

2013 Berkeley Summer Sessions

参加学生募集要項

Application Guideline (For students of the University of Tokyo)

2013.02.12

※本プログラムへの参加にあたっては、本募集要項のほか、「超短期（3ヶ月未満）留学プログラム（国際本部担当）共通募集要項」も適用されるため、必ず確認すること。

Before applying to this program please read the “Common Application Guideline for Very-Short-Term Study Abroad Programs (administered by Division of International Affairs)” in addition to this guideline.

1. 概要 Overview

Berkeley Summer Sessions は、カリフォルニア大学バークレー校（以下 UC バークレー）が実施するサマーセッションである。毎年夏に、5 つの異なる期間のセッションで、600 を超える多様な分野の授業が開講される。受講学生の多くは UC バークレーの学生だが、全米および世界各地からも学生を受け入れており、受講学生約 16,000 名のうち、3,900 名程度が UC バークレー以外の学生である。世界の有力大学の 1 つである UC バークレーの授業に参加でき、米国および世界の学生と交流が可能である。

直接応募も可能だが、東京大学は Berkeley Summer Sessions の提携校となっているため、本募集要項により応募した場合、以下のような利点がある。①東京大学から情報提供や手続きのサポートを受けることができる ②東京大学・その他の支援団体等からの奨学金受給の可能性が高まる ③東京大学が実施するオリエンテーションや交流会等へ参加できる ④参加登録が通常の学生より 1 週間早く可能となる

The Berkeley Summer Sessions offers over 600 courses each summer, in a wide variety of disciplines. Courses are offered over five different sessions of various lengths—the first session usually starts towards the end of May, and all sessions end by mid-August. Some 16,000 students attend University of California, Berkeley (from hereafter referred to as UC Berkeley) in the summer, and nearly 3,900 of those students are visitors (non-UC Berkeley students).

You can apply directly to UC Berkeley but as the University of Tokyo is one of the Institutional Affiliates of the Berkeley Summer Sessions, the following are the merits if you apply through the University of Tokyo following this guideline. (1) You will be able to receive information and procedural support from the University of Tokyo, (2) your chances of obtaining scholarships from the University of Tokyo or other foundations improves, (3) you are able to attend orientation and other discussion sessions organized by the University and (4) you are able to register for courses one week in advance.

2. 開催地 Venue

University of California, Berkeley

3. 開催期間 Program Duration

Session	Start Date	End Date	Application Deadline
A - First Six-Week Session	May 28	July 3	April 5, 2013
B - Ten-Week Session	June 10	August 16	April 19, 2013
C - Eight-Week Session	June 24	August 16	May 3, 2013

D - Second Six-Week Session	July 8	August 16	May 17, 2013
E - Three-Week Session	July 29	August 16	June 7, 2013

4. 開講コース Courses

Hundreds of courses are offered each summer at UC Berkeley.

通常の授業 : Regular courses: <http://summer.berkeley.edu/courses>

英語学習のコース English language courses (Summer English Language Studies):

<http://summer.berkeley.edu/international/summer-english>

※ただし、授業登録は先着順となっており、空き状況により第一希望の授業に登録できない可能性もあるので注意すること。

Please note that as course enrollment is on a first-come-first-served basis, there is a possibility that depending on the vacancy situation you may not be able to register for the course of your first-choice.

5. 参加資格 Eligibility Criteria

以下の要件をすべて満たすこと。

(1) 「超短期 (3 ヶ月未満) 留学プログラム (国際本部担当) 共通募集要項」に記載の参加資格を全て満たすこと。

(2) Berkeley Summer Sessions が求める英語能力を満たしていること。

http://summer.berkeley.edu/international/intl_engl_proficiency

(Example; IELTS 6.5、TOEFL iBT 79-80、TOEIC 685)

※英語を学習する Summer English Language Studies コース等、English Proficiency Requirement (EPR) が免除される場合もあるため、ウェブサイトで確認すること。

Students must satisfy all the criteria below.

(1) Students must satisfy all the criteria listed in Section 1 Eligibility Criteria of the “Common Application Guideline for Very-Short-Term Study Abroad Programs (administered by Division of International Affairs)”.

(2) Students must satisfy the English Language requirement of the Berkeley Summer Sessions as given on the Berkeley Summer Sessions website.

http://summer.berkeley.edu/international/intl_engl_proficiency

*Those taking the English language courses such as the Summer English Language Studies may be exempt from the English Proficiency Requirement (EPR). Please check the website for details.

6. 費用 Cost

原則として、留学に要する経費は自己負担となる。

(1) 受講料等

ウェブサイトを参照すること。 <http://summer.berkeley.edu/registration/fees/visiting-international>

2013 VISITING INTERNATIONAL STUDENT FEES

- ・ \$430 per unit
- ・ \$335 Summer 2013 Enrollment Fee
- ・ \$50 One-time (lifetime), nonrefundable Document Management Fee

- ・ \$300 International Service Fee

(2) 宿泊費

期間・宿泊施設により異なる。ウェブサイトで確認すること。宿泊施設についてはウェブサイトの指示に従い各自で申し込みが必要となる。 <http://summer.berkeley.edu/student-services/student-housing>

(3) 東京大学・その他支援団体等から奨学金が支給される場合がある。奨学金を希望する学生は、申請書の所定欄に必要事項を記入すること。支給可能な場合、月額 8 万円前後の支給を予定しているが、奨学金支給の有無や金額は財源等を勘案の上、決定する。

(4) Friends of Todai, Inc. (FOTI) による奨学金にも応募可能である。応募を希望する者は、FOTI のウェブサイト (<http://jp.friendsoftodai.org/>) を確認の上、FOTI へ直接応募すること。

As a rule, payment of the costs involved in attending the program is the responsibility of the student.

(1) Program Fees

Please refer to the website. <http://summer.berkeley.edu/registration/fees/visiting-international>

2013 VISITING INTERNATIONAL STUDENT FEES

- ・ \$430 per unit
- ・ \$335 Summer 2013 Enrollment Fee
- ・ \$50 One-time (lifetime), nonrefundable Document Management Fee
- ・ \$300 International Service Fee

(2) Accommodation Fees

Accommodation Fees vary depending on the duration and accommodation facility. Please refer to the website.

<http://summer.berkeley.edu/student-services/student-housing>

*Application for accommodation is the responsibility of each student. Please follow the instructions on the website to apply.

(3) Scholarships may be offered by the University of Tokyo or other foundations. Students who wish to apply for scholarships must fill in the appropriate section of the application form. Financial support of a monthly value of JPY 80,000 is being looked at, but the availability and amount of the scholarships will be determined subject to the procurement of resources.

(4) It is possible to apply for scholarships from the Friends of Todai, Inc. (FOTI). Those wishing to apply should do so directly to FOTI after checking their website (<http://jp.friendsoftodai.org/>)

7. 応募締切 Application Deadline

Session	Start Date	End Date	Application Deadline
A - First Six-Week Session	May 28	July 3	April 5, 2013
B - Ten-Week Session	June 10	August 16	April 19, 2013
C - Eight-Week Session	June 24	August 16	May 3, 2013
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E - Three-Week Session	July 29	August 16	June 7, 2013

※ウェブサイトでは Visiting Students の Registration は 2 月 19 日開始となっているが、本学学生は、UC の学生と同様に 2 月 11 日からの Priority Registration が可能。

The website states that registration by Visiting Students will start from February 19. However, students from the University of Tokyo will be able to start priority registration on February 11, same time as students of University of California.

8. 応募方法 Application Process

①条件の確認 Confirmation of Conditions

- (1) 本募集要項を熟読すること。
- (2) Berkeley Summer Sessions のウェブサイト” International Student Checklist” (<http://summer.berkeley.edu/international/international-checklist>) に記載のとおり、以下の事項を確認し、納得した上で申請すること。
 - Research the courses you would like to take from the [Online Schedule of Classes](#).
 - Note the Course Control Number (CCN; 5-digit number associated with each course) for the courses of your choice.
 - Read the sections on our website on [Fees](#), [Refund Policy](#), [Deadlines](#) and [Academic Policies](#).
 - Read the information regarding the [English Proficiency Requirement](#).
 - Read the section on [Visa Information](#).

(1) Please read this application guideline carefully

- (2) Please follow the “International Student Checklist” on the Berkeley Summer Sessions website (<http://summer.berkeley.edu/international/international-checklist>) carefully. Make sure you check and understand each of the following points before applying.
 - Research the courses you would like to take from the [Online Schedule of Classes](#).
 - Note the Course Control Number (CCN; 5-digit number associated with each course) for the courses of your choice.
 - Read the sections on our website on [Fees](#), [Refund Policy](#), [Deadlines](#) and [Academic Policies](#).
 - Read the information regarding the [English Proficiency Requirement](#).
 - Read the section on [Visa Information](#).

②東京大学での学内申請 Applying through the University of Tokyo

- (1) 「9. 申請書類」欄に記載の申請書類一式を揃え、留学時における本学の指導教員・担当教員等の教員に申請する旨承認を得て、申請書に署名をもらうこと。
- (2) 申請書類一式を留学時（2013年夏）の所属部局の担当部署へ持参し、留学に関する留意点の説明を充分受け、申請書に署名をもらうこと。
- (3) 「7. 申請締切」の Application Deadline までに、応募書類一式（紙媒体・電子ファイル）を本部国際交流課へ持参・郵送・またはメール送付すること。Application Deadline に記載の日付必着とする。
提出先：〒113-0033 文京区本郷 5-24-5 角川本郷ビル 2階
東京大学 本部国際交流課 学生・研究者交流チーム e-mail: intex-ut@ml.adm.u-tokyo.ac.jp
地図：<http://g.co/maps/67qfy>（受付時間：平日 9:00～12:00、13:00～18:00）

(1) Assemble the application forms listed in Section 9 'Application Documents' and have the relevant forms

signed by your supervisor or relevant staff at the time of your study abroad period, having first obtained their approval

- (2) Take all the necessary documents to the office of the department you will be affiliated with at the time of the study abroad period (Summer 2013). Once you have received the necessary instructions regarding studying abroad, have them sign the relevant forms.
- (3) Submit all the application forms (electronic and paper-based) to the International Exchange Group of the university head office before the application deadline as stated in Section 7 'Application Deadlines', in person, by post or electronically. Please note that all the documents must arrive by the date given in the 'Application Deadline'.

Forms to be submitted to:

International Exchange Group

International Affairs Department, The University of Tokyo

2nd Fl. Kadokawa Hongo Bldg., 5-24-5 Hongo, Bunkyo-ku, Tokyo 113-0033

e-mail: intex-ut@ml.adm.u-tokyo.ac.jp

Map: <http://g.co/maps/67qfy> (Opening hours: Weekdays 09:00 – 12:00, 13:00 – 18:00)

③Berkeley Summer Sessions への登録 Registration for Berkeley Summer Sessions

- (1) 上記の手続きを終えたら、Berkeley Summer Sessions ウェブサイトの International Students Registration Checklistのページ (<http://summer.berkeley.edu/international/international-checklist>) を参照し、各自で責任を持って締切日までに手続きを行うこと。(学内での選考はありません。)
- (2) オンライン登録の際に「International Partner:」という入力欄でThe University of Tokyoを選択し、「Third Party Authorization Release」のチェックボックスにチェックを入れること。これにより東京大学の学生と認識され、優先登録や手続きのサポートが受けられます。
- (3) その他オンライン申請のガイドブックをGo Globalウェブサイトに掲載するため、各自参照の上手続きを行うこと。 <http://www.u-tokyo.ac.jp/ja/administration/go-global/program/ucb-ss.html>
- (4) ON-LINE REGISTRATION FORM は一度提出してしまうと修正に1週間程度要するとのことなので、提出前に一度印刷するなどして、全ての項目を記入しているか、間違いがないか等をよく確認すること。
- (5) 登録後のキャンセル、辞退等は所定のキャンセル料が発生するため、注意すること。

- (1) After the completing above process, each individual student must make sure they complete the registration by themselves by the deadline following the 'International Students Registration Checklist' page on the Berkeley Summer Sessions website. (There is no internal selection.)

<http://summer.berkeley.edu/international/international-checklist>

- (2) Please make sure to select 'The University of Tokyo' in the entry section "International Partner:" and tick the box marked "Third Party Authorization Release" when you are completing the online registration. This will confirm that you are a student of the University of Tokyo, giving you access to priority registration and procedural support.
- (3) Guidebook for online registration will be available on the Go Global website. Please read them before proceeding with the process.
<http://www.u-tokyo.ac.jp/ja/administration/go-global/program/ucb-ss.html>
- (4) Once the "Online Registration Form" has been submitted, it takes about one week before you are able

to make any amendments. Therefore, please make sure to print out a copy in order to check that all the items have been filled in and no mistakes have been made before you submit.

(5) Please be aware that a fixed cancellation fee will have to be paid if cancellations or withdrawals are made after registration.

9. 応募書類 Application Documents

【様式電子ファイル ダウンロード先】 [Forms to be downloaded from]

Go Global website <http://www.u-tokyo.ac.jp/ja/administration/go-global/program/ucb-ss.html>

<電子ファイルで提出するもの>

- ① 「Berkeley Summer Sessions 2013 学内申請書」のWordファイル（所定様式・署名前のもの）
- ② 「成績評価係数計算表」のExcelファイル
- ③ 「Applicant Info Sheet」のExcelファイル

※以下のとおりメールで提出すること。

宛先：東京大学本部国際交流課 intex-ut@ml.adm.u-tokyo.ac.jp

メールタイトル：Berkeley SS 2013 申請（所属部局・氏名）

データファイル名：① 「（所属・氏名）Berkeley SS 2013 Internal App Form」

② 「（所属・氏名）Berkeley SS 2013 成績評価係数計算表」

③ 「（所属・氏名）Berkeley SS 2013 Applicant Info Sheet」

<紙媒体で提出するもの> ※全てA4判で提出すること。

①Internal Application Form

※署名が必要な欄には必ず署名を入手すること。

②成績評価係数計算表

③大学入学後全学期の成績証明書（英文）の写し

※成績評価の基準の説明部分（何段階評価か、等）も含めること。

※国内外を問わず、他大学に在籍していた経験がある者はその大学の成績証明書も提出すること。

④Berkeley Summer Sessions が求める英語能力を証明する書類

- ・ Berkeley Summer Sessions ウェブサイトで認められている英語能力を証明する書類の写しを提出すること。http://summer.berkeley.edu/international/intl_engl_proficiency
- ・ ただし、English Proficiency Requirement (EPR)免除のコースを受講するのみを受講する場合は、提出不要なので、その旨申請書に明記すること。
- ・ ウェブサイトに記載の「Exemptions」「Waivers」にあてはまる場合は、その場合に必要の所定の書類 (http://summer.berkeley.edu/international/intl_engl_proficiency_waiver) を提出すること。

<Items to be submitted electronically>

1) Internal Application Form (Word File, without signatures)

2) Grading Coefficient Calculation Table (Excel File)

3) Applicant Info Sheet (Excel File)

(How to submit electronic files)

Submit to: intex-ut@ml.adm.u-tokyo.ac.jp (International Exchange Group, The University of Tokyo)

Email Subject: Berkeley SS 2013 Application (Affiliation/Name)

Data File Name:(1) (Affiliation/Name) Berkeley SS 2013 Internal Application Form

(2) (Affiliation/Name) Berkeley SS 2013 Grading Table

(3) (Affiliation/Name) Berkeley SS 2013 App Info Sheet

<Paper-based Submission Items> (All items must be in A4 size)

1) Internal Application Form

*Please have all sections signed where a signature is required

2) Grading Coefficient Calculation Table

3) Copy of the Academic Transcript for all semesters since enrollment in higher education (in English)

* The section explaining the grading system (e.g. number of steps) should be included.

* If you have been enrolled at other institutions (both in Japan and overseas), please submit your academic records from that period as well.

4) Documents required by Berkeley Summer Sessions as proof of English Proficiency Requirement

Copy of documents required as proof of your English proficiency as stated on the Berkeley Summer Sessions website. http://summer.berkeley.edu/international/intl_engl_proficiency

*if you are only taking courses that are exempt from the English Proficiency Requirement (EPR), you are not required to submit such document, and this should be made clear on the application form.

*If you fall in the "Exemptions" or "Waivers" category as stated in the website, please make sure to submit the relevant documents. http://summer.berkeley.edu/international/intl_engl_proficiency_waiver

1 0. 登録後の留意事項 Post-registration Requirements

(1) 「超短期 (3ヶ月未満) 留学プログラム (国際本部担当) 共通募集要項」の「4. 参加決定後の留意事項」～「6. 参加後の報告等」の事項を確認・順守すること。

(2) やむを得ない事情により参加を辞退しなければならない場合は、早急に本部国際交流課へ連絡すること。また、本人の責任により、Berkeley Summer Sessions での辞退の手続きも併せて行うこと。

※登録後のキャンセル、辞退等は所定のキャンセル料が発生するので注意すること。

(1) Check and observe the items listed in Section 4 'Post-acceptance Requirements', Section 5 'Program Participation Requirements' and Section 6 'Post-Program Reporting' of the "Common Application Guideline for Very-Short-Term Study Abroad Programs (administered by Division of International Affairs)".

(2) If attendance must be withdrawn due to unavoidable circumstances, you must immediately contact the International Exchange Group of the university head office. Furthermore, it is your responsibility to complete the necessary procedure for withdrawal from the Berkeley Summer Sessions.

* Please be aware that a fixed cancellation fee will have to be paid if cancellations or withdrawals are made after registration.

1 1. 関連ウェブサイト Related Websites

Berkeley Summer Sessions :

<http://summer.berkeley.edu/>

FAQs : <http://summer.berkeley.edu/student-services/faq>

The University of Tokyo Go Global Website (Berkeley Summer Sessions Information Page):

<http://www.u-tokyo.ac.jp/ja/administration/go-global/program/ucb-ss.html>

1 2. 問い合わせ先 Contact

(1) 単位認定等、本学での学務関係の事項：留学時の所属部局の担当部署

各部局担当部署一覧：<http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html>

(2) その他の事項：本部国際交流課学生・研究者交流チーム (intex-ut@ml.adm.u-tokyo.ac.jp)

(3) Berkeley Summer Sessions FAQs : <http://summer.berkeley.edu/student-services/faq>

(1) Credit approval and other academic issues: Coordinating office at the faculty/graduate school in which you will be affiliated with during the exchange period.

List of departmental contacts: <http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html>

(2) Other information: International Exchange group of the university head office

(intex-ut@ml.adm.u-tokyo.ac.jp)

(3) Berkeley Summers Sessions FAQs: <http://summer.berkeley.edu/student-services/faq>