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International Affiliate Student Guide

Congratulations on your decision to take classes at UC Berkeley in the Summer of 2018! We have put together this handy guide for you to start planning your summer. This guide is designed to help you get the most out of your program with Berkeley Summer Sessions, but we could never capture the entire experience in a simple guide. We invite you to explore the many different opportunities and resources available to you. Please also be aware that information may change after the publication of this guide and the most current information is always updated on the website (http://summer.berkeley.edu).

Welcome to Berkeley Summer Sessions!

Planning for your summer at UC Berkeley

Dates and Deadlines

Berkeley Summer Sessions offers classes in 5 different sessions as follows. To know when the sessions are, visit our website here: http://summer.berkeley.edu/registration/schedule#deadlines. Application and registration deadlines are determined by session. You can see a full list of dates and deadlines on that same website

How to Apply

Applying to Berkeley Summer Sessions is simple. You will complete and submit a short online application on our website here: http://summer.berkeley.edu/apply. The application will become available to you during the priority application period. If you plan to take classes that are popular or that may fill up, it is strongly recommended that you apply early in February during the priority enrollment period.

After you successfully apply, you will be emailed a CalNet ID, with which you can enroll in classes.

Course Information

Class Offerings

You can see a full list of classes offered in the summer on the Office of the Registrar's website here: http://classes.berkeley.edu

Course Catalog

The course catalog is where you will look to find more detailed information about a specific course you may want to take. It is kept online here: http://guide.berkeley.edu/courses/

This catalog shows all courses currently approved to be taught at UC Berkeley and not all of these are offered each semester. To see a list of course offerings for a specific term, look in the Class Schedule.

Course Level

To understand the level of a course, you can refer to our website about course numbering here: http://summer.berkeley.edu/student-services/academic-policies#course-numbering



Units

Courses you take are assigned a unit value. To learn more about units including the maximum recommended units, visit our website here: http://summer.berkeley.edu/student-services/units-grades
The minimum unit requirement only applies to students taking an I-20 for an F-1 visa. For a detailed explanation of the minimum unit requirement please see the explanation on the Berkeley International Office website here: http://internationaloffice.berkeley.edu/students/summer/full-time

Grades

Grades and Grading options are explained on our website here: http://summer.berkeley.edu/student-services/units-grades

Syllabi

The Summer Sessions Office does not maintain course information and syllabi. Many departments and instructors can provide a syllabus from a previous semester if you require one to have the course approved at your home university. To find a syllabus, please find the name of your instructor, and email the instructor through the <u>UC Berkeley Directory</u>.

Please be aware that UC Berkeley considers syllabuses to be intellectual property and instructors are not required to provide a syllabus in advance of the class beginning. If you must have a syllabus before the class begins and one is not available for a course you want to take, you will need to select a different class.

Setting up CalNet

<u>CalNet</u> is the single sign-on system that we use at UC Berkeley to verify that a user is authorized to access various online accounts and systems. Your CalNet credentials will allow you to log into services such as bMail, bConnected, CalCentral, Library resources, and more.

You will be sent an email with information about how to create your CalNet ID and Passphrase as soon as your Summer Sessions application is processed through the campus system. If you do not receive this email within 24 hours of submitting your application, contact the Summer Sessions office at affiliateservices@berkeley.edu. Only once you have set up your CalNet credentials, will you be able to access CalCentral to enroll in classes.

Enrolling in Classes

Once you have set up your CalNet identity, you will be able to access CalCentral at http://calcentral.berkeley.edu. CalCentral is UC Berkeley's one-stop student information system where you are able to enroll in classes and pay registration fees.

When you visit the SIS enrollment webpage, take some time to review the following helpful links about the enrollment process:



- How do I waitlist a class? This is a chart that shows you step by step what to do if a class is full and you want to add to the waitlist for the class.
- What is the "swap" function? This is a chart that explains the unique and helpful "swap" function for adding a back-up class if you need to add to the waitlist for a preferred class.

Fees

Visiting international student fees are charged to all students coming to the U.S. in a nonimmigrant status to take classes and students who are applying from outside the U.S. For information about fees for visit our website here: http://summer.berkeley.edu/international/registration-fees
It is important that you pay your fees as soon as they are billed to avoid penalties such as being dropped from your classes or being charged late fees.

How to Pay Fees

The simplest way to pay your fees is to log in to CalCentral and go to the MyFinances tab. Once there you can review your billing summary. Then click the "Make Payment" button to complete your payment transaction. You will be able to pay by credit card, which will add a non-refundable convenience fee. Alternately you can pay by International Funds Transfer (IFT). You can learn more about the various payment options available to you on the Student Billing website here: http://studentbilling.berkeley.edu/PaymentOptions.htm

Visa Information

<u>Berkeley International Office</u> is the office at UC Berkeley that provides advising and visa production services to nonimmigrant students and scholars. At UC Berkeley, we encourage all students coming from abroad to obtain the F-1 student visa for summer study. For complete detailed information about obtaining a visa, please visit the Berkeley International Office website here: http://internationaloffice.berkeley.edu/students/summer.

Housing

Housing in Berkeley is very limited and we recommend that you make housing arrangements as soon as possible after you apply. Keep in mind that housing is arranged separately from course enrollment and you are ultimately responsible for assuring you have a place to stay for the summer. We have listed many housing options on our website here: http://summer.berkeley.edu/student-services/student-housing. You can link directly to the websites for different housing options from our webpage.

Health Insurance

Medical care in the U.S. can be very expensive. Read about the health insurance requirements on our website here: http://summer.berkeley.edu/international/health-insurance

Cal 1 Card Photo Upload



In order to obtain your Cal 1 Card, you will need to provide a photo for the card. In CalCentral you will be asked to submit a suitable photo online before you arrive in order to facilitate the process. For more information about submitting your photo, visit the Cal 1 Card website here: https://cal1card.berkeley.edu/c1cphoto

Clipper Card License Agreement

In order to access the Class Pass and ride the AC Transit bus, you will need to agree to the Clipper Card license agreement. You will have a task item in CalCentral that directs you how to accept the agreement. For more information visit this website: https://callcard.berkeley.edu/easypass.

Once you arrive at UC Berkeley

Online Arrival Confirmation

All F-1 students with an I-20 from the UC Berkeley International Office must complete the online Arrival Confirmation once they arrive to Berkeley. To learn about this requirement, visit the Berkeley International Office website here: http://internationaloffice.berkeley.edu/students/summer/arrival-confirmation

Getting Your Cal 1 Card

All current students, employees, and affiliates are required to obtain a Cal 1 Card. To learn about your Cal 1 Card and for information about obtaining this card, visit the Cal 1 Card Office website here: https://cal1card.berkeley.edu/

Changing Classes

If you need to change any of the classes you originally enrolled in, you will be able to do so directly on CalCentral. Log in here: https://calcentral.berkeley.edu/. Before making a change, please review the enrollment changes section of our website here: http://summer.berkeley.edu/international/enrollment-changes-for-international-students

There are strict deadlines for making enrollment changes. If you do not request a change by the posted deadline, you may not be able to make the change. In cases where you are allowed to make a change after the posted deadline, you may be charged additional fees. You can see a full list of deadlines on our website: http://summer.berkeley.edu/registration/schedule#deadlines.

Academic Expectations

Even though you may only be here for a summer, it's important to be aware of the academic culture at Berkeley so you can be successful in your classes. All students enrolled for summer receive an official UC Berkeley record showing classes taken and grades earned. You will take this record back to your



home university for credit transfer and if you choose to come to the US in the future for further education you will report your grades from Berkeley Summer Sessions.

Academic expectations and culture in the United States may be quite different from those in your home country. There are many resources available on the Berkeley International Office website to help you adjust to the system here: http://internationaloffice.berkeley.edu/students/current/academics. We encourage you to spend some time with these resources to learn more about how to succeed in your classes here at UC Berkeley.

Academic Integrity

Academic integrity refers to the high standard for honesty and giving credit in your academic work. These are some basic expectations of students with regards to academic integrity as published on The Center for Student Conduct website

The Berkeley International Office also has some good information on their website about how and when to <u>collaborate</u> and <u>cite your sources</u> appropriately.

Participation

Here at UC Berkeley we believe that active learning requires participation and you may be graded on your class participation. At a minimum, participation requires attending class and discussion or lab sections as well as submitting assignments. Participation also includes written response papers, sharing in class, verbal or written conversations with professors & GSIs, as well as actively using bCourses. Students who don't participate in classes are sometimes perceived to be lazy or bored and their grades suffer.

If you have never been expected to participate in class in these ways before or if you are naturally shy it can be difficult to start a habit of participating in class. Not to worry, the Berkeley International Office has an information sheet with tips about how to get more comfortable with participating in class. See the information sheet on their website here:

http://internationaloffice.berkeley.edu/students/current/academics/participate

Initiative and Ownership

There are many people and offices here at UC Berkeley to support you, but ultimately you are in charge of your own education and experience. If you have a problem or a question, it is up to you to seek a solution. Be assured that there is somebody here who can help you, but they will not know you need help until you ask. The same is true for your classes. You are responsible for knowing the deadlines, prioritizing and staying on top of your work, and keeping track of your progress.

Read some <u>tips for academic success</u> on the College of Letters & Science website. There are additional <u>study and success strategies</u> on the Berkeley Student Learning Center website.

Transcripts

Once grades are recorded for the summer, you will see them in <u>CalCentral</u>. The Office of the Registrar will post grades to your official record after the term has completed. It may take some time for grades to post to your transcript. Once they do, transcripts may be ordered online directly from the Office of



the Registrar. For more information about ordering transcripts, visit their webpage here: http://registrar.berkeley.edu/academic-records/transcripts-diplomas?PageID=transcripts.html

UC Berkeley Resources

Once you arrive to Berkeley, there are many resources available to help you with various aspects of your summer session. See the list below for some of the most frequently contacted offices and resources.

Berkeley Summer Sessions is the office that coordinates many aspects of the summer experience at UC Berkeley. The Berkeley Summer Sessions website (http://summer.berkeley.edu/) is full of important information regarding application, enrollment, courses, fees, deadlines, refunds appeals, housing and much more. If you have questions that aren't addressed on the website you can always contact our office.

<u>Berkeley International Office</u> is the office on campus that provides advising and visa production services to nonimmigrant students and scholars. Berkeley International Office works closely with Summer Sessions to assist international students who are coming to the U.S. on F-1 and J-1 student visas. This is the office you will contact if you have questions about your I-20 from UC Berkeley or F-1 visa regulations. Visit their website here: http://internationaloffice.berkeley.edu/students/summer

<u>CalCentral</u> is the online system where students access student information. You will visit CalCentral to enroll in and make changes to courses, check your bill, pay outstanding fees, and much more. This is a student driven website combining multiple campus systems into one easy-to-use place. Visit their website here: https://calcentral.berkeley.edu/

<u>Cal Student Central</u> is the office on campus where UC Berkeley and visiting students can talk with a staff member to resolve administrative issues. Cal Student Central is your destination for resolving issues with key university business related to fees and billing, payments, registration and enrollment. Visit their website here: http://studentcentral.berkeley.edu/

<u>CalNet</u> is the online system where members of the UC Berkeley community can create and manage their single-sign on to access many UC Berkeley online services and programs. Visit their website here: https://calnetweb.berkeley.edu/

<u>Cal 1 Card</u> is your student ID card that you will use to access dozens of campus services including libraries, the student learning center, and the gym. You can also use your Cal 1 Card as a debit card for use at on and off campus eateries and merchants. Visit their website here: https://cal1card.berkeley.edu/

Last Reviewed January 6, 2018



International Affiliate Application Guide

The application for Berkeley Summer Sessions is completed and submitted online. Follow this link to begin your application: http://summer.berkeley.edu/

Once you arrive at the start of the application, you will be asked to enter information about yourself. As you answer questions throughout the application, you will see new questions pop up into the application. Keep providing information until all questions have been answered and you are able to click the Submit button.

2018 Berkeley Summer Sessions Application

Berkeley Summer Sessions

If you have already submitted an application, DO NOT SUBMIT ANOTHER APPLICATION. If you need to change any information on your previously submitted application or think there may be a problem, please contact our office at summer@berkeley.edu. If you submit a second application it will delay the processing of your application and may prevent you from enrolling in classes. The information on this application will be used to create your student record. It is important that all the information provided is accurate. **Biographic Information** *First/Given Name (Exactly as it appears on your passport or official photo ID) Do not use non English Characters These must be entered as they are listed in your passport but please do not use any non-English characters. Middle Name Do not use non English Characters *Last/Family Name (Exactly as it appears on your passport or official photo ID) Do not use non English Characters *Gender Female Male Decline to State *Birthdate **T T**

As you fill out the application, questions will populate based on your response.



*Last/Family Name (Exactly as it appears on your passport or official photo ID) Student *Gender Female Male Decline to State *Birthdate August ▼ 17 ▼ 1997 ▼ The answer here must be "Yes". If you will *Have you graduated or will you graduate from high school by June 19, 2018? not have completed Yes No high school by this date, you will fill out a different application. Submit *Permanent Address Country This is your home United States address in your home Street country. City State Select State Postal Code *Is your mailing address different from your permanent address? Yes No *Primary Phone Number Start with + if entering a non USA phone number Alternate Phone Number Start with + if entering a non USA phone number Please enter an email address that you check regularly. All official correspondence will be sent to this email address. *Primary Email Address Be sure that this is an email you can check regularly

before you arrive to Berkeley, while you are in

Berkeley and once you return home.



*Email Address Confirmation

1	*Were you assisted by an International Registration Center or Affiliated Institution? © Yes		
١	No	It is important that you select "Yes and correctly identify which group	
	*Please select your Registration Center or Affiliated Institution: ▼		

*I authorize Berkeley Summer Sessions to release my enrollment and financial information to the institution selected above. You must check this box.

*What is you current citizenship or visa type?

- U.S. Citizen
- U.S. Permanent Resident
- Currently do not have a U.S. visa
- Other

China

Which country's citizenship do you hold?

Your responses to these questions will determine your eligibility for a visa. Answer as accurately as possible.



Emergency contact i	
*First Name	
	You must provide contact
*Last Name	information for two separate
	emergency contacts. We will only
*Relationship	contact these individuals in cases of
	emergency. Please also check the
*Primary Phone Number Start with + if entering a non USA phone number	button for "Yes" that you authorize
	Berkeley Summer Sessions to
*Alternate Phone Number	contact these people in case of
Start with + if entering a non USA phone number	emergency.
*Email Address	
Emergency Contact 2	
*First Name	
*Last Name	
*Relationship	
*Primary Phone Number	
Start with + if entering a non USA phone number	
*Alternate Phone Number	
Start with + if entering a non USA phone number	
*Email Address	

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.

*Do you authorize Berkeley Summer Sessio	s to access and release you	ur information in case of emergency?
--	-----------------------------	--------------------------------------

Yes

Emanual Contact 1

No



Educational Information			
*Have you applied for admission to UC Berkeley for F No, I have not applied for admission •	all 2018?		
*Are you currently enrolled at a UC Campus? (Current UC Berkeley students should enroll via CalCentral)			
● Yes ● No	If you have a student who has already studied at UC Berkeley, even as a visiting		
*Have you attended UC Berkeley or Berkeley Summe Yes No	and the state of t		
*Are you currently an enrolled college student? • Yes No			
*Name of the University or school you currently attend			
*Have you received the equivalent of a U.S. Baccalaureate (BA/BS) Degree? If yes, you will be given a graduate student record. If no, yo will be given an undergraduate student record. You will not be able to change from undergrad to graduate record, or vise versa, after submit this application.			
• • • • • • • • • • • • • • • • • • • •	stion will determine whether your student is listed as "Undergraduate" or		
No "Gradua students	"Graduate" if they answer yes, they will be considered graduate students. Most students attending summer are undergraduate level, meaning they have not completed their BA/BS degree.		

Educational Interest

*Are you completing this application as part of one of the following College of Environmental Design Summer programs: [IN]ARCH, [IN]CITY, [IN]LAND, Design & Innovation for Sustainable Cities (DISC), embARC - Summer Design Academy

Yes

No

If you do not recognize any of the

Are you completing this application as part of your participation in one the following:

If you do not recognize any of the names in the list of programs here, please answer "No" to the questions.

Submit



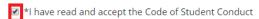
Educational Interest

*Are you completing this application as part of your participation in one the following: If you do not recognize any of the names in the list, answer "No"

I understand that I am subject to the terms of all Berkeley Summer Sessions policies published on the <u>website</u>, including but not limited to:

- <u>Deadlines</u>
- Fees
- Refund Policies
- Enrollment Changes
- Academic Policies

I understand that 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**.



Finished with the application! You will now receive a CalNet ID in the email address you applied. With the CalNet ID, you can log-in to CalCentral and register for classes.

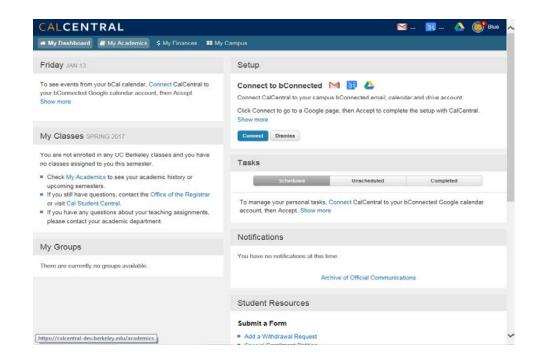
At this point your application is submitted. You will receive an email within 24 hours that has instructions to set up your CalNet identity so you can access CalCentral and enroll in classes. If you do not receive the CalNet email within 24 hours of submitting the application, please contact us at affiliateservices@berkeley.edu.

Updated January 17, 2018



CalCentral: Registration

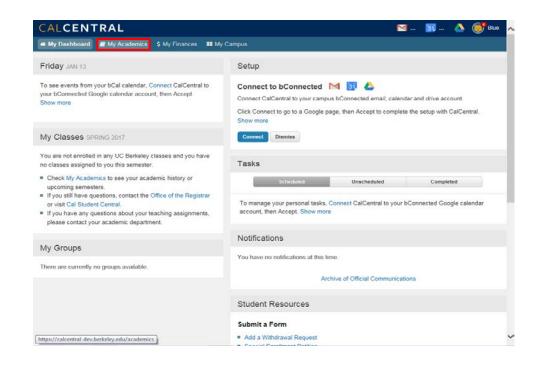




This is the page you will see when you log in to CalCentral. From this page you can access the My Academics page to enroll in classes as well as the MyFinances page to see your fees and make payments.

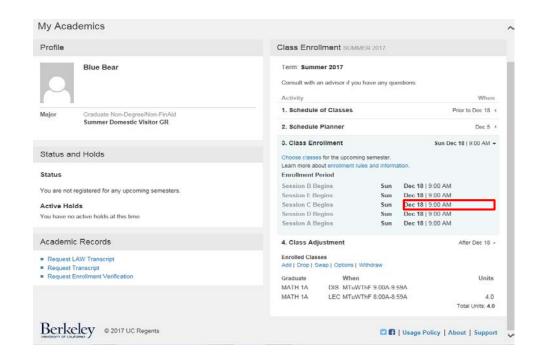
Only once you have enrolled in classes and paid your fees will you be considered fully registered.





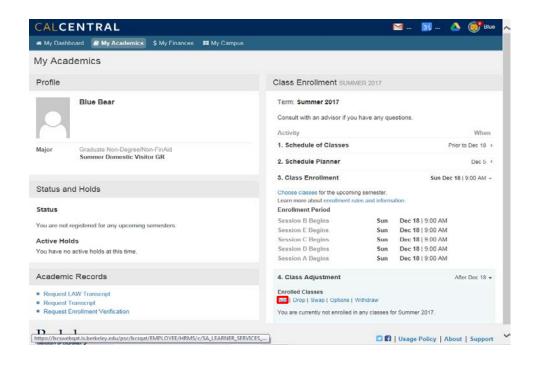
Click the My Academics link.





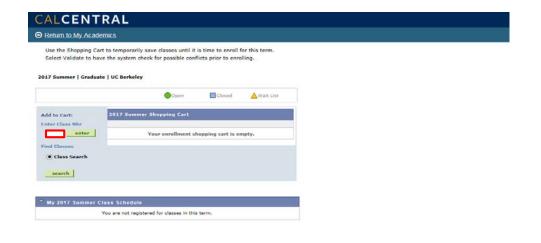
The Class Enrollment section display your enrollment period (date and time on which you are able to add classes). Please note you cannot add classes until your enrollment period begins.





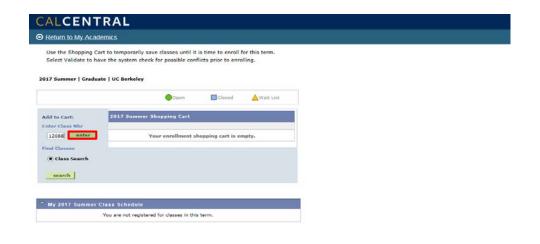
Click the **Add** link.





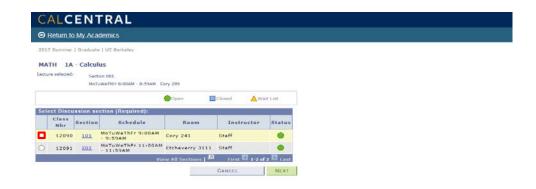
Enter the desired class number into the **Enter Class Nbr** field.





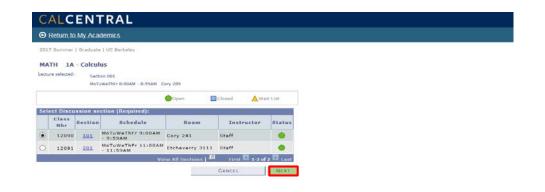
Click the **Enter** button.





Select the desired discussion or lab section.





Click the **Next** button.





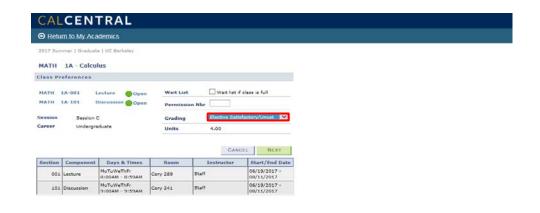
Click the **Grading** list drop down.





Select the **Elective**Satisfactory/Unsat option if you wish to receive a Pass or No Pass on your transcript instead of a letter grade.
Before selecting this option, check with your home university to be sure they will accept classes without a letter grade.





Click the **Grading** list.





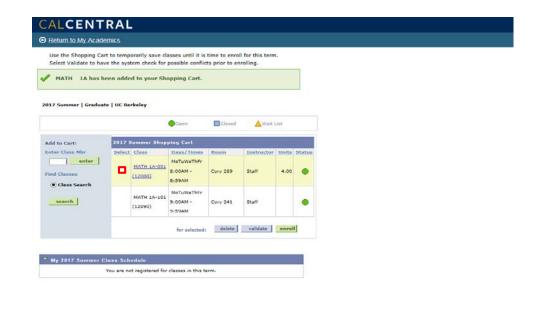
Select the **Graded** option if you wish to receive a letter grade (A, B, C, etc.) on your transcript.





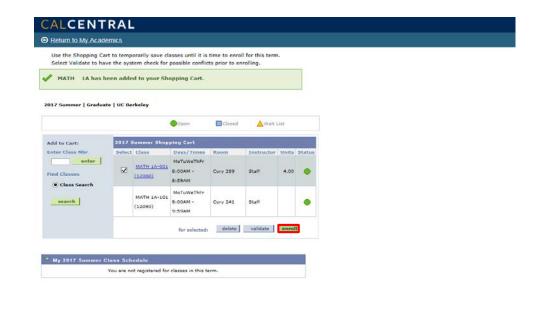
Click the **Next** button.





Select the class or classes from the 2017 Summer Shopping Cart list you wish to enroll.





Click the **Enroll** button to enroll in the selected classes.





Click the **Finish Enrolling** button to complete your enrollment activity.





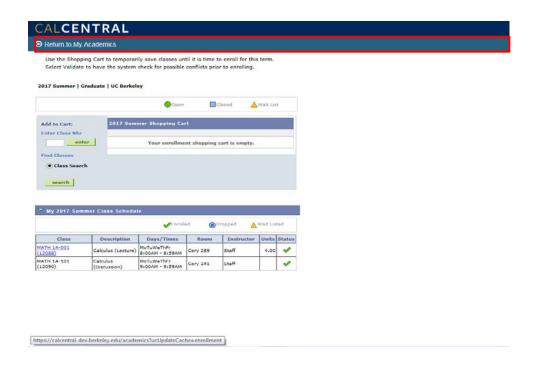
Click the Add Another Class button to add more classes to your shopping cart. Repeat steps 4 - 16 to enroll in additional classes.





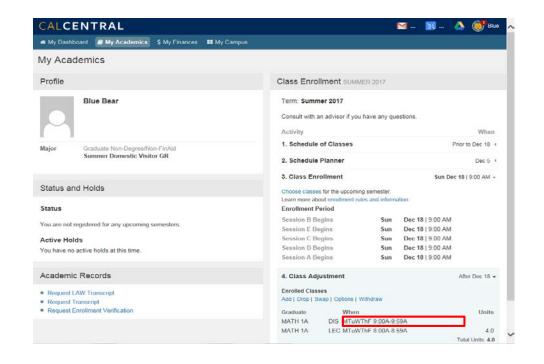
Click the **Return to Shopping Cart** link if you do not wish to enroll in additional classes.





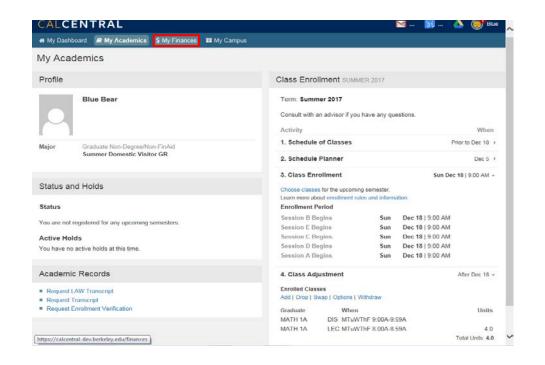
Click the **Return to My Academics** link to return to the CalCentral Student Portal.





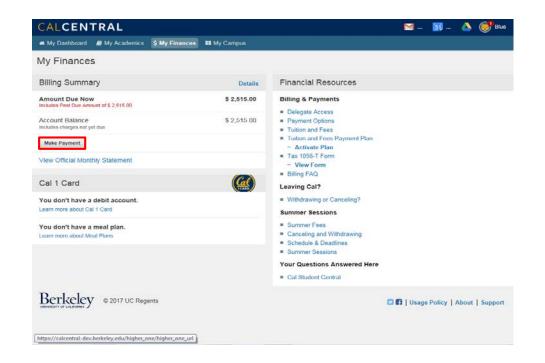
Classes you are enrolled in are displayed under the Class Adjustment Section of the MyAcademics Section.





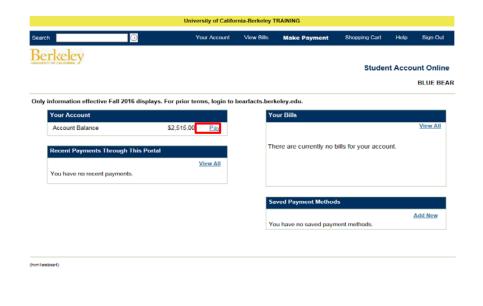
Click the My Finances link.





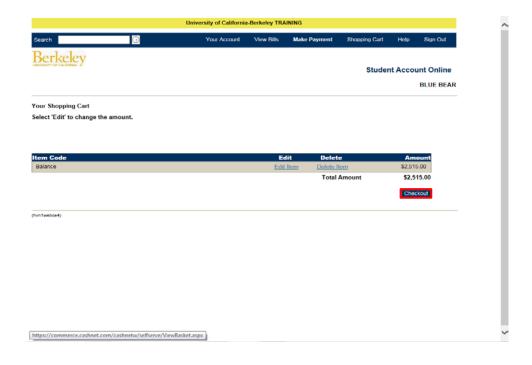
Click the **Make Payment** link to pay your fees.





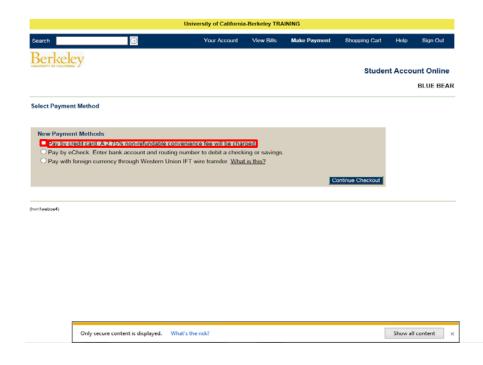
Click the Pay link.





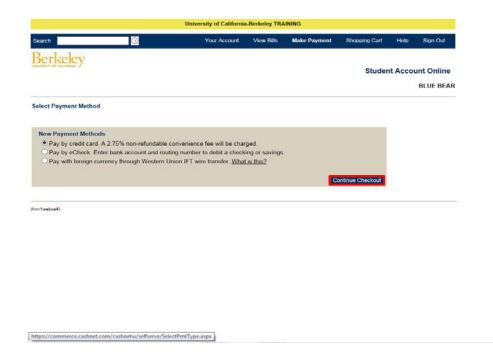
Click the **Checkout** button.





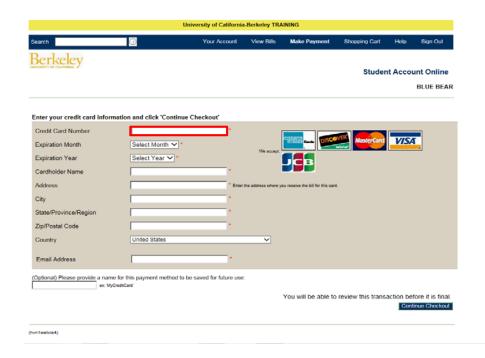
Click the Pay by credit card.





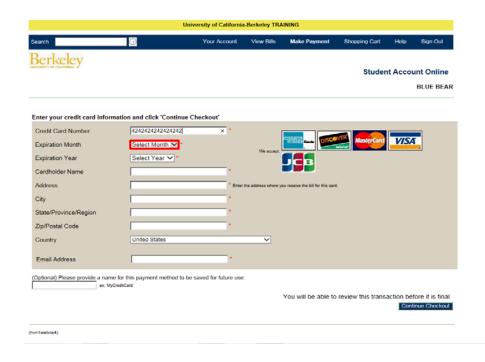
Click the Continue Checkout button.





Enter your credit card number into the **Credit Card Number** field.





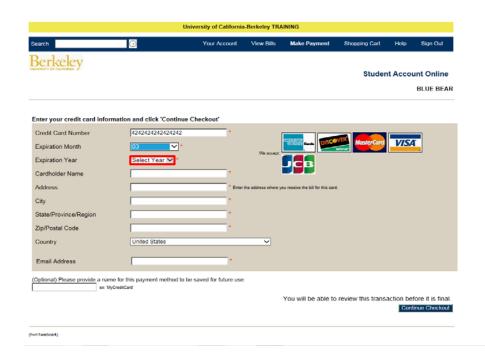
Select the **Expiration Month** list.



	Uni	versity of California	Berkeley TRA	INING			
earch	0	Your Account	View Bills	Make Payment	Shopping Cart	Help	Sign Out
Berkeley Enter your credit card inform	atter and allah Vontlaus ("hankaut"			Studer	nt Accou	UNT ONLINE
Credit Card Number Expiration Month Expiration Year Cardholder Name Address City State/Province/Region Zip/Postal Code Country Email Address	42424242424242 Solect Month 01 02 03 04 05 06 07 08 09 10 11 12 United States		We accept: the address where ye	Cash Cash Cash Cash Cash Cash Cash Cash	Master Card	VISA	
Optional) Please provide a name ex 16/07		saved for future use		You will be able to	review this trans		fore it is final.
vn1webce4)							

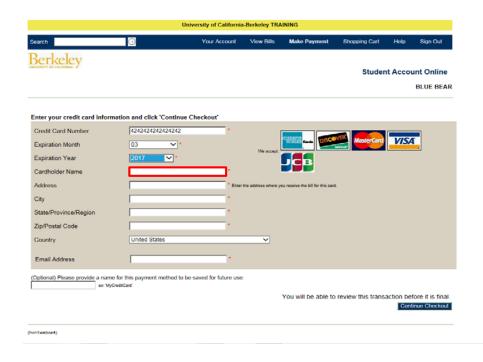
Select the expiration day.





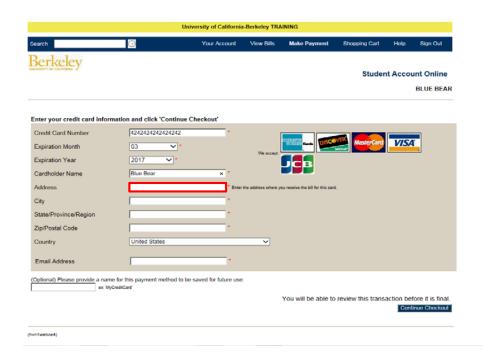
Select the **Expiration Year**.





Enter the Cardholder Name.





Enter the Address.





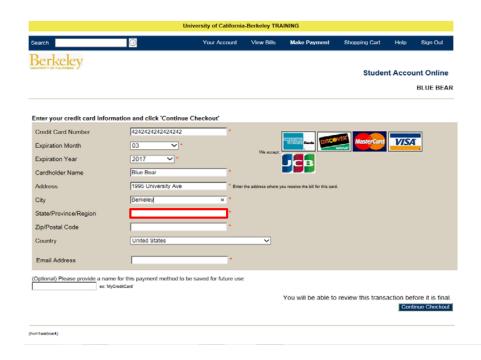
Click the * Please enter a valid city. object.



	Ur	niversity of California	-Berkeley TRA	INING			
Search	0	Your Account	View Bills	Make Payment	Shopping Cart	Help	Sign Out
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Enter your credit card inform		Checkout*					
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Enter the **City**.





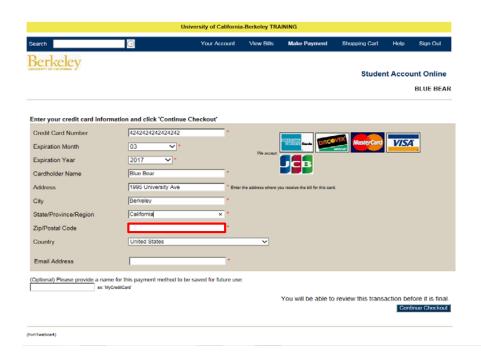
Click in the **State/Province/Region** field.



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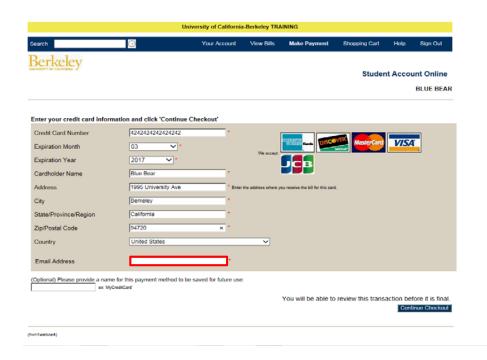
Enter the **State/Province/Region**.





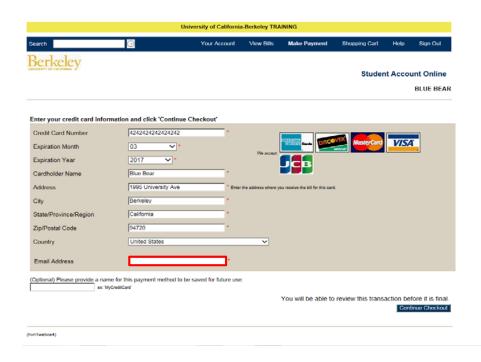
Enter the **Zip/Postal Code**.





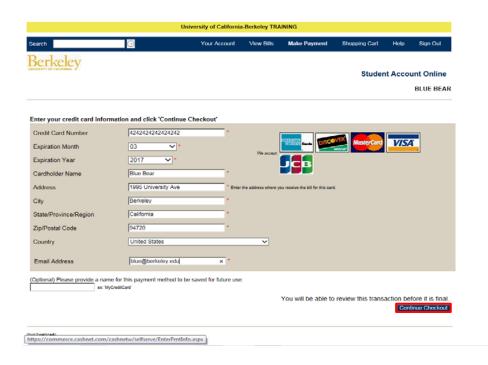
Click in the **Email Address** field.





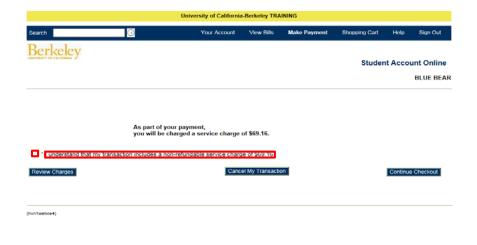
Enter your **Email Address**.





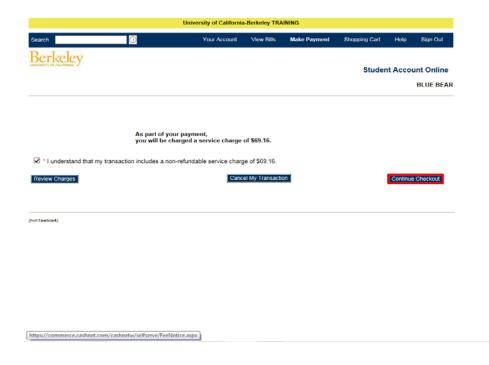
Click the Continue Checkout button.





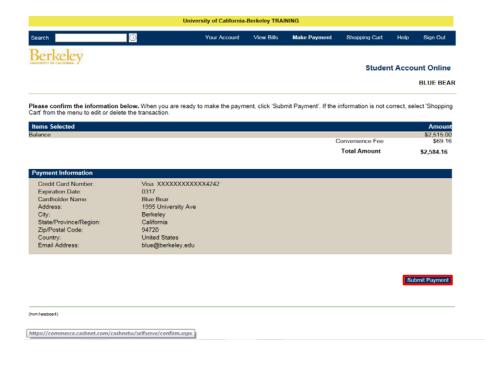
Click the box to indicate that I understand that my transaction includes a non-refundable service charge. The amount of the service charge is indicated.





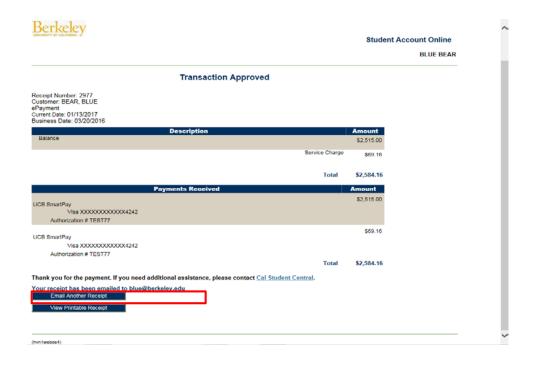
Click the Continue Checkout button.





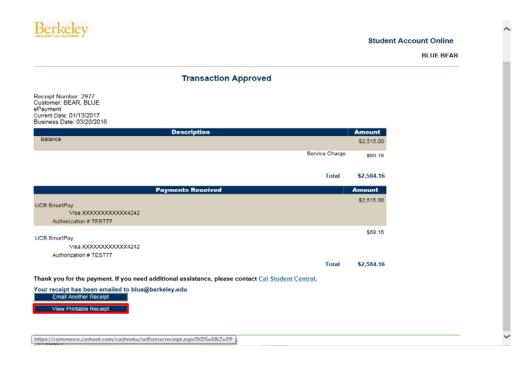
Click the **Submit Payment** button.





Click the **Email Another Receipt** button.





Click the **View Printable Receipt** button to view your receipt.



Print Receipt Back

Student Account Online

Receipt Number: 2977 Customer: BEAR, BLUE ePayment Current Date: 01/13/2017 Business Date: 03/20/2016

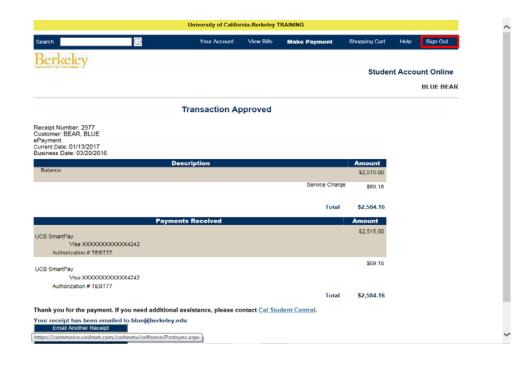
Description		Amount
Balance		\$2,515.00
	Service Charge Total	\$69.16 \$2,584.16
Payments Received		Amount
UCB SmartPay Visa XXXXXXXXXXX4242 Authorization # TEST77		\$2,515.00
UCB SmartPay Visa XXXXXXXXXX4242 Authorization # TEST77		\$69.16
Addionadon - Testini	Total	\$2,584.16

Thank you for the payment. If you need additional assistance, please contact <u>Cal Student Central</u>.

Step 45

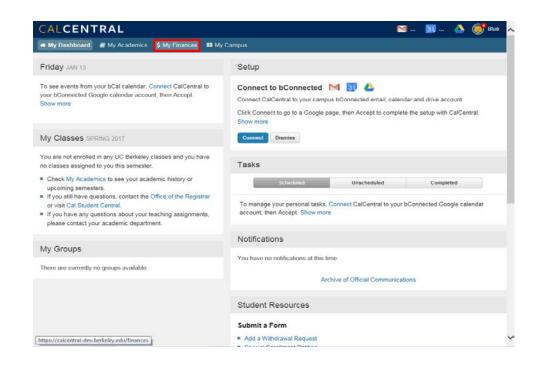
Click the **Back** link.





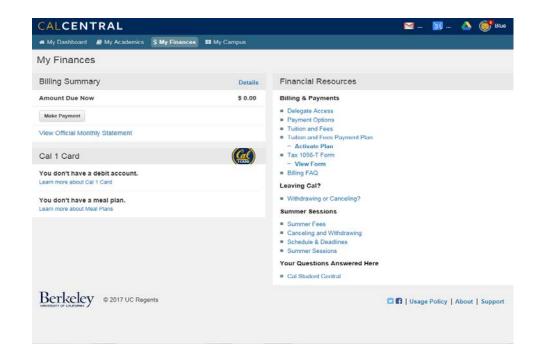
Click the **Sign Out** link to return to CalCentral.





Click the **My Finances** link to view you updated account balance.





Once you have enrolled in classes and paid your fees you are considered officially registered.

Now that you're finished, you can log out of CalCentral.



Need an I-20 from UC Berkeley? Follow the steps below to obtain it!

Summer Arrival Process

Approximate Processing Summer Session Times Access & complete the above steps at Please note: It may take 24-48 1-3 days summer.berkeley.edu & calcentral.berkeley.edu hours to gain access to CalCentral **Incomplete VSIS:** Complete your Congratulations! BIO will email you. VSIS Task in Your VSIS is This may delay CalCentral complete processing Access & complete VSIS at https://io.berkeley.edu/VSIS 15 business days If you have questions email biosummer@berkeley.edu **Review Summer** Log into VSIS Pay SEVIS fee BIO mails visiting 3 to obtain SEVIS your <u>I-20</u> international number student tutorials Mailing time: 5-7 business days, additional time may be needed for remote areas **5-7 days** *Pay SEVIS fee at least 3 days prior to visa appointment Apply for & Receive I-20 obtain visa appointment> Consult your US Embassy/Consulate for visa processing times as they vary 1-2 months (average) *This may not apply to Canadian citizens or **SEVIS** transfer students Complete online Enter US with arrival confirmation & US proper documents Welcome **Address Reporting** reception