

INTER-UNIVERSITY PROGRAM FOR CHINESE LANGUAGE STUDIES

October 2009

Dear IUP Applicant:

Our application is available on our website and can be printed out. Before mailing in your application, be sure to use the checklist that comes with this letter and do not forget your application fee(s). Please include a check made out to **UC Regents** for \$50 for **EACH** program to which you apply. Applications received after the deadline will be required to pay an additional \$50 late fee.

The deadline for submission of Academic Year 2010-11, Fall Semester 2010, and Spring Semester 2011 is **January 13, 2010**, and the deadline for Summer 2010 is **January 27, 2010**. Applications must be **RECEIVED, not postmarked**, by the deadline. **Letters and transcripts for the Academic Year/Semester programs can arrive separately at IUP Berkeley up to one week past the deadline. SUMMER admissions is conducted on a ROLLING basis (this means "first qualified, complete application come, first qualified, complete application served"); it's recommended that you send in all summer application requirements at least four weeks before the official summer deadline** due to limited space at IUP's language center. **We can accommodate only up to 60 students for each session.**

New Requirement for All Admitted Applicants: As the final step in the application process, all applicants initially admitted to any IUP program by IUP's admissions committee are required to take a 15-minute phone interview in Mandarin conducted by IUP's Head Instructor **after sending in their non-refundable deposits**. Academic Year/Semester applicants whose applications are initially approved will be interviewed in early March 2010. Summer applicants will be interviewed shortly after their applications are initially approved and they have sent in their non-refundable deposits. There are three possible outcomes of the interview: pass, fail, and borderline. Those who pass the interview may attend IUP's programs, and their deposits are non-refundable. Those who fail the interview may not attend the IUP program to which they applied, and **their non-refundable deposits will be refunded under these circumstances**. If requested, IUP will recommend other effective language programs in Beijing or in Taipei. Those who are considered "borderline" cases may schedule a second interview, and if they don't pass it, **their non-refundable deposits will be refunded under these circumstances**.

Special note on your Statement of Purpose: In your Statement of Purpose, please describe your academic and professional life (insofar as you have formulated it) and include a statement of your study or career plans for the period immediately following attendance at the program.

Academic year/Semester Program applicants who are currently enrolled in **degree programs** at academic institutions and are taking Mandarin classes at the same institution are required to submit the Language Teacher Recommendation Form (academic Chinese instructors only) and two non-language references. *Applicants who are enrolled in degree programs at academic institutions but who are not taking Mandarin classes should submit the Language Teacher Recommendation Form and type "I am enrolled in a degree program at an academic institution but not taking Mandarin classes at this time" on the Form.* Applicants who are **not** enrolled in **degree programs** at academic institutions are required to submit three **NON-MANDARIN LANGUAGE** references (these references should be from current or former supervisors, advisors, professors, but **not colleagues or co-workers**), and their language skills (like all IUP applicants) will be evaluated during the mandatory, 15-minute phone interview conducted in Mandarin in March 2010 if their paper application is initially approved by IUP's admissions committee. All **NON-MANDARIN LANGUAGE** references should comment on the applicant's past work or future promise in his/her own field of academic and professional specialization. This is particularly true for those enrolled in professional or graduate programs.

Summer Program applicants need to submit two non-language letters of reference if any of their university transcripts reflect the letter grades received in Chinese language courses. If applicants do not have university transcripts that reflect the letter grades received in Chinese, they are required to submit **NON-MANDARIN LANGUAGE** references (these references should be from current or former supervisors, advisors, professors, but **not colleagues or co-workers**). Please note that all IUP applicants will be required to take a 15-minute phone interview in Mandarin after their paper application has been initially approved and they have paid their non-refundable deposits. Please read the **New Requirement for All Admitted Applicants** section for details on deposit refunds.

Special note on Financial Awards: All applicants are urged to apply for fellowships awarded by their own institutions and from outside sources. **No IUP awards are available for the Summer Program.** Academic Year/Semester fellowships available through IUP are awarded as tuition reductions and are intended to supplement other funds available to students. Academic Year/Semester applicants who wish to be considered for financial aid from IUP should fill out the financial aid section of the application accurately and completely. **If you have received a non-IUP fellowship or other financial aid for 2010-2011, you must notify the IUP Berkeley office in writing as soon as possible.**

Special note on Student Loans: IUP does not participate in Veterans Administration or guaranteed loan programs and is unable to certify such applications. Students should seek this type of assistance through their home institutions. However, some agencies do grant loan deferments for full-time study at IUP.

If, after reviewing all of the materials (including our website: <http://ieas.berkeley.edu/iup>), you have additional questions, please do not hesitate to contact the IUP Berkeley office. -- Thomas B. Gold, Executive Director

INTER-UNIVERSITY PROGRAM FOR CHINESE LANGUAGE STUDIES APPLICATION CHECKLIST

Following this checklist is a copy of this year's application to the Inter-University Program for Chinese Language Studies in Beijing. Please read these instructions carefully before completing the application, and return everything to the IUP Berkeley office.

CHECK:

- _____1) **Academic Year/Semester Application:** Please return the top three original pages (Personal Information, Academic Information, and Statement of Purpose) and 2 additional copies (that's a total of 3 application sets). **Summer Application:** Please return the top three original pages (Personal Information, Academic Information, and Statement of Purpose) and 1 additional copy (that's a total of 2 application sets). PLEASE FILL OUT ALL FIELDS IN THE PERSONAL AND ACADEMIC INFORMATION SECTIONS! **NOTE: PLEASE DO NOT STAPLE OR PAPER CLIP any sets of your application, and please encourage your references and transcript providers to not use staples or paperclips as well; this slows down the application process and will delay your application.**
- _____2) **Application fee:** Please include a check for \$50.00 for **each** program to which you apply. Checks should be made payable to UC REGENTS. There is an additional \$50.00 late application fee for applications received after the deadline.
- _____3) **Letters of Reference: Academic Year/Semester Program applicants** who are currently enrolled in *degree programs* at academic institutions and are taking Mandarin classes at the same institution are required to submit the Language Teacher Recommendation Form (academic Chinese instructors only) and two non-language references. *Applicants who are enrolled in degree programs at academic institutions but who are not taking Mandarin classes should submit the Language Teacher Recommendation Form and type "I am enrolled in a degree program at an academic institution but not taking Mandarin classes at this time" on the Form.* Applicants who are **not** enrolled in **degree programs** at academic institutions are required to submit three **NON-MANDARIN LANGUAGE** references (these references should be from current or former supervisors, advisors, professors, but **not colleagues or co-workers**), and their language skills (like all IUP applicants) will be evaluated during the mandatory, 15-minute phone interview conducted in Mandarin in March 2010 if their paper application is initially approved by IUP's admissions committee. All **NON-MANDARIN LANGUAGE** references should comment on the applicant's past work or future promise in his/her own field of academic and professional specialization. This is particularly true for those enrolled in professional or graduate programs. **Letters and transcripts can arrive separately at IUP Berkeley up to one week past the deadline.**
- Summer Program applicants** need to submit two non-language letters of reference if any of their university transcripts reflect the letter grades received in Chinese language courses. If applicants do not have university transcripts that reflect the letter grades received in Chinese, they are required to submit **NON-MANDARIN LANGUAGE** references (these references should be from current or former supervisors, advisors, professors, but **not colleagues or co-workers**). Please note that all IUP applicants will be required to take a 15-minute phone interview in Mandarin after their paper application has been initially approved and they have paid their non-refundable deposits. Please read the **New Requirement for All Admitted Applicants** section of the Executive Director's letter for details on deposit refunds. *Summer admissions is conducted on a rolling basis (this means first qualified, complete application come, first qualified, complete application served); it's recommended that you send in all application requirements at least four weeks before the official summer deadline* due to limited space at IUP's language center.
- _____4) **Transcripts:** One official, sealed record of all (undergraduate and graduate) collegiate work should either accompany your application or be sent directly to us from your school registrar's office. Do not send personal copies.
- _____5) **E-mail addresses:** Please **TYPE** your e-mail address so there is **no ambiguity** when we try to contact you regarding the **status of your application**. Be sure to include your TYPED e-mail address in your Statement of Purpose if you cannot type it on the Personal Information page.
- _____6) **Chinese name:** Please type or neatly handwrite your Chinese name in Chinese characters on the first page of the application form. This is necessary for your registration at Tsinghua University.

ACADEMIC YEAR AND SEMESTER PROGRAM ONLY:

- _____7) **Financial Aid section:** If you are admitted to the IUP Academic Year or Semester Program and you filled out the IUP financial aid section of the application, you will be notified before your language interview if the admissions committee awarded you an IUP tuition reduction (tuition reductions are based on a combination of merit and need). Make sure you list all potential sources of support. **NOTE:** IUP funding for the Academic Year and especially the Semester Program is contingent on available funds.

IMPORTANT FOR ALL APPLICANTS: DO NOT send applications to our office via registered mail! Regular US mail (you may purchase "Delivery Confirmation" at the US Postal Service if you need tracking) or express mail are fine (we encourage you to sign the express mail form so that the envelope may be delivered without a required signature, but if this is impossible, we have staff members who can sign for it)