

UNIVERSITY OF CALIFORNIA BERKELEY EXTENSION

# International Diploma Programs 2007-2008

**GRADUATE-LEVEL COURSES IN  
BUSINESS AND MANAGEMENT**



# INVEST

## University of California Berkeley Extension International Diploma Programs



**Learn the skills you need to succeed.** In our classrooms, learning is interactive. You acquire an understanding of business theory and develop the communication skills you need to succeed in business.

**Work across cultures.** Your fellow students come from more than 35 different nations, and you interact with many of them every day. You work together on projects, make presentations, and develop a deep understanding of other cultures and global business practices.

# IN YOUR FUTURE



**Enroll in an International Diploma Program (IDP) and make an investment in your future.** The IDPs are graduate-level courses of study that offer comprehensive business training in less time than an M.B.A. program.

We offer three study options:

- **The IDP Experience (IDP):** Receive your certificate in four months. Study business administration, finance, international business, marketing, or project management.
- **IDP plus Internship:** Add an internship for an eight-month business immersion experience.
- **Management and Business Track (MBT):** Complete a core IDP, a concentration IDP, and an internship in only 12 months.

**Experience life in the San Francisco Bay Area.** Get to know one of the world's most scenic and exciting destinations. Berkeley, San Francisco, and other Bay Area communities abound in entertainment, technology, food, and fashion. The surrounding landscape and plentiful outdoor activities offer unforgettable experiences and adventures.

**Compete in the global economy.** With your certificate from UC Berkeley Extension, you will be ready to compete in the fast-moving global marketplace. Whether you choose to work for a large multinational corporation, join a family business, or start your own venture, the IDP experience will be an important part of your success.

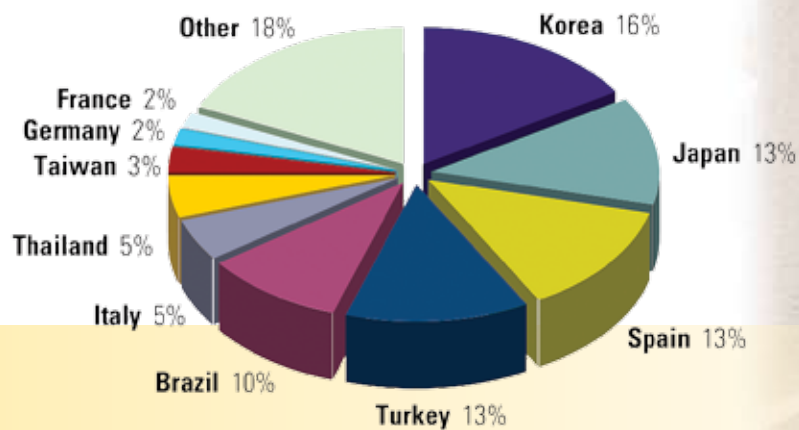
# Join a Group of Diverse, Accomplished Students

**Each year, the International Diploma Programs welcome nearly 300 bright and ambitious students from more than 35 different countries.**

International Diploma Program students bring vitality and enthusiasm to their studies, along with a wide range of interests and backgrounds. What IDP students have in common is a desire to learn, to make personal and professional connections, and to excel in international business.

## **IDP students are**

- aged 23 to 60, averaging 25 to 35
- young professionals interested in quickly obtaining comprehensive, practical training
- experienced managers who need to update their skills in a new field due to a job change or promotion
- recent university graduates preparing to attend an M.B.A. program in the U.S. or their home country
- employees in a family-owned business planning to take on additional management responsibilities



In addition to the countries represented here, IDP students come from Argentina, Belgium, Canada, Hong Kong, India, the Philippines, Ireland, Poland, Mongolia, Czech Republic, Peru, Vietnam, and many other nations.



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## BUILD A FOUNDATION

# Business Administration

**Prepare for fast-track professional business careers, entrepreneurial success, or continued study in an M.B.A. program. The Business Administration Diploma Program introduces you to the fundamentals needed to succeed in business management, including accounting, finance, marketing concepts, and interpersonal skills. Business Administration is a core program option in the Management and Business Track.**

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**“You can learn the theory of business anywhere,** but the IDPs teach you the practice of business. That has made the difference for me. The Business Administration program is like an M.B.A., only much shorter. Now I’m looking forward to using my knowledge in an internship.”

**ESIN GUNATA** has worked in finance, commercial advertising, and accounting. She has a bachelor’s degree in international relations from Koç University in Istanbul, Turkey. After completing her IDP studies in Business Administration with an internship, Esin will return to Turkey to share her knowledge of global business with her family’s automotive manufacturing business.



### Featured Instructor

**Terry Hird** has more than 25 years of international business and negotiation experience as a business owner and consultant working with top organizations around the world. Terry has done business in more than 50 countries and is a UC Berkeley Extension Honored Instructor. Terry has an M.B.A. from Pepperdine University.

# BUSINESS ADMINISTRATION COURSES

Your program begins with **Management Accounting**. Reading assignments, videos, and the real-life experiences of your instructor provide you with a thorough background in financial and managerial accounting. By the end of this course, you will be able to

- analyze and interpret financial statements
- develop a budget and explain budget variances
- make sound business decisions using relevant accounting data

## Organization and Management

provides a general introduction to current management concepts and practices. You apply theory in a real-world setting through group work and simulations. When you have completed this course, you will be able to

- describe and identify basic management functions and activities
- diagnose organizational problems and conflicts, and develop plans to resolve them
- analyze and critique your own management style

**Essentials of Economics** introduces you to microeconomics and how the theory of supply and demand is applied to markets. The course explores the effect of public policy and concludes with a discussion of international trade and finance. When you complete this course, you will be able to

- describe and understand the science of economics
- discuss economic decision making and public policy in the international marketplace
- identify the true costs associated with making decisions

**Essentials of Marketing** explores the basic principles of developing and presenting a marketing plan for a product or service. By completing Essentials of Marketing, you will

- develop an understanding of the basic elements of marketing
- apply marketing concepts to real-life business challenges
- acquire critical, logical, and analytical thinking skills

## International Business Negotiating

uses lectures, videos, and case studies to illustrate the techniques, tactics, and strategies of negotiations. In role-playing exercises, you examine the role of cultural values in international business transactions. By the end of this course, you will be able to

- strategically plan negotiations
- successfully facilitate international and multi-cultural negotiations
- effectively manage and resolve interpersonal and group conflicts

## Business Forecasting and Planning

introduces you to the basic statistical techniques you can use to prepare forecasts and long-range plans. Case studies are an important part of this course, emphasizing the techniques for effective decision making. At the end of this course, you will be able to

- manage and monitor the forecasting process
- choose a forecasting technique using standard business methodology
- apply both primary and secondary research techniques

**Fundamentals of Finance** provides you with an overview of financial concepts used to make good business decisions. The course emphasizes the contributions of cash flow, timing, and risk to shareholder value. By the end of this course, you will be able to

- explain ideas using essential financial terms
- identify projects that create value for shareholders
- interpret the principal financial statements in a company's annual report

## Global Business and Marketing Strategy

is the capstone course. Through a computerized simulation, you apply the principles learned in all your courses in a memorable and competitive setting. As part of a multidisciplinary team, including students from the Marketing and International Business Programs, you

- act as a senior manager for a virtual global business
- learn to think as a general manager and beyond the fixed costs of an enterprise
- learn to think strategically by taking into account ideas from diverse sources of information

Unlike many M.B.A. programs, the Business Administration Diploma Program provides added workshops and seminars to give you the hands-on training you need to be successful in today's business world. You gain confidence as you develop statistical and financial analyses, create business plans, and work as an integral part of a multicultural team.

## Your Schedule at a Glance

NOTE: This is a typical course schedule. Your program may follow a different schedule from the one shown here. For the most up-to-date Business Administration Diploma Program information, please visit our website at [www.unex.berkeley.edu/diploma](http://www.unex.berkeley.edu/diploma).



week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Management Accounting	Management Accounting															
Organization and Management	Organization and Management															
Essentials of Economics			Essentials of Economics													
Essentials of Marketing				Essentials of Marketing												
International Business Negotiating						International Business Negotiating										
Business Forecasting and Planning											Business Forecasting and Planning					
Fundamentals of Finance											Fundamentals of Finance					
Global Business and Marketing Strategy														Global Business and Marketing Strategy		

## CREATE AND MANAGE WEALTH

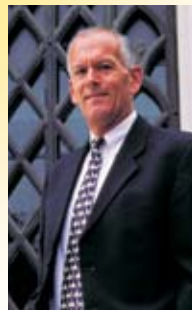
# Finance

**Gain the tools you need to lead an organization in achieving its financial goals. In the Finance Diploma Program you engage in an in-depth exploration of fundamental financial concepts, such as the time value of money, capital budgeting, and measurements of business performance. In addition, you examine working-capital management, dividend policy, hedging principles, options, and risk management, as well as mergers and acquisitions and financial restructuring. Study of trade finance, the unique challenges of international financial management, and the international monetary system provide you with insights into financial techniques and decision making that are applicable worldwide.**

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**“The IDP has helped me explore new possibilities** for a career in finance. One of the best things about the IDP is the diversity of the students. We are all from different cultures. We have had different life experiences and we are different ages, but we can successfully collaborate on projects and work in teams. This is important in global business.”

**VIRGINIA GIMENEZ** earned her bachelor's degree in economics from the University of Buenos Aires. A native of Argentina, Virginia began her career in the travel industry in accounting and finance. After she completes the IDP in Finance at UC Berkeley Extension, Virginia plans to work as a financial analyst for a hedge fund company.



### Featured Instructor

**John Gonzales** received his M.A. and Ph.D. in economics from the University of Wisconsin-Madison. In addition to teaching Intermediate Corporate Finance and International Economics, John conducts the Risk Analysis and Essentials of Economics seminars at UC Berkeley Extension and teaches economics and finance at the University of San Francisco. John is a UC Berkeley Extension Honored Instructor.



# FINANCE COURSES

Your program begins with **Management Accounting**. After an overview of financial accounting, you learn about cost-volume-profit relationships, cost allocation, and income measurement through reading assignments and case studies. By the end of the course, you will be able to

- understand how costs are gathered and assigned
- predict cost behavior and plan for break-even
- develop an operating budget for short-term planning

**Basic Corporate Finance** provides you with a foundation for understanding how value is created and measured in corporations. Reading assignments and small-group work allow you to

- understand the tools used by financial managers to make effective investing and financing decisions
- define various cost terms, concepts, and classifications
- apply time value of money, risk and return, cost of capital, and other key concepts to class projects

**Intermediate Corporate Finance** provides a review of security valuation and the cost of capital components, leading to an in-depth analysis of the cost of capital. You also focus on issues related to raising long-term capital. By the end of this course, you will be able to

- determine the costs of different types of capital
- interpret and analyze the role of risk in corporate finance decisions
- use, interpret, and analyze the various models of a firm's optimal capital structure

**Investment Portfolio Management** provides you with hands-on experience in applying the latest techniques in portfolio analysis and management. You learn to apply money management theory to solve real-world problems. When you complete this course, you will be able to

- analyze bonds and bond portfolios
- evaluate investment managers using current portfolio theory
- build a portfolio that reflects appropriate client risk

**International Finance** provides you with the tools to address two key issues: the risks and opportunities created by changes in exchange rates, and the use of international markets as sources of financing. Upon completion of the course, you will be able to

- understand the operation of international capital markets and the characteristics of alternative sources of medium- and long-term financing
- forecast exchange rates based on the relationships between spot rates, forward rates, inflation rates, and interest rates
- construct an integrated exchange risk program

**Business Valuation** incorporates economic, accounting, and relative value models to price projects, private firms, and public companies. You learn about strengths, weaknesses, and applications of these tools through conceptual analysis and examples. By the end of this course, you will be able to

- derive valuation of projects or stand-alone companies using a variety of techniques
- analyze and judge valuation-based recommendations
- understand cash-flow-based forecasts and their implications in business

**Advanced Corporate Finance** applies essential financial tools and techniques in a series of case studies selected to illustrate the analysis of critical corporate financial decisions. By the end of the course, you will be able to analyze

- all models and studies of corporate financial policies and strategies
- the effects of a firm's capital structure on its value and on its costs of capital
- dividends and stock repurchases, mergers and acquisitions, and risk management

**Workshops and seminars** play a large role in the Finance Diploma Program. Topics such as economics, financial modeling with Excel, and risk analysis provide you with an opportunity to further develop your analytical skills. You gain knowledge in one of the most complex and important areas of business management. The rigorous nature of this program makes it an ideal preparation for an M.B.A. program. It also provides you with a solid foundation for managing your own company.

## Prerequisites

Prior study of accounting, statistics, or economics

## Your Schedule at a Glance

NOTE: This is a typical course schedule. Your program may follow a different schedule from the one shown here. For the most up-to-date Finance Diploma Program information, please visit our website at [www.unex.berkeley.edu/diploma](http://www.unex.berkeley.edu/diploma).



week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Management Accounting															
Basic Corporate Finance															
Intermediate Corporate Finance															
Investment Portfolio Management															
International Finance															
Business Valuation															
Advanced Corporate Finance															

## COMPETE IN THE GLOBAL ECONOMY

# International Business

### **Prepare for a career in the international marketplace.**

In the International Business IDP you learn how globalization has affected international trade and about the complexities of the global supply chain. Through a global focus on economics and finance you gain a practical understanding of the international monetary system, licensing, joint venturing, and equity investment, and the cultural and legal factors that affect product development, distribution channels, and promotion. You also examine the economic impact of trade, and learn to manage factors critical to the success of firms involved in importing and exporting goods and services. International Business is a core or concentration program option in the Management and Business Track. The program is offered in the fall and spring terms only.

**"I believe this experience** will give me an advantage in my career. My communication skills improved in the International Business IDP. I got a lot of experience negotiating with people from different cultures."

**VLADIMIR KUDYAKOV** has a bachelor of science degree in mechanical engineering from Moscow State Technical University, and he came to California to learn about the business side of mechanical engineering. He earned an M.B.A. in international business at Lincoln University. After completing the IDP in International Business and participating in an internship, Vladimir will seek a position with a global investment firm in Moscow.



### **Featured Instructor**

**Martin Brook** has more than 20 years of experience in corporate finance, strategic planning, and management in the United States and Europe. Before starting his own consulting practice in 1998, Martin was vice president of strategic planning for McKesson Corporation, a Fortune 100 healthcare company. Martin's professional qualifications include an M.B.A. from Stanford University and a B.S. from the University of Edinburgh, Scotland.

# INTERNATIONAL BUSINESS COURSES

Your program begins with **International Business Management**, a highly interactive overview course that uses exercises, group presentations, videos, and simulations to engage you and your classmates. By the end of the course, you will be able to

- conduct basic international business negotiations
- analyze how culture influences international business
- prepare and deliver an analysis of your country's prospects in the global marketplace

**Management Accounting** is a general introduction to financial and managerial accounting, including basic accounting concepts. You are introduced to accounting statements, and discover how managers use this data to make decisions. By the end of this course, you will be able to

- understand the importance of financial statements
- define various cost terms and concepts
- understand the time value of money and its use in capital budgeting

**International Marketing** takes an in-depth look at global markets and their effects on conceiving and implementing strategies for competing globally. By the end of the course, you will be able to

- understand challenges and opportunities fundamental to doing business globally
- critically evaluate business ventures in diverse international markets
- apply marketing concepts in business case analyses

**International Economics** focuses on macroeconomic variables such as economic growth, international trade, unemployment, and inflation. By the end of the course, you will be able to

- understand macroeconomic performance, monetary policy, and the Central Bank
- evaluate foreign exchange markets and exchange rate systems
- analyze trade flows and the balance of payments

**International Business Law** examines the legal and ethical implications of doing business in a global environment. You analyze how international laws, protocols, and standards create financial and cultural challenges. Your course includes a survey of international organizations and agreements. Upon completing the course, you will be able to

- understand the role of supranational organizations and multilateral agreements
- recognize legal issues in international business transactions
- discuss and implement alternatives for dispute resolution

**International Finance** addresses two key concepts: the risks and opportunities created by changes in exchange rates, and the use of international markets as sources of financing. Upon completion of the course, you will be able to

- understand the operation of international capital markets and the characteristics of alternative sources of medium- and long-term financing
- forecast exchange rates based on the relationships between spot rates, forward rates, inflation rates, and interest rates
- construct an integrated exchange risk program

**Import/Export Trade Operations** explores the impact of trade on the world's economy, as well as basic operational mechanisms. The topic is approached from an entrepreneurial perspective so that by the end of the course, you will

- understand the background and current status of world trade and free trade
- identify successful strategies in planning and setting up an import/export business
- prepare a model plan to demonstrate an understanding of a profit maximizing strategy

**Global Business and Marketing Strategy** is the capstone course for the International Business Diploma Program. Through a computerized simulation experience, you apply the principles learned in your other courses in a hands-on setting. As part of a multidisciplinary team including students from the Marketing and Business Administration Diploma Programs, you

- act as a senior manager for a virtual global business
- make decisions that affect the company as a whole rather than at the department level of marketing, finance, or accounting
- compete with classmates to make profits under realistic market conditions

Whether your goal is to effectively manage a global corporation or expand your family's business, the International Business Diploma Program provides you with the structure you need to understand and manage international transactions of all sizes.

## Prerequisites

Prior study of business administration or finance. If you do not have this background, we recommend the Business Administration Diploma Program (see page 6).

## Your Schedule at a Glance

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week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>International Business Management</b>															
<b>Management Accounting</b>															
<b>International Business Law</b>															
<b>International Economics</b>															
<b>International Marketing</b>															
<b>Import/Export Trade Operations</b>															
<b>International Finance</b>															
<b>Global Business and Marketing Strategy</b>															

## REACH YOUR TARGET

# Marketing

**To make your business thrive, you must identify, attract, and maintain your clients. As the global economy expands, your base of potential clients expands—and so does your potential competition. The Marketing Diploma Program gives you the fundamental knowledge you need to understand the vital role marketing plays in the success of any company. Through case studies, team projects, and simulations you analyze current market conditions; investigate the relationships of product, price, promotion, distribution, customer relationship management, and packaging; and learn to develop an integrated marketing plan.**

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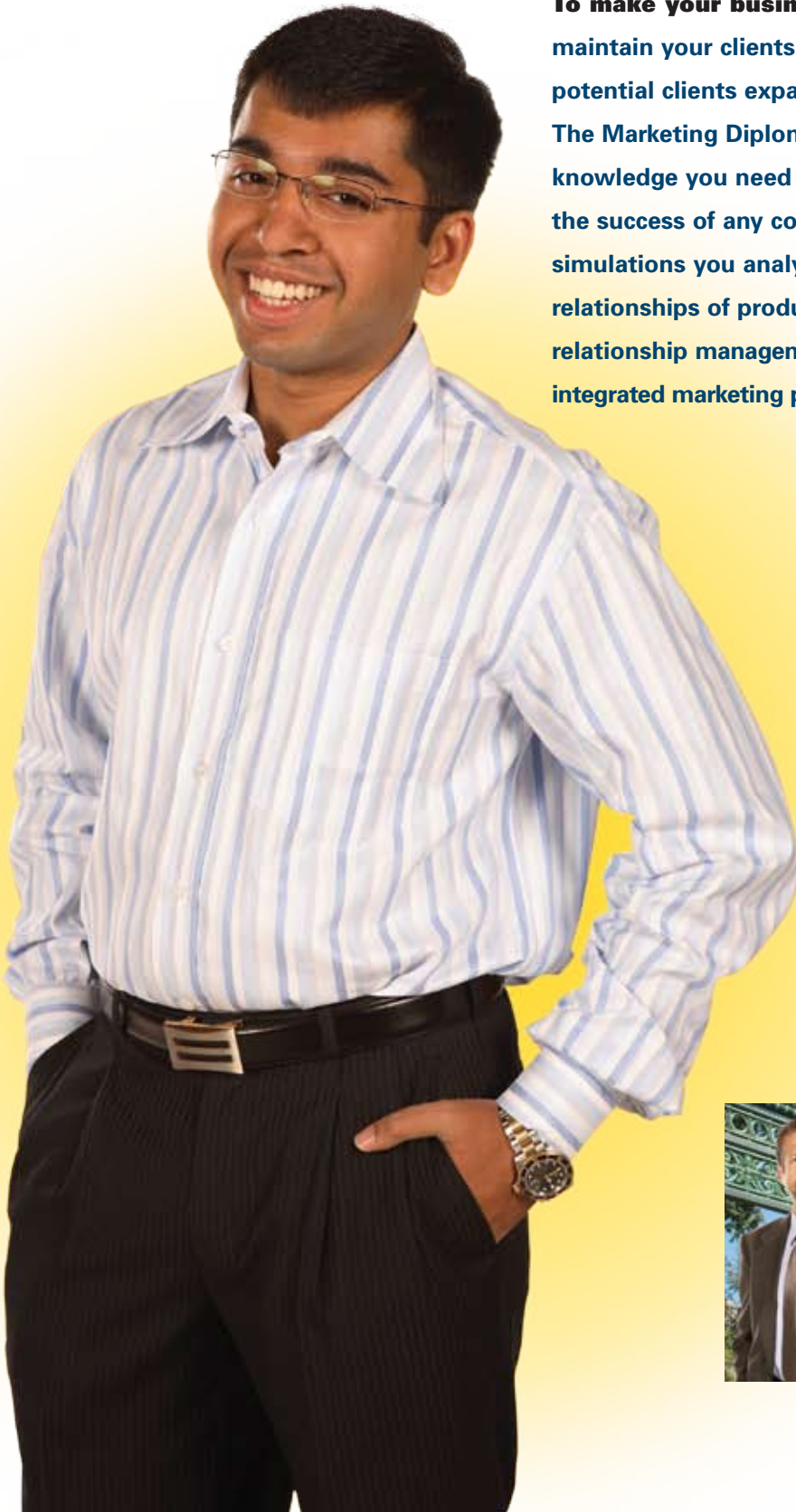
### **"I chose the International Diploma Programs**

to learn more about marketing so that my business can expand successfully to new cities in India. I want to make my company the market leader in India and I will use what I've learned in the Marketing IDP to help me do that."

**RUSSELL ZAHEER** received his bachelor's degree in accounting from Osmania University in Hyderabad, India. After graduating, Russell worked as an accountant for his family's education company, where his interest in marketing and sales grew. Russell will return to India to direct the marketing and sales efforts for his family's business.

### **Featured Instructor**

**Bob Steiner** has been a marketing executive, business consultant, and trainer for more than 20 years. With an M.B.A. in international management, he has trained managers from such companies as Citibank, BMW, Samsung, Federal Express, and Hewlett-Packard. Bob has traveled to more than 40 countries and speaks Spanish, German, French, and—of course—English.



# MARKETING COURSES

The **Essentials of Marketing** course explores the fundamental principles of marketing strategy and implementation. By studying basic marketing concepts, tools, and methods of analysis, you learn how to make decisions about products and services, prices, target markets, competition, and expansion or growth. In Essentials of Marketing, you

- understand customer value as the driving force behind marketing strategy
- analyze the marketing environment and the buyer behavior of consumers and businesses
- design a customer-driven marketing mix

**Marketing Research** helps you establish a clear understanding of what market research can accomplish and how to use research tools in decision making. By the end of the course, you will

- understand the role of qualitative methods in research
- understand the focus group process
- be familiar with the criteria for evaluating secondary data and be able to recognize the strengths and weaknesses of sampling

The **Marketing Math** seminar covers the principles and concepts of business accounting, finance, and economics. Being more comfortable with quantitative data will help you contribute to your company's success. In this course, you gain an understanding of

- basic accounting and financial statements, and how to interpret them
- how to use financial figures to make and evaluate existing and future financial marketing decisions
- the interrelationships of price sensitivity, budgeting, forecasting, and the costs of distribution, inventory, and promotion

**Integrated Marketing Communications** introduces you to ways in which you can successfully design and implement promotional and communication components in your marketing strategy. You learn to integrate advertising, public relations, sales promotions, channel marketing and the supply chain, direct marketing, and electronic marketing into an effective communications plan. By the end of this course, you will

- understand the principles, relationships, and strategies of integrated marketing components and technologies
- deepen your critical and creative research and strategic thinking skills
- develop an integrated marketing communications plan for a current organization

**International Marketing** is a comprehensive study of global marketing dynamics and trends. The course addresses the skills necessary for evaluating, developing, and delivering marketing plans for a global and multicultural audience. By the end of the course, you will be able to

- recognize global and local marketing practices
- evaluate cultural value systems, behavior standards, communication techniques, and issues of diversity
- develop a global marketing strategy

**Brand Marketing** focuses on building brand image and value as well as loyalty between brands and clients. You learn how brand management influences all aspects of marketing. After successfully completing this course, you will be able to

- build brand equity and manage brand identity
- formulate effective brand strategies to compete in the marketplace
- develop a brand audit of a company

The purpose of **Strategic Marketing** is to synthesize the knowledge you gained throughout the program, and to help you formulate a marketing strategy. The course emphasizes discovering new market opportunities, developing recommendations, and integrating marketing with the overall business strategy. By the end of the course, you will

- acquire the ability to develop a marketing strategy
- understand the analytical tools used in developing a marketing strategy
- be able to identify opportunities for developing a competitive advantage

**Global Business and Marketing Strategy** is the capstone course for the Marketing Diploma Program. Through a computerized simulation experience, you apply the principles learned in your other courses in a hands-on setting. As part of a multidisciplinary team including students from the Business Administration and International Business Diploma Programs, you

- act as a senior manager for a virtual global business
- make decisions that affect the company as a whole rather than at the department level of marketing, finance, or accounting
- compete with classmates to make profits under realistic market conditions

Workshops, seminars, and guest lectures round out your studies. Whether you plan to be a marketing professional or manage a marketing department, the Marketing Diploma Program provides you with the essentials to be successful in any industry.

## Your Schedule at a Glance

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week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Essentials of Marketing															
Marketing Research															
Marketing Math															
Integrated Marketing Communications															
International Marketing															
Brand Marketing															
Strategic Marketing															
Global Business and Marketing Strategy															

## BUILD AND MANAGE TEAMS

# Project Management

**Project management is a skill valued in every major industry. The Project Management Diploma Program teaches you to build and lead projects in a cross-cultural environment and offers you proven techniques for successful teamwork. These tools can be used in leadership positions in such diverse fields as research and design, software development, product development, engineering, biotechnology, and human resources, giving you an invaluable edge in the global economy. Project Management is a core or concentration option in the Management and Business Track.**

**"I am particularly interested** in quality management and process improvement. The Project Management program gave me a chance to learn how to manage people and processes. The interactive style of the courses made me feel confident that I can lead and direct a successful project in a real work situation. I look forward to applying my new skills at my next job."

**ÉLODIE FRANÇOIS** was born in Paris and raised in Martinique, where her family now resides. She studied human resources management at the University of Marne La Vallée in Paris and has a master's apprenticeship degree in business management from E.S.A.M., Paris. After the IDP, Élodie will continue her career in human resources and pursue a position as a career management counselor.



### Featured Instructor

**Lifong Liu**, founder of Global Focus Consulting, has advised business leaders, helping companies navigate the transition to a global economy and expand into emerging markets. Lifong has worked for more than 20 years in engineering, construction, international business development, and organizational change management.



# PROJECT MANAGEMENT COURSES

In **Project Management**, you review the differences between theory and practice, leading to the development of a solid project plan. Through lectures, case studies, and class projects, you explore functional, project, and matrix environments. By the end of this course, you will be able to

- recognize the reasons for project failure and provide remedies that work
- understand the Project Management Institute's Project Management Body of Knowledge
- prepare a detailed project plan

## Human Factors and Team Dynamics

provides you with the interpersonal and managerial skills necessary to manage projects. You learn about leadership, motivation, team dynamics, conflict resolution, power and politics, and problem solving using self-assessments and team exercises. In this course, you

- develop the knowledge and skills necessary to manage others
- become familiar with team models
- use simulations to discover what leads to successful and unsuccessful projects

The **Quality Management** course allows you to gain an overview of the field and an understanding of the philosophies and strategies of prominent authorities. You explore ways to effectively implement a quality improvement program. Upon completing the course, you will

- understand the cost of quality, process capability, SPC, and benchmarking
- have the skills to assess and measure quality
- know how to use a framework for process improvement

**Project Risk Management** is intended to provide you with an understanding of the elements of risk in projects and how to manage these risks. This course focuses on practical methods for completing difficult projects. Upon successful completion of this course, you will be able to

- identify the risk elements in projects
- analyze, evaluate, and categorize the various types of risks
- mitigate risks by using project management principles and practices

**Contract Management** introduces you to the elements of a contract and how they should be managed. You also analyze legal and ethical contract issues important to all project managers. By the end of the course you will be able to

- identify and understand the various components of contract management
- understand and apply different fee structures
- prepare a complete contract, including a statement of work

## Project Management Simulation

allows you to learn project leadership firsthand through the use of simulations and class discussions. You experience the process of decision making and of designing, developing, and deploying a complete project. By the end of this course, you will be able to

- understand the fundamental theories and practices of effective decision making
- participate in solution design and implementation
- utilize various project management methods, tools, and technologies

**International Business Negotiating** introduces the procedural steps, tactics, and strategies of negotiations. In role-playing exercises, you explore the elements necessary for successful negotiations, including the role of culture in international transactions. By the end of this course, you will be able to

- strategically plan negotiations
- effectively manage conflict and resolve interpersonal and group conflicts
- successfully facilitate cross-cultural negotiations

**Project Planning and Control** serves as a capstone for the Project Management Diploma Program. You learn to maximize project control by creating a plan that enhances your ability to estimate, plan, outsource, communicate, engineer, measure, track, report, and document. In this course, you

- learn the project control model
- apply tools and techniques required to implement the control model
- discover the art of project planning and management using these tools



UC Berkeley Extension is a recognized provider registered with the Project Management Institute Registered Educational Provider Program (PMI R.E.P.). As the world's largest project management association, the Project Management Institute establishes Project Management standards, provides professional certification, and represents 200,000 professionals in 125 countries.

## Your Schedule at a Glance

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week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Project Management	■														
Human Factors and Team Dynamics	■														
International Business Negotiating		■													
Contract Management			■		■										
Quality Management				■		■									
Project Management Simulation							■		■						
Project Risk Management										■		■			
Project Planning and Control													■		

## PUT YOUR KNOWLEDGE TO WORK

# The Internship Program

**Internships give you an exciting opportunity to put your skills, knowledge, and experience to practical use. You learn U.S. business practices and approaches in the most direct way, giving you an advantage when you look for a new career, return to your current position, or apply to a graduate program.**

IDP students participate in our school-sponsored, unpaid internships in a wide variety of San Francisco Bay Area companies, nonprofit organizations, and government agencies. Most students are placed in small to medium-sized companies, as these firms generally offer the greatest opportunity for a meaningful internship experience. Student interns have worked with organizations in the fields of advertising, computing, entertainment, e-commerce, finance and banking, information systems, healthcare, hospitality, international trade, marketing, public relations, and telecommunications. In the past, IDP interns have worked on unique projects such as

- creating a global stock presentation
- redesigning a company's website
- establishing contacts internationally to build a company's client base
- devising a software technology plan for a growing high-tech music database company
- meeting with ambassadors and global leaders

IDP internships last four months and begin after you have successfully completed your IDP.

While you are an IDP student, you will be preparing to become an intern. During your initial academic program, you attend an internship orientation to learn about internship

opportunities. You participate in a company fair to meet prospective internship providers and develop your interview skills. Last, but not least, you attend workshops to help you create an effective résumé.

An IDP internship is an academic program, so you maintain your status as a full-time student. You are supervised by an IDP instructor to ensure you meet the program's academic requirements. In addition, a supervisor monitors your performance and attendance as you serve as an intern. After you successfully complete the internship, you will be able to include this invaluable experience on your résumé. You may also receive recognition from your internship company in the form of a letter of reference. This combination of real-world experience and professional references will separate you from the competition when you enter or return to the workforce.

### Requirements

In order to participate in the Internship Program, you must have

- an overall GPA (grade point average) of 2.5 or higher in your International Diploma Program
- no grade lower than a C in any one International Diploma Program course
- recommendation for candidacy by your internship coordinator

Internship students have been placed in a wide variety of Bay Area organizations,\* including:

- Alupka Asset Management
- Alamo Capital
- Autodesk
- Ballena Technologies
- Bay Area World Trade Center
- Beads Forever, LLC
- California-Asia Business Council
- Comcast Spotlight
- Gracenote
- Hollenbeck Associates
- Mid-America Overseas
- New Scale
- Nichi Bei Times
- Oakland Film Office
- Rohm and Haas
- San Francisco Chocolate Factory
- Shaklee Corporation
- Siemens
- UBS
- W Hotels

\* Placement in an internship is not guaranteed and is subject to acceptance by a company.

## Internship Steps and Timeline

TERM 1: WHILE YOU ARE AN IDP STUDENT	
<b>Week 2</b>	Attend internship orientation
<b>Week 2-6</b>	Meet with an internship coordinator to strategize companies; begin research of available companies
<b>Week 5</b>	Attend internship company fair
<b>Week 6</b>	Register to participate in internship program
<b>Week 7</b>	Attend résumé workshop
<b>Week 8</b>	Attend interview workshop
<b>Week 9-14</b>	Interviews at potential company choices
<b>Week 14-15</b>	Determine internship choice
<b>Week 15</b>	Internship academic workshop
TERM 2: INTERNSHIP	
<b>15 Weeks</b>	Internship





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**“The IDPs provided me** with a nice opportunity to bring my experience to the study of marketing. Then I combined this knowledge with my internship at a famous company. The internship helped me put my previous experience and my marketing program to good use.”

**RAWI-SUDA NONTANAKORN** worked for a shipping company in Bangkok, Thailand. She received a bachelor's degree in international transportation management from Thammasat University and a master's degree in international management from Portland State University. Rawi-Suda completed the IDP before beginning her internship at Shaklee Corporation in Pleasanton, California.



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**“As a software engineer,** I had no background in business management. The IDP helped me learn the subjects related to management in a very short period of time. Then I could apply what I learned about import/export operations to my internship at Mid-America Overseas (MAO).”

**ASHISH GUPTA** is from India, where he received his B.S. in computer science engineering and worked as a software engineer at Infosys Technologies. After completing his internship, Ashish returned to India and started his own import/export business.



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**“After taking some marketing classes** in Italy, I decided I wanted to learn more. The IDP in marketing was a great opportunity to improve my knowledge. I did assignments that helped me apply marketing theories, and I learned how to work in teams. The IDP and Internship Program also introduced me to people from around the world who will be my friends for all my life.”

**FRANCESCA COVA** studied interpreting and communications at the University of Modern Languages in Milan, Italy, before attending the IDP and the Internship Program. After returning to Italy, Francesca enrolled in a master's degree program in corporate communication and event management at Bocconi University. Francesca also plans to attend a marketing training program in the European food industry.

## YOUR M.B.A. ALTERNATIVE

# The Management and Business Track

**Maximize your time and potential in this 12-month program. The Management and Business Track (MBT) gives you the opportunity to team rigorous academic study and intensive practical training with on-the-job work experience, demonstrating your commitment to acquiring real-world skills and enriching your understanding of theory and practice.**

Your one-year MBT program begins with Business Administration (page 6), International Business (page 10), or Project Management (page 14). These core programs designed to give you an all-encompassing look at current best practices in business. Following the successful completion of one of these IDPs, you begin your area of concentration. The second IDP is designed to intensify your understanding and sharpen your skills in a specific competency. Once you complete your core and concentration programs, you apply your in-depth training in our Internship Program.

This year-long opportunity provides you with invaluable skills and the confidence to make complex decisions in critical areas of business. And by successfully completing the MBT, you may be eligible for up to one year of Optional Practical Training (OPT).

OPT offers F-1 students the opportunity to gain paid work experience in their fields of study in the United States. A student who has successfully completed a full academic year and who meets other eligibility requirements may be allowed to accept paid employment for up to one year. While OPT participation has regulations and restrictions, OPT can be a great way to gain valuable work experience while learning firsthand about the U.S. style of business.

### **Prerequisites**

To be accepted into your concentration program or into the Internship Program, you must maintain an overall GPA (grade point average) of 2.5 or higher in the previous program. In addition, you must receive no grade lower than a C in any one of your International Diploma Program courses.

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**“The MBT program has taught me** the American business style and has allowed me to improve my managerial skills within a multicultural environment. Studying in the U.S. provided an overview of business management and helped me understand foreign cultures. I have improved the cross-cultural communication skills that are so important in the business world.”

**LEONOR MIRALLES-WILLEBRANDS** was born in Spain and raised in Switzerland. She has an M.S. in international relations from ALITER International Business School and a bachelor's degree in law from the Universidad Europea de Madrid. Leonor developed skills in international marketing, legal consultancy, quality management, and human resources through her work in law and engineering firms. She is currently working at the Bay Area World Trade Center as part of the Internship Program.



1st Term	2nd Term	3rd Term
<b>Core Programs</b>	<b>Concentration Programs†</b>	<b>Internship</b>
Business Administration	Finance	15-week work experience
OR	OR	
International Business*	International Business*	
OR	OR	
Project Management	Marketing	
OR	OR	
	Project Management	

\* Please note that the International Business IDP is offered only in the fall and spring terms. It is not scheduled in the summer. All other IDPs are available in the fall, spring, and summer.

† The second-term concentration program may reinforce and review some content from your first-term core program. There may be courses with the same title in your two programs. However, the focus of the courses will differ. You will also probably have different instructors, with different perspectives on the topic, and different textbooks. Please read the course descriptions from both programs. If you have questions about the MBT curriculum, please contact us at [diploma@unex.berkeley.edu](mailto:diploma@unex.berkeley.edu).



**“I came to the International Diploma Program** to expand my career. In the global marketplace, the United States is important. I also wanted to be in California, and Berkeley is very famous. My company gave me one year to study abroad. The MBT was the best way to spend this time because you learn so much in only four months. Because I already have a lot of work experience, I used my year to complete three academic programs: Business Administration, Project Management, and Finance. My company made a good investment because I will be able to apply what I learned quickly and directly. My IDP experience will be a big part of my success.”

**BYOUNGJIK PARK** has a bachelor's degree in business administration from Seoul National University and has worked for Korea's largest steel company, POSCO, for nine years. Byoungjik will return to POSCO in Korea with extensive knowledge of project management and human resources development.



## Life in Berkeley

**You attend classes at the UC Berkeley Extension International Center (BEIC), our historic and charming building in the heart of downtown Berkeley.**

**Berkeley is a diverse and colorful city that surrounds the UC Berkeley campus and is just one part of the larger community known as the San Francisco Bay Area.**

The entire Bay Area is home to innovative business leaders and some of the world's most creative minds. Google, Oracle, Levi's, Gap, Siemens, Pixar Studios, Dolby Laboratories, Charles Schwab, and Genentech are all headquartered in the Bay Area. This intelligent and active community is an ideal place to expand your horizons and network with people from all over the world.

The IDP experience is not limited to the classroom. Your time in the Bay Area is a wonderful opportunity to explore new places, try new activities, practice your English, and enjoy all that this unique region has to offer.



# IDP EXPERIENCE



## Experience Berkeley

In just a few dozen square blocks, business people, students, and residents enjoy more than 100 restaurants and cafés, with cuisine from more than 15 different countries. An arts and entertainment district offers dozens of cinemas, live theater, and music. The weekend farmers' market is a good place to sample local organic foods. On warm weekend mornings you can have coffee at a sidewalk café or take a stroll through the Berkeley Rose Garden. On mild nights, you can enjoy a concert outdoors at the Greek Theater.

## Experience San Francisco and the Bay Area

The weekend is also a good time to explore San Francisco, just 13 miles west of Berkeley across the San Francisco Bay. Here you can rent a bicycle and ride across the Golden Gate Bridge or take the cable car through Chinatown to Fisherman's Wharf.

San Francisco is made up of many different neighborhoods, each with a distinct feel. To experience the city's hip past, visit the coffeehouses and bookstores of North Beach, or the colorful architecture of the Haight-Ashbury district. You can enjoy beautiful views of twinkling city lights, majestic bridges, Pacific Ocean coastline, and extraordinary architecture from one of the many famous hilltops.

Sample food from more than 50 Italian restaurants in North Beach, savor sushi in Japantown, try dim sum in Chinatown, and taste the handmade tamales in the Mission.

## Experience California

In the Bay Area, many worlds are within your reach. You can fly to Los Angeles in an hour or drive to Lake Tahoe and ski down a slope in under four hours. IDP students have been known to try their luck in Las Vegas, only 920 kilometers southeast of Berkeley. Napa Valley—with its wineries, restaurants, and shopping—is just an hour from the city. Yosemite National Park—with its spectacular rock formations, hiking trails, and waterfalls—is a four-hour drive to the east.

## Experience a New Life

IDP students say that their best memories are of the friends they made and the time they spent "just living" in the U.S. When you first move to a new city, even the simple things can be an adventure. Sharing a cup of coffee at a local café or eating lunch in the park are good ways to learn more about your fellow students.

Whatever you choose to see and do, living in this remarkable area of the world will give you a chance to understand the U.S. as no short-term visitor can.

## IDP Staff



Monica Slater: Communications

Gloria Roguel: Admissions

Olga Paly: Admissions

Leslie Kanberg: Program Director

Shirley Salanio: Internship Program

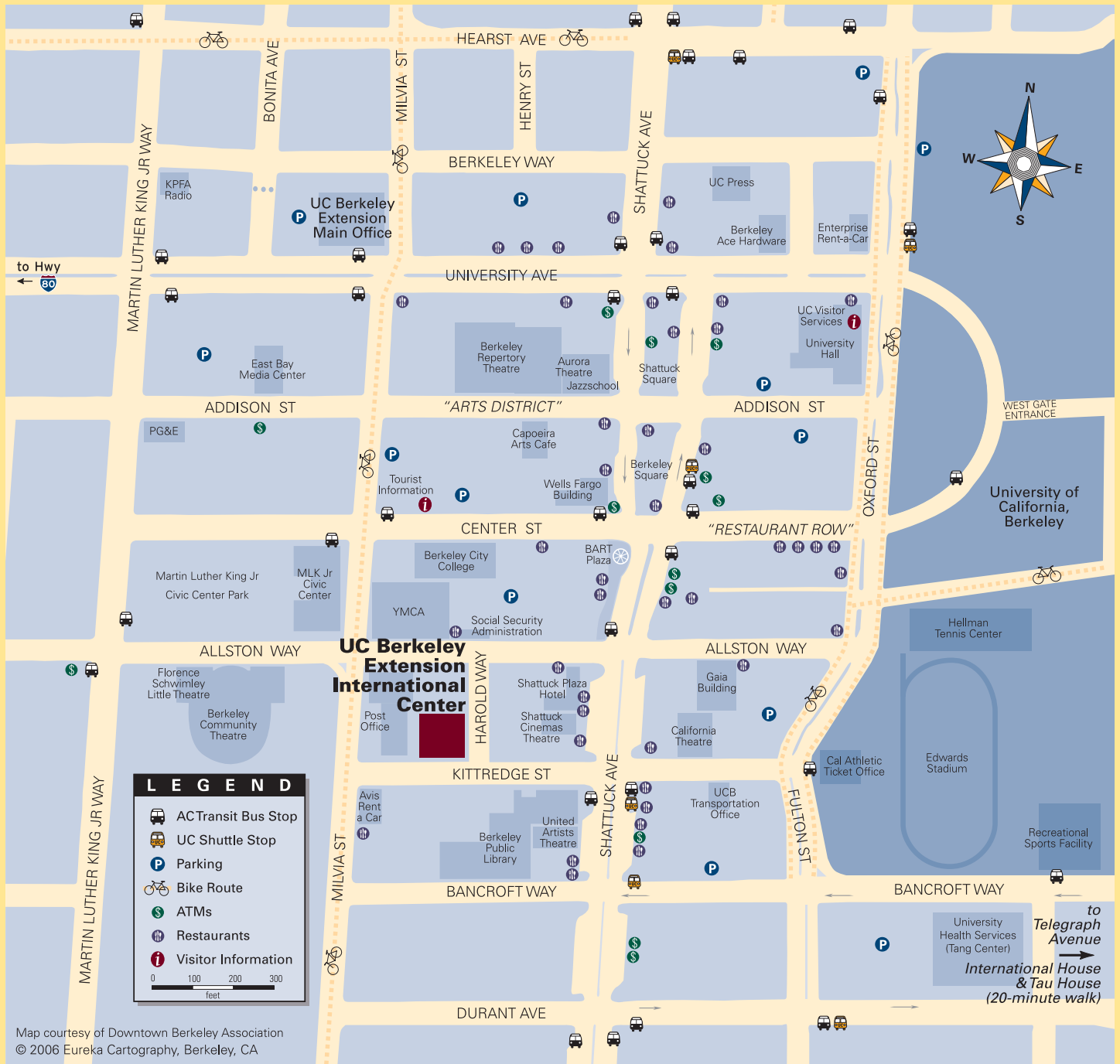
Christine Switzer: Department Director

Anita Belofsky: Admissions

Yuko Noguchi: Office Manager

Marell Herrera-Alvarez: Admissions

# The Berkeley Area



# Calendar and Fees

## 2007-2008

**An International Diploma Program offers you nearly twice as many class hours as comparable certificate programs. The intensive, daytime structure features as many as 254 hours of instruction including**

- leadership and entrepreneurial training
- case studies drawn from current events and instructor experience
- interactive class sessions that use business-specific computer software and simulations
- problem-solving exercises
- group projects
- presentation skills
- a capstone course to integrate class lessons

### CALENDAR

Term	Dates	Application Deadline (overseas applicants)	Application Deadline (F-1 transfer applicants)
<b>SPRING 2007</b>	8 January–20 April 2007	10 November 2006	8 December 2006
<b>SUMMER 2007*</b>	7 May–17 August 2007	30 March 2007	13 April 2007
<b>FALL 2007</b>	5 September–14 December 2007	20 July 2007	10 August 2007
<b>SPRING 2008</b>	14 January–25 April 2008	16 November 2007	7 December 2007

\*The International Business Diploma Program is offered only in the fall and spring terms. It is not scheduled in the summer. All other IDPs are available in the fall, spring, and summer.

### PROGRAM FEES

Program	Fee	Estimated Minimum Expenses	Total
<b>International Diploma Program</b>	\$10,500	\$6,000	\$16,500
<b>IDP with Internship</b>	\$13,000	\$12,000	\$25,000
<b>The MBT</b>	\$23,000	\$18,000	\$41,000

All fees are subject to change without notice.

#### YOUR IDP FEE INCLUDES

- tuition
- U.S. medical insurance
- textbooks
- course materials
- registration fee
- lectures, seminars, or workshops led by Bay Area entrepreneurs and IDP instructors (5 to 8 hours per term)
- international student advising
- cross-cultural training
- access to the BEIC computer center

#### ENROLLMENT IN AN IDP PLUS INTERNSHIP ALSO INCLUDES

- orientation, résumé, and interview workshops
- company job fair
- instructor monitoring during on-site internship

#### ENROLLMENT IN THE MBT ALSO INCLUDES

- interactive workshops to prepare you to enter the U.S. workforce
- OPT application assistance

# How to Apply

**To apply to an International Diploma Program, please complete the application on pages 29-31 and gather the necessary supporting documents. Only complete applications will be considered for admission.**

Once we receive your application, it will be reviewed by our registration staff. If your application is complete, it will be submitted to our Academic Review Committee for a final decision about your acceptance. Once you have been accepted into an International Diploma Program, your acceptance documents will be sent to you by international courier. The full review process generally takes two weeks.

You can speed the processing of your application by faxing or e-mailing it first and sending the original documents by airmail to:

## International Student Services

UC Berkeley Extension  
1995 University Avenue  
Berkeley, CA 94704-7000 USA  
Fax: (510) 643-0216  
diploma@unex.berkeley.edu

If you have any questions and are in the U.S., please visit us at 2222 Harold Way, Room 107, in downtown Berkeley. You can also contact us by telephone at (510) 642-2564.

Application materials, including test scores and transcripts, are valid for one year following the date of receipt. If you have applied to the IDP in the past, you may be required to resubmit certain credentials.

A complete application must include the following original documents:

### 1. Enrollment Application (pages 29-31)

### 2. Statement of Purpose and Background

Please type a brief (maximum 350 words) statement on a separate piece of paper explaining your interest in the proposed field of study and your previous background. Be sure to:

- Include your full name and the name of the Diploma Program to which you are applying.
- Discuss your personal interest in the intended field of study.
- Discuss your academic and/or work experience.
- Describe courses taken or work experience that meet any specific prerequisites for the program to which you are applying. (You will find these prerequisites in the program descriptions in this brochure.)

### 3. Financial Statement and Certification dated within 90 days of your application (page 31)

In order to receive your acceptance documents, you must demonstrate that sufficient financial resources will be available to you while studying in the U.S. Please use the chart on page 23 to estimate your total expenses.

You may provide financial certification in one of two ways:

- Complete the section titled "Financial Statement and Certification" on page 31, OR
- Submit a letter from a bank. If someone other than yourself is providing proof of financial support, please clearly indicate your relationship to this person on page 31 and make sure they sign where indicated.

*Note:* If family members will be accompanying you to the U.S., you must add \$600 per month for your spouse and/or \$400 per month for each child to your estimated expenses (figures in U.S. dollars).

(continued next page)

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**"After I received my bachelor's degree** in business administration, I decided to study further instead of working. I learned about the IDP from a relative, and when I sent an e-mail to the IDP to ask more questions, I received a fast response that was very helpful. The application process—thanks to the information on the website—was not complicated at all. I received my acceptance documents in good order, and these contained all of the information I needed to plan my stay in Berkeley and my studies at UC Berkeley Extension."

**YUTA YAMADA** is from Tokyo, Japan. He earned his B.A. in business administration from the School of International Politics, Economics, and Business at Aoyama Gakuin University. Yuta is a graduate of the MBT Program in Business Administration and Project Management. He completed an internship with Siemens and is now pursuing work in California through Optional Practical Training.







#### 4. Translation of Financial Statement, if applicable.

#### 5. Résumé/curriculum vitae (C.V.)

Your résumé or C.V. should include a chronological list of all employment and the duties you performed. In addition, please include all degrees earned or courses attended, and any other experience that may be of interest to the academic review committee.

#### 6. Proof of English language proficiency

You must document that you have sufficient English proficiency. This documentation may take several forms:

- a. Take one of the following English language tests and receive the minimum score or better. Your test score must be official and no more than two years old. Please note that the Educational Testing Service (ETS) code for the University of California Berkeley Extension is 9216.  
TOEFL: 79 Internet-based (iBT), 213 computer-based (CBT), or 550 paper-based (PBT).  
Approved Institutional TOEFL: UC Berkeley Extension has agreements with several English as a Second Language institutions in the U.S. from whom we can accept Institutional TOEFL scores. Please see our website for a complete list of these institutions.  
TOEIC: 760  
IELTS: 6.5  
Cambridge Proficiency Exam: Pass  
Cambridge Certificate of Advanced English: Pass

*All students are encouraged to take one of the above-mentioned language tests.*

- b. Past academic performance: Exceptions may be made on an individual basis for applicants who have completed a degree at a university in an English-speaking country. Applicants may submit their academic transcripts as proof of sufficient English fluency. Academic transcripts must indicate completion of the degree and must be in English.
- c. Native English-speaking status: Applicants who are citizens of English-speaking nations need only include a copy of their valid passport.

#### 7. Proof of university degree completion

You must have completed a university degree for IDP admission. This may be a three- or four-year degree, depending on the country in which you attended university. If you are unsure, please contact us to confirm your eligibility: [diploma@unex.berkeley.edu](mailto:diploma@unex.berkeley.edu).

Please submit your official transcripts showing award of a bachelor's or higher degree. Each transcript or mark sheet must contain a complete record of studies at the institution from which it is issued and the marks earned in each subject.

#### 8. Translations of university documents

If documents are written in a language other than English, complete and official English translations must be provided together with the original language records.

#### 9. Copy of your passport photo identification page and expiration date

Please include the page in your passport showing your full name and the expiration date. Your passport must be valid for at least six months beyond the last date of your program of study in the U.S.

#### 10. Application fee

You must submit a nonrefundable application fee of \$100 in order for your application to be considered. **Your application will not be reviewed without this fee.** Please include your credit card number, expiration date, and approval signature with your application. You may also pay by money order or bank draft 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.

# After You Are Accepted

**Your acceptance packet will contain important information about applying for your visa, paying your fees, and beginning your program. Please be sure to carefully read this information and contact International Student Services if you have any questions.**

## F-1 Student Visa

Students who are not U.S. citizens or residents of the U.S. must obtain an F-1 student visa in order to attend one of these programs. Non-U.S. citizens entering the country with a visitor visa (B1/B2) or under the visa waiver program are not permitted to engage in full-time study. The International Diploma Programs are full-time programs.

In order to apply for an F-1 student visa, you will need documentation from our International Student Services office verifying that you have been admitted into a full-time course of study. You will then need to take your acceptance letter, a Form I-20, passport, and most current financial statement to the nearest U.S. embassy or consulate and apply for an F-1 student visa. If your family will be accompanying you to the U.S. you will need to apply for an F-2 dependent visa for each family member accompanying you to the U.S. Each family member will also need a dependent Form I-20.

## Program Fee Payments

Payment of your program fee is due 30 days before the start of your term (see page 23). Fees for the Management and Business Track (MBT) should be paid in three installments of \$10,500, \$10,000, and \$2,500 after meeting all eligibility requirements.

Payment for program fees must be made directly to UC Berkeley Extension in U.S. dollars. We recommend payment by credit card (Visa, MasterCard, American Express, or Diners Club). You may also make payment by traveler's checks, money order, or cashier's check. Personal checks drawn from a U.S. bank account are also accepted. Checks should be made payable to UC Regents. Bank wire transfers are to be made in U.S. dollars and sent to:

Bank of America  
1655 Grant Street  
Concord, California 94520 USA  
Account number: 0175380001  
Routing number: 0260-0959-3  
Swift Code: BOFAUS3N

## Cancellation Policy

Cancellations received in writing via mail, fax, or e-mail prior to the start of the program will receive a refund less \$100. Due to the special nature of the program, requests for refunds after this time will not be granted. If a program is to be canceled by UC Berkeley Extension, applicants will be notified at least one month prior to the program's scheduled start date and a full refund will be given. If your F-1 visa application is denied after you have been accepted to the program, you will receive a full refund of your program fee.

## Finding Housing

UC Berkeley Extension works with several housing providers in the area to help locate housing for its students, including private or shared apartments, dormitories, and homestays. You may prearrange housing by submitting the Housing Application (see page 28).

After you submit the Housing Application to the International Student Services office, we will check for availability and submit your application to the appropriate housing provider. The housing provider will contact you with information about the housing and payment details. Please do not send any payments to UC Berkeley Extension. The housing provider will send you a final confirmation once you have made the required deposit.

## When to Arrive in Berkeley

We recommend that you plan to arrive in Berkeley one or two days prior to the start of your program. If you have not prearranged housing, you should arrive three to four days before the start of your program and visit the International Student Services office at 2222 Harold Way for assistance.

## Orientation

Your acceptance packet will contain detailed information about the orientation sessions held during the first two days of your program. It is very important that you attend orientation. During this time, you will hear from our academic staff about your program requirements, receive your class schedule, and have a chance to meet the academic staff and other personnel. In addition, our International Student Services staff will provide details of our medical insurance policy, immigration requirements, and other items to make your stay in the U.S. successful.



# Housing Options

**Your housing choice depends on your interests, preferences, and budget. Choose the more bustling atmosphere of a dormitory or the quieter surroundings of a private apartment or home.**

## 1 YMCA: Residence and Fitness Facility

1-minute walk to class
No meals provided
Light use of kitchen permitted
Central hall bathrooms
Features include TV lounge, DSL high-speed Internet in rooms, refrigerators in rooms, swimming pools, fitness facility, sports classes, bed linens, and coin-operated laundry
Price per person (January 2007-April 2008)
<i>\$550 per person per month—double room</i>
<i>\$750 per person per month—single room</i>
No deposit required; payment for at least the first month is made on arrival; rate requires at least a 14-day stay; stays of fewer than 14 days will be charged the posted hotel rate plus local hotel tax; Visa, MasterCard, and American Express accepted

## 2 International House: Dormitory

10-minute bus ride or 20-minute walk to class
15 meals per week
No kitchen
Central hall bathrooms
Unique community of student residents from more than 60 countries, including the U.S.
Features include multicultural/international activities, high-speed Internet, indoor/outdoor dining, café, membership fee, easy access to main campus, and common facilities and services
Price per person (January 2007-April 2007)
<i>\$4,923 per person per term—single room</i>
For rates after April 2007, visit <a href="http://www.unex.berkeley.edu/diploma">www.unex.berkeley.edu/diploma</a> .
Price includes refundable security deposit. For new residents, a small advance payment is required.

## 3 Tau House: Dormitory

10-minute bus ride or 20-minute walk to class
18 meals per week included
No kitchen
Central hall bathrooms
Features include TV lounge, high-speed wireless and cable Internet, outdoor areas and roof decks, living room, dining room, Ping Pong, billiards, basketball, computers, study room, linens, and coin-operated laundry
Price per person (January 2007-April 2008)
<i>\$4,250 per person per term—triple room</i>
<i>\$4,550 per person per term—double room</i>
<i>\$7,800 per person per term—single room</i>
\$200 refundable deposit required; Visa and MasterCard accepted
Check-in two days before term begins; check-out one day after term ends

## 4 Private Room in Family Home (Homestay)

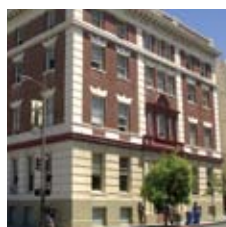
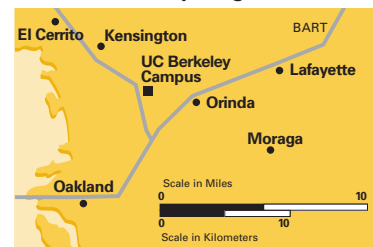
10 to 30 minutes to class by public transit; homestays are located in Berkeley and nearby areas
Meal options available
Shared kitchen
Shared bathrooms
Features include TV, high-speed Internet, laundry, use of family areas, and English spoken in homes
Price per person (January 2007-April 2007)
<i>\$3,885 per person per term—single room with meals</i>
<i>\$3,360 per person per term—single room without meals</i>
Price per person (May 2007-April 2008):
<i>\$4,045 per person per term—single room with meals</i>
<i>\$3,520 per person per term—single room without meals</i>
\$275 advance payment is required, and will be applied to the total; Visa and MasterCard accepted
Check-in two days before term begins; check-out one day after term ends

## Private or Shared Apartments

You have additional options of renting a **private room in a shared apartment** or renting a **private apartment**. Furnished apartments are available in the Berkeley area and are generally a 15-minute walk or bus ride to class. Meals are not provided; you cook for yourself. Individual apartment features vary, as do the types of bathrooms. A single room in a shared apartment is an average of \$850 per month. A private apartment is an average of \$1,500 per month. Deposits are generally required by the landlords, and no credit cards are accepted. For more information about private or shared apartments contact [housing@unex.berkeley.edu](mailto:housing@unex.berkeley.edu).

All fees are subject to change without notice.

### Orinda Homestay Program area



YMCA



International House



Tau House

**“When I was accepted to the IDP** at UC Berkeley Extension, I received a lot of information about the health insurance and steps to follow from the time of acceptance to the orientation. The IDP staff helped me a lot, and they explained to me all the things that I needed to know before I started my classes.”

**KARINA CHANG CAMACHO** was born in Trujillo, Peru. After the Finance Diploma Program, she completed an Internship at Merrill Lynch in San Francisco.

# Housing Application

## INTERNATIONAL DIPLOMA PROGRAMS **Please type or print clearly with black ink.**

International Diploma Program applicants are encouraged to prearrange housing by submitting this form with your Enrollment Application.

Family name	First name

Male  Female Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sponsor or agency: \_\_\_\_\_ Contact name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates of your course in Berkeley (supply year):  Jan.-April, \_\_\_\_\_  May-Aug., \_\_\_\_\_  Sept.-Dec., \_\_\_\_\_

If you need housing for you and your family, please list family members' names here: \_\_\_\_\_  
 \_\_\_\_\_

If you have any special health needs or requirements related to your housing, please describe: \_\_\_\_\_  
 \_\_\_\_\_

Occupation: \_\_\_\_\_ Interests: \_\_\_\_\_

Are you a cigarette smoker? .....  YES  NO

Will you have a car in Berkeley? .....  YES  NO

Do you object to a roommate who smokes? .....  YES  NO

Will you ride public transportation to class? .....  YES  NO

### HOUSING PREFERENCE

Please number your first and second choices. All choices are subject to availability. See the Housing Options chart (page 27) for prices, room occupancy, and other information.

#### DORMITORIES

Please check room occupancy you prefer (check the chart on page 27 for room options):

Tau House (meals included)  
 \_\_\_ Triple occupancy \_\_\_ Double occupancy \_\_\_ Single occupancy

International House (meals included)  
 \_\_\_ Single occupancy

#### YMCA

\_\_\_ Double occupancy \_\_\_ Single occupancy

#### Private Room in Family Home (Homestay)

\_\_\_ Single occupancy (with meals)  
 \_\_\_ Single occupancy (without meals)

#### Apartments

\_\_\_ Private room in furnished apartment with students  
 \_\_\_ Private furnished apartment

How much would you be willing to pay for rent each month?  
*(Be sure to note prices on Housing Options chart, page 27)*

\$850  \$900  \$1,000  \$1,100  \$1,200  
 \$1,300  \$1,400  \$1,500  \$1,600  \$1,700  
 \$1,800  \$1,900  \$2,000  \$2,100  \$2,200+

Fees for accommodations are to be made payable to the housing providers and not to the University of California. Your letter of confirmation will tell you to whom to make your housing check payable. Mail this Housing Form to:

**International Student Services  
 UC Berkeley Extension  
 1995 University Ave.  
 Berkeley, California 94704-7000 USA**

**Fax: +1(510) 643-0216 E-mail: [housing@unex.berkeley.edu](mailto:housing@unex.berkeley.edu)  
 Phone: +1(510) 642-2564**

**Address for In-Person Visits: 2222 Harold Way, #107, Berkeley**

Although UC Berkeley Extension facilitates contact between prospective students and housing providers as a service to both, the agreement for housing is between the student and the housing provider and not between either party and the University of California. The University of California is in no way liable to either party to perform their respective obligations under the agreement.



# Enrollment Application continued

## **INTERNATIONAL DIPLOMA PROGRAMS** Please type or print clearly with black ink.

### **5. Fee to be submitted with this application**

\$100

Please enclose a money order or bank draft in U.S. dollars for the corresponding amount, payable to **UC Regents**. The draft must be drawn on an account held at an American bank or a U.S. branch of an international bank. Fees may also be charged to one of the following credit cards:

Visa  MasterCard  American Express  Diners Club

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CREDIT CARD NUMBER

--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE

Name of credit card holder: \_\_\_\_\_

authorizing signature \_\_\_\_\_ date \_\_\_\_\_

Note: For refund policy, see "Cancellation Policy" on page 26.

### **Billing address of credit card holder (if different from applicant):**

Street: \_\_\_\_\_

City and postal code: \_\_\_\_\_

Province/state: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

### **6. Visa information**

Will you apply for an F-1 visa?  Yes  No

If no, what type of visa will you use? \_\_\_\_\_

When will your passport expire? (month/day/year) \_\_\_\_\_

Are you already in the U.S. or will you enter the U.S., prior to receiving our visa document, in order to attend another school or for some other purpose?

Yes If yes, please submit copies of your passport, visa, I-94, and I-20 if applicable.

No If no, please skip to Section 8.

When will your I-94 expire? (month/day/year) \_\_\_\_\_

(Your I-94 is the small white card you were given at the port of entry.)

Please list your I-94 number \_\_\_\_\_

What visa status were you given at the port of entry?

B-1  B-2  Other \_\_\_\_\_

F-1 (F-1 students please also complete Section 7.)

If you checked B-1, B-2, or Other: Do you plan to return home and apply for an F-1 visa in your home country?

Yes

No (Please schedule an appointment with the international student adviser as soon as you receive your acceptance package.)

Family name, First name: \_\_\_\_\_

### **7. F-1 student transfer process**

From what other U.S. educational institution or program will you be transferring to UC Berkeley Extension?

Name of school: \_\_\_\_\_

Street: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Name of international student adviser: \_\_\_\_\_

Adviser's telephone number: \_\_\_\_\_

Adviser's fax number: \_\_\_\_\_

Adviser's e-mail address: \_\_\_\_\_

Your last day of attendance: \_\_\_\_\_

Your SEVIS I.D. number: \_\_\_\_\_

SEVIS release date: \_\_\_\_\_

**Please submit copies of your passport, F-1 visa, I-20(s), I-94 card, and a copy of your EAD card (if applicable) with your application.**

### **8. Proof of English language proficiency**

Proficiency in English must be both displayed and documented. Please indicate the documentation you will be submitting with your application.

I have directed Educational Testing Services (ETS) to send my TOEFL score report directly to UC Berkeley Extension. (Please remember to indicate our ETS institution code: 9216.)

I am enclosing my TOEFL score report of at least 79 iBT (213 CBT or 550 PBT).

I am enclosing my TOEIC score report of at least 760.

I am enclosing my IELTS score report of at least 6.5.

I am enclosing my Cambridge Certificate of Advanced English or a copy of my Cambridge Proficiency Exam score report.

I am a citizen of an English-speaking country. Enclosed please find a copy of my passport.

I have earned a degree from a university in an English-speaking country. The medium of instruction was exclusively English. Enclosed please find a copy of my transcripts.

### **9. Education completed:** B.A. B.S. M.A. M.S.

Other degree/diploma: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Major field of study (for example: mechanical engineering, business, art): \_\_\_\_\_

### **10. Professional/work experience (Please attach résumé and cover letter.)**

### **11. Applicant signature**

I hereby certify that the foregoing and all information referenced in or enclosed with this application is to the best of my knowledge true and correct.

applicant's signature \_\_\_\_\_ date \_\_\_\_\_

# Enrollment Application continued

## INTERNATIONAL DIPLOMA PROGRAMS **Please type or print clearly with black ink.**

Family name, First name: \_\_\_\_\_

### FINANCIAL STATEMENT AND CERTIFICATION

Sufficient financial resources must be shown to be available to the individual who is taking financial responsibility for the student while the student is studying here in the U.S. These resources are to be in excess of the student's total estimate of expenses: \$16,500 per each International Diploma Program to be followed. NOTE: If family members will be accompanying the student to the U.S., please add to this total estimate \$600 per month for the student's spouse and/or \$400 per month for each of the student's children. Figures below are in U.S. dollars.

#### Estimated Minimum Expenses

Programs	Program Fee	Estimated Living Expenses & Other	Total
Diploma Program	\$10,500	\$6,000	\$16,500
Diploma Program with Internship	\$13,000	\$12,000	\$25,000
The MBT	\$23,000	\$18,000	\$41,000

All fees are subject to change without notice.

Estimated expenses are calculated by term. The Financial Statement must be no older than 90 days from the date of receipt of the application. Students who defer admission to a future term must submit a new Financial Statement.

**International Diploma Program students not applying through an international representative:** Please send your program fee to UC Berkeley Extension 30 days prior to the start of term. We will not be able to reserve a space in your program if your program fee is not received by the deadline.

**International Diploma student applying through our international representative:** Please send your program fee to UC Berkeley Extension 30 days prior to the start of term. 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. Please contact International Student Services if you have questions about your representative.

**Organizational sponsor's funds:** If you are sponsored by an organization, attach a letter from your sponsor describing which expenses the sponsor will pay, and fill out the following:

NAME OF SPONSORING ORGANIZATION (COMPANY, AGENCY, FOUNDATION, OR GOVERNMENT)

- Sponsor's letter attached
- Sponsor's letter on file at the International Student Services office

#### Please send this application form and enclosures to:

**International Student Services  
UC Berkeley Extension  
1995 University Avenue  
Berkeley, California 94704-7000 USA**

**In order to be considered for admission, you must include all pages of the application and all supporting documents.**

**QUESTIONS? Call +1(510) 642-2564 or e-mail [diploma@unex.berkeley.edu](mailto:diploma@unex.berkeley.edu).**

### To Be Filled Out by Applicant or Sponsor

I certify that funds in excess of \_\_\_\_\_  
are available to me or my institution, ENTER TOTAL ESTIMATE  
and that I or my institution shall hereby accept financial responsibility for this student,

\_\_\_\_\_  
ENTER STUDENT'S NAME

for the period of study herein proposed,  
from \_\_\_\_\_ to \_\_\_\_\_  
MONTH / DAY / YEAR MONTH / DAY / YEAR

\_\_\_\_\_  
NAME OF FINANCIALLY RESPONSIBLE PARTY OR INSTITUTION

\_\_\_\_\_  
RELATION TO APPLICANT (OR NAME OF OFFICER FROM INSTITUTION)

\_\_\_\_\_  
SIGNATURE DATE

### To Be Filled Out by Financial Institution

This is to certify that the financially responsible party or institution indicated above has access to said funds or greater in holdings with our bank.

\_\_\_\_\_  
NAME OF BANK OFFICIAL

\_\_\_\_\_  
TITLE OF BANK OFFICIAL

\_\_\_\_\_  
BANK OFFICIAL'S SIGNATURE

\_\_\_\_\_  
DATE

*This is not a guarantee of payment.*

OFFICIAL BANK SEAL OR STAMP

Any official document from the financially responsible individual's banking institution, such as a monthly banking statement, may be substituted for the bank's official certification, provided it clearly indicates the following: the date of the statement, the name of the individual, the name of the banking institution, a sum greater than that mentioned above, and the name or symbol of the sum's currency.

Before mailing the application, please check that you are including the following:

- \$100 application fee
- Enrollment Application (pages 29-31)
- Statement of Purpose and Background (page 24)
- Financial Statement and Certification (page 31)
- Translation of Financial Statement, if applicable
- Résumé/curriculum vitae (C.V.)
- Proof of English language proficiency
- Transcripts and copy of diploma
- Translations of transcripts and diploma
- Copy of passport photo identification page (for applicant and dependents)
- Housing Application, optional (page 28)



# UC Berkeley Extension

INTERNATIONAL PROGRAMS

### Mailing Address:

UC Berkeley Extension  
1995 University Avenue  
Berkeley, CA 94704-7000 USA  
Phone: +1(510) 642-2564  
Fax: +1(510) 643-0216  
E-mail: [diploma@unex.berkeley.edu](mailto:diploma@unex.berkeley.edu)  
Website: [www.unex.berkeley.edu/diploma](http://www.unex.berkeley.edu/diploma)

### Address for In-Person Visits

UC Berkeley Extension  
International Center (BEIC)  
2222 Harold Way, #107  
Berkeley, CA

## California



## San Francisco Bay Area



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