documents. Applications are reviewed on a rolling basis in the order received, and only complete applications are considered for admission.

Your application checklist:

- **Enrollment Application**
  Download at extension.berkeley.edu/upload/ecp_application.pdf.

- **Statement of purpose and background**
  Please type a brief statement in your own words (maximum 350 words) explaining your interest in the proposed field of study and your previous background. Be sure to:
  
  - Include your full name and the Evening Certificate Program to which you are applying.
  - Discuss your personal interest in the intended field of study.
  - Discuss your academic and/or work experience.
  - Describe work experience or courses taken that meet specific prerequisites for the certificate to which you are applying.

- **Financial statement and certification (in English) dated within 90 days of your application**
  The U.S. government requires you to demonstrate that sufficient financial resources—$31,100 minimum—will be available to you while studying in the United States. Please use the chart on p. 7 to estimate your total expenses. You may provide financial certification in one of two ways:
  
  1. Complete the “Financial Statement and Certification” section of the enrollment application. If someone else is providing proof of financial support, please clearly indicate your relationship to this person and make sure he or she signs where indicated.
  2. Submit a letter from a bank.

  Note: If family members will be accompanying you to the United States, you must increase your estimated expenses by $600 per month for your spouse and $400 per month for each child (figures in U.S. dollars).

- **Proof of English language proficiency**
  Please submit your score from an English language test in accordance with the requirements below. (Results must be from a test taken within the past two years.) The ETS institution code is 9216, and the department is undergraduate.
  
  - TOEFL: 79 (iBT)
  - IELTS Academic Format: 6.5

  You are required to submit official evidence of English language proficiency. Exemptions are made if you hold a bachelor’s degree (or higher) from a university located in the United States or in another country in which English is both the official spoken language and the medium of instruction.

- **Proof of university transcript and English translation**
  You must hold a university degree for admission to the Evening Certificate Programs.
  
  - If you are a graduate of a recognized academic institution outside the U.S., submit a copy of your diploma showing award of a degree that is equivalent to a U.S. bachelor’s degree. Equivalence is determined by the Evening Certificate Programs office.
  
  - Include an original, official and complete record of each course studied and the marks earned in each subject (complete academic transcripts). Academic records should be issued in their original languages and accompanied by English translations (usually prepared by the university or an official translator). Academic records or transcripts must be issued by the school and should include the school’s stamp or embossed seal and the signature of the authorized school official.

  Note: If you have both undergraduate and graduate degrees, please submit original, official and complete records for both.

- **Résumé/curriculum vitae (C.V.)**
  
  - Include a chronological list of all employment and the duties you performed.
  
  - Include all degrees earned or courses attended and any other experience that may be of interest to the academic review committee.
Copy of your passport photo identification page and expiration date

- Include the page in your passport showing your full name and the expiration date.
- Include the same passport page for any dependents traveling with you.
- Passports must be valid for at least six months at any point during your program of study in the United States.

$200 application fee (nonrefundable)

- Your application cannot be reviewed without this fee.
- Payment by credit card: Include your credit card number, expiration date and approval signature with your application.
- Payment by money order or bank draft: Make it payable to UC Regents. Your money order or bank draft must be drawn on an account held at a U.S. bank or a U.S. branch of an international bank.

Send all original documents by airmail or courier to:
International Student Administrative Services
UC Berkeley Extension
1995 University Ave., Suite 110
Berkeley, CA 94704-7000 USA

Note: Please do not include any other materials, such as letters of recommendation, that are not mentioned in the checklist. We cannot consider any additional information, and the documents will not be returned to you.

Access to your documents

Once submitted, all application materials become the property of UC Berkeley Extension and cannot be returned, duplicated or forwarded to a third party at any time.

Notice of acceptance

The full application review process can take three to four weeks. Applications are reviewed on a rolling basis, in the order they are received, and only complete applications are reviewed. You will be notified by mail regarding your acceptance status and further instructions.

Transfer from another program

If you are a current F-1 student completing your studies at a different U.S. institution, you must complete the F-1 transfer process. The transfer process is initiated by the school you are currently attending and is completed through the Student and Exchange Visitor Information System (SEVIS) by the new school. Complete the Transfer Verification Form with the help of the international student adviser at your current school. Once the form is complete, you or your adviser can submit it to the UC Berkeley Extension International Student Administrative Services office.
Admission Details

If you are accepted for admission, you will receive an acceptance packet with important information about applying for your visa, paying your fees and beginning your program. Please be sure to carefully read this information, and contact us if you have any questions. More information is available at extension.berkeley.edu/eveningcert.

F-1 Visa Application Process

If you are not a U.S. citizen or permanent resident of the United States, you must obtain an F-1 visa to attend the Evening Certificate Programs. Non-U.S. citizens entering the country with a visitor visa (B-1, B-2) or under the Visa Waiver Program are not permitted to engage in full-time study.

Your acceptance packet includes the Certificate of Eligibility (I-20) from UC Berkeley Extension verifying that you have been admitted into a full-time course of study. To apply for an F-1 visa, take your acceptance documents, passport and most current financial statement to the nearest U.S. embassy or consulate.

International Student Fee Payment

Payment of the $4,500 international student fee is due 30 days before the first day of class. After you are accepted, you will receive an invoice via email with instructions on how to pay your fees. We will not be able to reserve a space in your designated program if your program fee is not received by the deadline. Receipt of the program fee in a timely manner is the full responsibility of the student. Payments must be made directly to UC Berkeley Extension in U.S. dollars. Four payment options are available:

1. **Credit cards.** MasterCard, Visa and American Express are accepted. You may also pay fees online using your student account.

2. **Bank wire transfers.** They must be made in U.S. dollars and sent to:
   - **Bank of America**
     - 1655 Grant St.
     - Concord, CA 94520 USA
   - **Account number:** 0175380001
   - **Beneficiary:** University of California Regents
   - **Beneficiary information:** UC Berkeley Extension International Student Services
   - **Routing number:** 0260-0959-3
   - **Swift code:** BOFAUS3N

   All wire fees charged by the bank are the sender’s sole responsibility. You are not officially enrolled until International Student Administrative Services is able to successfully track and identify your wire transfer. You must scan and email a copy of your wire confirmation receipt directly to extension-intl@berkeley.edu or fax it to +1-510-643-0216. The wire-tracking process may take 10–15 days. No wire transfers will be accepted once the term has commenced.

3. **Western Union Business Solutions.** This payment portal allows you to pay your account balance in the currency of your choice and provides a simple, secure way of initiating a payment electronically. Get details at extension.berkeley.edu/international/western_union.

4. **Bank drafts.** Bank drafts must be in U.S. dollars and payable to UC Regents. The draft must be drawn on an account held at a U.S. bank or a U.S. branch of an international bank.
Enrolling in Courses
You are assigned an academic adviser who will help you enroll in courses. You can meet with your adviser one-on-one prior to orientation or during orientation in a group format. Before the start of your first term and every subsequent term, you must meet with your adviser to discuss your overall program, review course choices and finalize your enrollment. You may view course descriptions and schedules online, but you can enroll in courses only by meeting with your academic adviser.

Cancellation Policy
If your cancellation is received in writing via mail, fax or email by the first date on your I-20, you will be eligible for a partial refund of your international student fee. The $200 application fee is nonrefundable.

Housing Options
UC Berkeley Extension works with several area housing providers to help you locate housing, including private or shared apartments, student residences, and homestays. View housing options at extension.berkeley.edu/international/housing. If you have additional housing questions, contact International Student Administrative Services at +1-510-642-2564 or extension-housing@berkeley.edu. We strongly suggest you apply early and arrange housing in advance of your arrival.

When to Arrive in the Bay Area
To adjust to the local time, you should plan to arrive in the Bay Area three to five days before the start of your program. If you have not already arranged housing, you should arrive seven days before the start of your program and visit the International Student Administrative Services office. The earliest you can arrive in the United States is 30 days before the start of your program, per F-1 regulations.

Orientation
Your attendance at orientation is mandatory. The date and time for your orientation are included in your acceptance packet. At the orientation, you will get an overview of the programs and meet the academic staff and other personnel. In addition, the International Student Administrative Services staff will provide details of our medical insurance policy, basic legal responsibilities, understanding your visa documents, traveling and other items to make your stay in the United States successful. Failure to attend the orientation may result in the cancellation of your admission.