Concurrent Enrollment - Invitation Letter for International Students

Instructions for Student: To be accepted into the UC Berkeley Concurrent Enrollment Program, you must be officially invited by a UC Berkeley campus department and meet minimum English Proficiency requirements. Once you have identified a department, please request an Invitation Letter (see below). You must upload the letter into your online concurrent enrollment application.

Instructions for Department: International Students must be invited by a campus department to participate in the UCB Extension Concurrent Enrollment Program. A signed invitation letter on department letterhead is required. Please use the template below and return your letter to the student. Students must upload this into their online concurrent enrollment application.

English Proficiency: Students must be able to demonstrate proof of English proficiency (minimum TOEFL score of 90 (iBT) or IELTS Academic Format score of 7.0). If the department wishes to assess English proficiency via an alternate means or waive the TOEFL/IELTS requirement, this must be stated in the invitation letter.

---- THIS IS A TEMPLATE LETTER: DEPARTMENT MUST USE OWN LETTERHEAD & SIGNATURE ----

DATE

To UC Berkeley Extension International Student Services:

This letter of invitation acknowledges that the NAME OF STUDENT is eligible to enroll in the NAME OF DEPARTMENT classes through the Concurrent Enrollment Program of UC Berkeley Extension for the SPECIFY SEMESTER(S) & YEAR. NAME OF DEPARTMENT agrees to allow the student to enroll in a full course load of classes in our department, or has made arrangements with LIST OTHER DEPARTMENTS to comprise a full course load.

As an international student, NAME OF STUDENT must adhere to and be held responsible for any Department of Homeland Security regulations pertaining to a full-time student. It is the student’s responsibility to obtain the approval of the instructors, to meet all of the deadlines and departmental requirements, to apply for classes, to monitor application status, and follow-up with application reviewers at all levels to assure enrollment. Our department’s full-time load requirement is # UNITS, and our department will work with the student to ensure that the student is able to enroll in a full-time course load.

If there are any questions regarding this invitation, please contact us at Department Contact Name & Info.

Sincerely,

Signature of Department Chair
Name
Title