Application Instructions

INTER-UNIVERSITY PROGRAM FOR CHINESE LANGUAGE STUDIES APPLICATION INSTRUCTIONS

Please read these instructions carefully before completing the application, and email all items to the IUP Berkeley office at iup-admissions@berkeley.edu.

- Please download and save PDF form before filling it out.
- Rename the form with your full name and semester(s) applying for (e.g. Jane Chang application – Academic Year 2016-17).
- Keep a copy of the form so you can re-send it if there are any problems.

1. Application Forms:
   - Please submit the top three original pages (Personal Information, Academic Information, and Statement of Purpose) by the deadline.
   - PLEASE FILL OUT ALL FIELDS IN THE PERSONAL AND ACADEMIC INFORMATION SECTIONS!
   - Summer & Spring admissions are conducted on a rolling basis (this means first qualified, complete application come, first qualified, complete application served until all spaces are filled); it's recommended that you submit all application requirements at least a couple of weeks before the official deadline due to limited space at IUP's language center.
   - Email to iup-admissions@berkeley.edu. Write term & year you are applying for in subject line. (e.g. IUP Summer 2015 application).

2. Application Fee:
   - Please mail a check for $50.00 for each program to which you apply. (The academic year, semester, and summer programs are separate programs, and the application fee is $50 per program.)
   - There is an additional $50.00 late application fee per program for applications received after the deadline.
   - Checks should be made payable to: UC REGENTS.
   - Write applicant's name and term & year they are applying for (e.g. Jane Chang, Summer 2015 app fee) on the memo line.
• Mailing address (Please write exactly as it appears):
  Inter-University Program for Chinese Language Studies
  Institute of East Asian Studies
  1995 University Avenue, Room 510J
  Berkeley, CA 94720-2318 USA
  Ph: 510.642.3873

• We highly recommend you send your check via certified mail or UPS/Fedex to guarantee delivery. USPS has had trouble delivering some mail to us.

3. 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 IUP Program.
• Email to: iup-admissions@berkeley.edu

4. Letters of Reference for ALL Programs:
• Letters can arrive separately at IUP Berkeley up to one week past the Academic Year/Fall Semester deadline, and letters should arrive as soon as possible for the Summer and Spring programs (Summer and Spring are rolling admissions).
• Ask referees to email letters as Word or PDF doc to: iup-admissions@berkeley.edu. Please ask them to write applicant's name and term & year applying for in subject line (e.g. Recommendation for Jane Chang, Summer 2015 program).
• Applicants who are currently enrolled in degree programs:
  1. Two references from current or recent professors or academic advisors from any academic course in which the applicant performed well (letters from professors should be from professors whose classes the applicant took).
  2. IMPORTANT: we do not want letters of reference from Chinese language instructors or Chinese language professors since IUP will evaluate your Mandarin language skills if your paper application is approved and you are invited to take the language interview.
  3. The 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.
• Applicants who are not enrolled in degree programs:
  4. Two references from current or recent supervisors, advisors, former professors, etc., but not colleagues or co-workers.
5. Letters from professors should be from professors whose classes the applicant took.
6. IMPORTANT: we do not want letters of reference from Chinese language instructors or Chinese language professors since IUP will evaluate your Mandarin language skills if your paper application is approved and you are invited to take the language interview.
7. The references should comment on the applicant's past work or future promise in his/her own field of professional specialization.

- NOTE ABOUT THE REFERENCE FORM: The reference form (pages 4 and 5 of the IUP application) is merely a guideline for your references; sending the forms to the IUP Berkeley office is optional.

5. Transcripts:
- Transcripts can arrive separately at IUP Berkeley up to one week past the deadline.
- An official record of all (undergraduate and graduate) degree programs that you pursued can either accompany your application or be sent directly to us from your school registrar’s office.
- Please have your registrar email an official transcript to: iup-admissions@berkeley.edu. If they cannot email the transcript, please have them send a hard copy to IUP Berkeley's mailing address.
- Please send transcripts of degree programs only. Do not send personal or unofficial copies.

6. 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.

7. 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.
8. Language Interviews:
   - As the final step in the application process, all applications initially approved by IUP's admissions committee will be invited to take a 15-minute phone interview in Mandarin conducted by a qualified IUP instructor.
   - **Academic Year/Fall Semester applicants whose applications are initially approved will be interviewed in early March. Summer and Spring applicants will be interviewed shortly after their applications are initially approved.**
   - There are three possible outcomes of the interview: pass, fail, and borderline. Those who are considered "borderline" cases may be granted a second interview.

9. Financial Aid (Academic Year and Semester programs only):
   - **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.
   - ** Academic Year/Semester fellowships** available through IUP are awarded as tuition reductions and are intended to supplement other funds available to students. However, if the student is awarded full funding from a non-IUP source/organization, the IUP tuition award will be withdrawn.
   - **If you have received a non-IUP fellowship, scholarship, award, etc., you must notify the IUP Berkeley office in writing (email) as soon as possible.**
   - Make sure you list all potential sources of support.
   - **NOTE:** IUP funding for the Academic Year and the Semester Programs is contingent on available funds.
   - 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.**
   - **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, many agencies do grant loan deferments for full-time study at IUP.

**IMPORTANT FOR ALL APPLICANTS:**
   - Please email all application items to iup-admissions@berkeley.edu.

*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.*