OVERVIEW

Thank you for your interest in the Berkeley-Haas Master of Financial Engineering program. Please review the instructions below before beginning your application. (You will need the free Adobe Acrobat Reader to access this document.)

I. GENERAL INFORMATION

Before you begin, please note the following:

- Read all instructions carefully. It is the responsibility of the applicant to follow the instructions and submit all the required materials by the deadline they choose. Use the forms to apply only to the Berkeley-Haas MFE Program.
- All application materials become the property of the University of California and cannot be returned or forwarded elsewhere at your request. We strongly urge you to retain photocopies of your application.
- University policy prohibits the awarding of duplicate degrees. The MFE degree is not considered a duplicate of an MBA degree. Please contact the MFE office if you have questions about duplicate degrees.

It is your responsibility to inform the admissions office of any address or contact changes. Please make these changes in your online application.

Release of Information: We will release information on the status of your application only to you. If you would like anyone else to have access to that information, please note that person’s name and address in the appropriate fields in Part 1 of the Personal Data Form. Our policy, based on federal and state guidelines, is to hold in confidence all information you provide in your application materials except your name and the department to which you apply, which are considered public information. If you do not want your name and department released, send a written request to the Graduate Division and MFE offices (Graduate Admissions, 318 Sproul Hall #5900, Berkeley, CA 94720-5900).

Please note that you can check your application status online at any time during the application process. We will always e-mail a letter to you detailing your status, however in the interest of getting the information to applicants as soon as possible, we will post the status online at the same time as we send the letter. If you have questions about your status, please contact the MFE Office.

Rolling Application Deadlines:  Decision By:

January 19, 2017  March 10, 2017

March 29, 2017  May 25, 2017
Late applications are accepted through November 15, although applications received after October 2 will be reviewed on a space-available basis. Please note that all application materials (test scores, recommendation letters, etc.) must be received by December 15, 2017 in order for your file to be considered for the 2018-19 term.

The application is open to those who have completed a bachelor’s degree from an accredited institution in the United States or one of its possessions, or an equivalent degree from a university-level institution in a foreign country. For details on degree equivalency for specific countries, please refer to section VI of these guidelines.

To be considered for admission, the following application materials must be submitted to the MFE admissions office.

- Mailing Address:

  MFE Program  
  Haas School of Business  
  University of California, Berkeley  
  545 Student Services Bldg. #1900  
  Berkeley, CA 94720-1900

- $275 application fee, paid by check or money order, or by paid online via credit card. If the application fee is paid by check or money order, it should be made payable to “UC Regents” and mailed to the MFE Office along with the supplemental materials. Application fees are not refundable.

  Checks must be drawn on a US bank. Any check, bank draft, or money order must clearly bear your name and identify you as an applicant to the MFE program so that it can be credited properly to you. If a check is written for you by someone else, please be sure your name appears on the front of the check. Do not submit UNESCO coupons, traveler's checks, international postal money orders, or cash. Do not attempt to wire funds.

  The application fee and fee policies are determined by the Regents of the University of California and are subject to change without notice.
• Two letters of recommendation, submitted online by the recommenders using a professional email address or submitted by post with the letter writer's signature across the seal of the envelope.

• One official copy of transcripts or academic records from each institution you have attended. For the purpose of reviewing the application, you can scan official copies of your transcripts and upload them in the application. If you are offered admission, we will require original copies of official transcripts to be sent to the MFE office directly from the academic institution(s).

• A current resume, submitted online in the application or via post.

• **International Applicants**: In addition to the items listed above, international applicants will need to upload scanned copies of each official degree certificate or diploma and, if offered admission, will need to mail original copies of their degree certificates to the MFE office via post. Refer to Section II for more information.

**In addition, applicants should arrange to have official score reports of the following standardized tests sent directly to the MFE admissions office:**

• Official GMAT or GRE Score Report(s)
• Official TOEFL Score Report or IELTS (where applicable)

**Acknowledgments**

To submit an application, you must press the "submit" button by 11:59pm Pacific time on the day of the deadline for which you are applying. Once you do this, you will receive an immediate electronic notification that your application has been received. All appropriate documents will then be matched to your online submission. **If your application is incomplete, you will be notified by email 1-2 weeks after you have submitted it online. Please do not contact the MFE admissions office about the status of your application unless the above time frames have passed and you have not received notification.**

You can also track the status of your application by logging into your online application with your username and password and following the Application Status link.

**Transcripts**

You must submit one official transcript (or academic record) for each institution you have attended in its original language. Please submit transcripts from all of the institutions you have attended regardless of whether you completed a degree or whether the credits are listed as transfer credits on another transcript. U.S. transcripts must include the name of the degree and the date of conferral. English translations are required if the transcript is not in English or in Spanish. Graduates of non-US institutions must also provide one official degree certificate in the original language, along with a certified English translation. Scans of official transcripts, degree certificates and translations, in PDF format, may be uploaded.
using the online application. These documents, including photocopies of official documents may also be mailed. While scans and copies will be sufficient for initial review purposes, official copies issued by the institution will be required for admission and will be requested if an offer of admission is made. **Please note that scans and copies must come from official transcripts, not unofficial summaries of academic work.** In addition, please scan the back of each page of your transcript(s) if there is any information written there.

Transcripts must list:

a. The name of every class you have taken toward the completion of a degree;
b. The number of credits received per class; and
c. The grade obtained for every course.

We will contact applicants who submit transcripts in an unacceptable or unofficial form. Failure to follow the instructions will delay the processing of your application.

Those applicants who have attended Berkeley previously may obtain their transcripts by contacting the Office of the Registrar, 120 Sproul Hall, Berkeley, CA 94720-1902. (Visit [www.registrar.berkeley.edu](http://www.registrar.berkeley.edu) for more details).

**Letters of Recommendation**

Give careful thought to selecting who will furnish the two letters of recommendation we require. Select individuals with whom you have had considerable professional interaction. The title or status of those you select is not important. What does matter is how closely your letter writers have worked with you and whether they can attest to your value as an employee, your professional accomplishments, and your personal qualities and interpersonal skills in an organizational context. Your letter writers should provide their assessment of your quantitative skills and your success in applying those skills in problem solving. **Letters of recommendation from co-workers, personal or family friends, or family members are inappropriate and can be detrimental to the review of your application. As such, we will not accept letters written by these individuals. Additionally, letters must be written solely by the recommenders and not by the applicant.**

When completing the online application, you may enter the email address of your recommender and click the appropriate box to have the recommender complete an online recommendation. **Please be sure to use your recommender's company or university email address.** Recommendations received from personal email addresses (including those from gmail.com, hotmail.com, 126.com, or similar providers) will not be accepted. The recommendation will then be submitted to the MFE admissions office directly. If instead you wish to give your recommenders hard copy forms, the Recommendations section of the online application also includes a PDF version of the recommendation form that can be printed and given to your recommenders. Write your name at the top of the recommendation form and complete the waiver section. Give the forms to your recommenders and ask that they enclose the completed form in an envelope, seal the envelope and sign across the seal. The envelope should be given back to you for inclusion
with the rest of your application materials, or sent directly to the MFE office via post. Please check that the recommendation letters have a signature across the seal of the envelopes. Recommenders may also email the recommendation form to us directly at mfe@haas.berkeley.edu as a pdf attachment from a work or university email address.

Interviews

The admissions committee conducts interviews of applicants by invitation only, and we ask that you please refrain from contacting us to request an interview. Please note that interviewers do not make admissions decisions. The interview is a way for the admissions committee to gain more information about a candidate’s skillset and background. Please note that some candidates may be interviewed once, others will be interviewed multiple times, and still others will not be interviewed. The Berkeley MFE Admissions committee will conduct interviews as needed to ensure that they have the information they need about an applicant to help them make a decision. Receiving an invitation to interview should be taken as a sign of interest on the part of the admissions committee, however, an interview is not required for admission to the MFE program, nor does an interview invitation guarantee admission.

Graduate Management Admission Test (GMAT) and the Graduate Record Examinations (GRE)

Official GMAT or GRE results (General Test) are required of all applicants, except those who hold or will hold a Ph.D. degree before December 31, 2017. The GRE Math Subject Test is not required and is not used to evaluate candidates for the Berkeley MFE Program. The Haas School’s institution code for ordering GMAT scores sent to Berkeley for MFE admissions is N2V-PT-87. For the GRE, the School’s institution code is 4833 and the department code is 4399 (Business-Other; please note that to find the code, you must type “business %” in the search box). For more information on the GMAT or GRE, or for application forms, please write to the Educational Testing Service, Princeton, NJ 08541, or see www.ets.org. Tests taken before April 1, 2013 will not be accepted.

Verification

When you submit your application to the Berkeley MFE Program, you will need to indicate your agreement with a statement acknowledging that all of the information you have provided is correct, accurate, and complete and that the written responses you have provided were written by you without assistance of any kind. The Berkeley MFE Program therefore reserves the right to check all of the information you have provided, by using services including, but not limited to, independent background verification services and plagiarism detection software. In addition, the Berkeley MFE may ask you to provide proof of any awards you have received, any certification programs you may have participated in, and any other items you include in your application or on your resume. By submitting your application and the applicant acknowledgement, you are agreeing to participate in such verification. If any information in your application is found to be untrue or if any statements are found not to have been
written by you, then the Berkeley MFE reserves the right to deny admission to you, or to revoke an offer of admission if it has already been given.

II. INTERNATIONAL APPLICANTS

International applicants should follow the same procedures detailed thus far. In addition, applicants who received Bachelor’s degrees from countries in which the official language is not English are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), regardless of the language of instruction used in any schools attended. Exceptions are made for candidates who have studied for at least a year toward the completion of a degree program in the US, and for candidates who have completed undergraduate degrees from certain universities in Hong Kong.

Working in the US

In order to complete the MFE program, students will complete a 10-12 week internship with a company in the US or abroad. To be eligible to work in the US, students must either be citizens or have an immigration status that allows work permission. Most international students participating in the MFE program obtain either the F-1 or J-1 student status, both of which do permit work during and after completion of studies. The International Office (internationaloffice@berkeley.edu or 510.642.2818) can advise international students on the most appropriate status for the MFE program if there are questions.

If you are or will be in the US as a non-immigrant worker (H-1, L-1, E-2, other) prior to the MFE program start date, contact the Berkeley International Office before terminating your job to determine the proper status for you to begin your program of study. In most cases, an application for "Change of Status" to F-1 or J-1 must be submitted to the US Citizenship and Immigration Service (USCIS) before you quit your job.

Aside from the 10-12 week internship, opportunities for employment during the course of study in the MFE program are limited for international students (please note that opportunities for work during the internship period and after the completion of the MFE fall under different guidelines). Spouses on F-2 visas are not permitted to accept employment. If your accompanying spouse wishes to work, you should contact the International Office for advice on the proper visa type to apply for (internationaloffice@berkeley.edu or 510.642.2818).

Eligibility

Eligibility with regard to the degrees equivalent to a US bachelor’s degree cannot be determined in advance of filing an application. The University’s Graduate Division reserves the right to review the academic records of all applicants whose undergraduate degrees were earned outside the US to determine whether the academic credentials presented for a foreign institution are comparable to the US bachelor’s degree. Further, the Graduate Division decides whether the TOEFL or other English proficiency exam is required in the case of each applicant.
MFE admissions will notify all international applicants that their applications have been received and are considered ready for review. **However, final decisions on foreign academic records and English proficiency remain with the Graduate Division.**

Graduates of recognized academic institutions outside the United States should ordinarily have completed degree programs representing a minimum of 16 years of schooling with at least 12 years at the elementary and secondary levels. Please note that there are some exceptions to this rule, which are noted in section VI of these guidelines. Applicants holding degrees or certificates that are not equivalent to at least a Bachelor’s degree, or those who will not hold a degree that is equivalent to the Bachelor’s degree prior to the start of the MFE, will not be eligible to apply. Minimum academic qualifications for specific countries are described in section VI of these guidelines.

**Required Academic Records**

Applicants are required to submit one copy of official records from each academic institution attended after secondary school. These records must be sent directly from the academic institution(s).

Official records are original documents issued by the institution, on institution letterhead, and must bear the original stamp or embossed seal of the issuing institution and the stamped or signed signature of the appropriate authorizing official.

Academic records must show the dates of your enrollment, all subjects or courses, units, credits or hours, exams, and grades in each subject. If rank is determined by the results of comprehensive exams, records should show the examination date and your scores, rank, class, and division. All records must include a complete description of institutional grading scales or other standards of evaluation with maximum grades and minimum marks indicated.

All official academic records must be issued in the original language and accompanied by **English translations prepared by the issuing institution.** Specially prepared English versions are not acceptable in place of documents issued in the original language. If translations are not available from the institution itself, they may be prepared by government or official translators. Translators in the US or Canada must be ATA certified. Translators must state that the translation is a complete and exact word-for-word translation of the original. **In particular, be sure that the translator or institution does not "interpret" grading scales on our behalf by attempting to convert your school's or country's system into the US 4.0 scale.** Please also be sure not to attempt to convert your school's grading system to the 4.0 scale.

The translator's statement should be prepared on the letterhead of the translator's institution. Translators must sign their statements in ink and indicate their title and contact information. If possible, translators should also use the stamp or seal of their institution. If you are unable to obtain translations from abroad you can have them prepared by an ATA-certified translator or by the Fulbright Commission. Records submitted to Berkeley may not be borrowed, returned to you, or sent elsewhere.
You must also submit official evidence of the conferral of all degrees, diplomas, or professional titles and indicate the month and year of the formal conferral. These certificates must be issued in the original language. Translations should indicate the exact name of the degree, diploma, or title as it is known in the country of origin and not in US terms. If you are applying before the end of your final year of study, send a supplementary record showing completion of all remaining course work and evidence of the degree as soon as it is available.

**English Proficiency**

The Graduate Division requires all applicants from countries in which the official language is not English to submit official evidence of English language proficiency. This requirement applies to applicants from South Asia, Latin America, the Middle East, the People's Republic of China, Taiwan, Japan, Korea, Southeast Asia, countries in Africa where English is not an official language, and most European countries. However, if at the time of application you have already completed at least one year of full-time academic course work with grades of B or better at a US university, you do not need to take a standardized test. Instead, you must submit an official transcript from the US university. The following programs will not fulfill this requirement: (1) courses in English as a Second Language, (2) courses conducted in a language other than English, (3) courses that will be completed after you apply, and (4) courses of a nonacademic nature.

Berkeley does not admit students for the purpose of learning English, and no full-time program of this type is offered during the regular semesters.

**Test of English as a Foreign Language (TOEFL)**

The Test of English as a Foreign Language is administered by the Educational Testing Service. You may obtain detailed information from the TOEFL Web site (www.toefl.org), or by contacting TOEFL at TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, or by telephone at 1-609-771-7100. ETS will report the official scores, as well as any previous scores recorded for you within the last two years.

Tests taken before June 1, 2015 will not be accepted even if your score was previously reported to Berkeley. Register to take the TOEFL early; space at most test centers is limited and test dates fill up quickly. The TOEFL Registration Fee Certificate Service allows family or friends in countries where US dollars are available to purchase certificates from the TOEFL program office. Purchasers should send the certificates to individuals living in countries with currency exchange restrictions. The certificates will be accepted as a valid form of TOEFL registration fee payment for up to 12 months from the date of issue. For information, contact TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA.

Since we must receive an official score report sent by the TOEFL office, remember to order a score report when you apply to take the test. Use institution code 4833 and department code 82 (Business and Commerce).
You may submit a photocopy of the Examinee's Score Confirmation Record for review purposes only, but this will not substitute for an official score report.

The TOEFL is now administered in three formats, paper-and-pencil, computer-based, and internet-based.

**Internet-Based Test (iBT):** Most testing areas have administer the Internet-based test. Your score on the internet-based TOEFL must be at least 90 out of a possible score of 120. For more information, and to sign up to take the test, please see the ETS website: http://www.ets.org/toefl

For information on the CBT or the Paper-and-Pencil exam, please contact the MFE office.

**IELTS:** IELTS exam scores are accepted in lieu of TOEFL scores. For IELTS, your most recent overall BAND score must be at least 7 on a 9-point scale. IELTS Tests taken before June 2015 will not be accepted by Graduate Admissions. You are responsible for providing us with an official Test Report Form (TRF) of your IELTS. Remember to order the TRF when you register to take the test.

**Exceptions to the English Language Proficiency Requirement**

Cases in which the applicant is EXEMPT from taking the exam:

- Has completed a basic or advanced degree at an accredited US institution
- Has completed a basic (i.e., undergraduate) degree from an institution from an English-speaking country
- Completed one year of full-time academic coursework at an accredited US institution

**III. APPLICATION BY CURRENT OR FORMER BERKELEY CAMPUS GRADUATE STUDENTS**

Students currently or formerly enrolled in graduate study at another department on the Berkeley campus must submit a complete application. If admitted, students must file a petition to change or add a major. An $80 fee will be assessed for the processing of this petition. This fee is set by the Graduate Division and is subject to change. Students in this category will be expected to complete the program, if admitted, within the same period of time as students entering the program from outside the Berkeley campus.

If there has been a break in registration (except for the summer) and if you are offered admission, it will be necessary to file a petition for readmission along with the petition to change or add a major and along with a complete application. Both petitions (for readmission and for add/drop/change of major) are available from the Petitions Desk of the Graduate Division, 302 Sproul Hall, Berkeley, CA 94720-5900, (510) 642-4589.

**IV. REACTIVATION**

If you have submitted an application to the MFE Program within the past two years but never registered, you may reapply for a $275 reapplication fee. Applicants who filed more than two years ago must
submit an entirely new application.

Candidates reactivating a previous application must complete all sections of the on-line application with the following exceptions:

**Short Answers/Essays**: Only a response to Essay #4 is required if you are reactivating your application. However, applicants are encouraged to submit new or updated responses to the other short answer and essay questions.

**Recommendations**: Submitting two new letters of recommendation is optional. We recommend that you submit a new letter of recommendation from your current supervisor.

If you have changed employment since submission of the initial application, you must submit an updated resume and a letter of recommendation from your current supervisor.

If you have taken additional courses or completed a degree, one official copy of each new transcript will be required. Other official transcripts, letters of recommendation, and GMAT, GRE, and TOEFL scores from the previous application may be used again provided that they fall within the five- and two-year deadlines, respectively, of the application deadline of the semester in which you are reapplying. If you have retaken the GMAT, GRE, or TOEFL, ask the Educational Testing Service to forward your new scores to the MFE Admissions Office.

Assuming that an initial application was complete at the time of submission, the updating of any other application materials is optional, but strongly recommended. Please note that all information provided in both the original application and any subsequent application(s) is subject to verification as described in Section I, “General Information”.

**V. FINANCIAL ASSISTANCE**

For information about financial aid and availability, applicants should visit http://mfe.haas.berkeley.edu/faid. If you need further assistance, you may contact the Haas School’s Financial Aid office at (510) 643-0183 or finaid@haas.berkeley.edu.
VI. MINIMUM ACADEMIC REQUIREMENTS FOR INTERNATIONAL APPLICANTS

Australia, Canada, New Zealand, South Africa: Honours or the combined bachelor’s degree requiring at least four years with a minimum of First Class or Second Class (Upper Division). Holders of bachelor’s degrees whose programs represent three years of study are not eligible to apply. Records: Official transcripts showing courses, grades, and degrees conferred. South African applicants must have their universities send all official transcripts and degree certificates directly to MFE admissions. Transcripts issued to the applicant are not acceptable.

Baltic and East Europe States, Former Soviet Republics: Diplom or Diploma, Inzenyr, Magister, Oklevel requiring four to five years of post-secondary study. Records:

1. Diploma certificate accompanied by the Diploma’s addendum or appendix, a grade report, or academic records listing the institution attended, dates of attendance, field of specialization, courses completed, marks received, and state examinations passed.

2. Documents must be in the original language or Russian, issued by the institution, and accompanied by certified translations.

Bangladesh, Burma, India, Nepal, Pakistan: B.Engineering; B.Sc. (in engineering only); B.Tech; B.Arch; or a master's degree in a nonengineering field. All degrees should be awarded in First Class/Division, or the equivalent. Do not apply unless you have completed or will complete one of these degrees. Records: (1) Detailed mark sheets (grade reports) for each year of study and for all yearly examinations. Individual examinations and papers must identify the subjects and show minimum, maximum, and awarded marks as well as overall results. Exams and papers must state the level of pass, class, and division; rank in class should be indicated if available. (2) Syllabi or course lists with the content of each subject covered in the program. (3) Diplomas or official statements from all degree-granting universities with the date of formal conferral.

In response to growing problems with document fraud in Bangladesh, documents certified by individual notaries will no longer be accepted. All documents from Bangladesh must be verified by the Ministry of Education, the Ministry of Foreign Affairs, or the chair or principal of the issuing institution. Documents from Pakistan will be verified by the US Educational Foundation.

Central and Latin America, Mexico, Portugal, Spain: Licenciado or professional title or degree. Mexico: Egresado Pasante status is not sufficient. Records: (1) All postsecondary academic records listing courses, marks, including the results of the thesis or professional exam, and diplomas conferred. (2) Official diploma certificates or evidence of completion of all requirements for the degree or title. Applicants from Spain must submit a receipt showing payment of the fees required to produce the diploma certificate. (3) Records and translations must be certified by the issuing institution or by an academic or public official (notario publico or tabeliao).

Denmark, Finland, The Netherlands, Norway, Sweden: Candidatus, Sivilingenior, Kandidaatti, Doctorandus (drs), Ingenieur (ir), requiring four years of university coursework or Filosofie Kandidat or
Hogskoleexamen representing at least 120 points. Records: (1) Academic records listing all subjects taken and marks for each year of study. (2) Official diploma certificates.

**French/French-Style Schools and Universities:** Diplome or Maitrise; or the title of Ingenieur. Candidates must have completed 180 ECTS credits prior to the start of the program (not including coursework completed as part of the classes preparatoires). Records: (1) Must be in French issued by the institution or certified by an academic or public official, and accompanied by certified translations. Specially prepared English versions of French originals are not acceptable. (2) Releve de notes showing all courses/subjects and grades/marks/mentions for each year including rank in class if available. (3) Attestation de Reussite or Diplome showing completion of all requirements for the professional title or degree and date of completion or award.

**Germany:** Hauptdiplom. Graduates of Fachhochschulen may be admitted on an exceptional basis to the MFE program, but they must have completed the entire course of study and have earned the Hauptdiplom. Applicants must include a copy of the Vordiplom Zeugnis with the application. In exceptional cases, holders of the University Vordiplom or Zwischenprufung may be considered for admission if, at the time of application, they have completed at least one additional year of full-time academic coursework at their German university or in a graduate degree program at a US university. In order for such an exception to be considered, applicants enrolled at German universities must submit, with their application forms, the Abitur results and from six to eight graded Seminarscheine for Hauptstudium courses completed after their intermediate examination (Vordiplomprüfung or Zwischenprüfung). Students at US universities must submit Abitur results and official transcripts showing the completion of two semesters of full-time graduate-level coursework. Work in progress will not fulfill this requirement. Courses completed as an auditor or in extension programs are not acceptable. Intermediate examination holders presently enrolled in undergraduate programs at US universities must complete the bachelor's degree. Records:

1. Must be in German and accompanied by certified translations.

2. Official copies of all examination records (Abitur, Vorprüfung, Hauptprüfung, Staatsexamen), Seminarscheine, and Diplom certificates (Zeugnisse) as well as photocopies of the Studienbuch.

**People's Republic of China:** Bachelor's degree requiring four years of university study. Records: All official copies of academic records must be mailed directly by the academic institution to the MFE office. Official English translations must be provided and must list all courses and grades. All records and translations must be on official university letterhead, and bear original stamps, signatures, and seals of the academic institution. Signatures must be in ink. Photocopies are not accepted. Transcripts issued to applicants or printed by applicants are not accepted.

**United Kingdom, Eire, and schools employing the British system:** Honour's bachelor's degree with a minimum of First Class or Second Class (Upper Division). Holders of only the Higher National Diploma or Certificate should not apply. Records: (1) Official statements from each college or university, indicating dates of attendance, program of study, courses, and grades (if institutional policy permits). (2) Reports from tutors evaluating performance, and courses completed and in progress. (3) Official copies of all
diploma and degree certificates issued and sent by the university, not the constituent college, indicating class and division.

If you have questions about academic requirements for your country, contact:

Graduate Division Admissions Office
318 Sproul Hall #5900
Berkeley, CA 94720-5900
510-642-7405
gradadm@berkeley.edu

VII. BERKELEY CAMPUS POLICIES

Student Records

Each student is entitled by law and University policy to examine and challenge most of the records maintained by the University on that student. These records are confidential, and in most circumstances may be released to third parties only with the prior consent of the student. Such matters are detailed in the Berkeley Campus Policy Governing Disclosure of Information from Student Records, available in the Office of the Director of Student Activities, 103 Sproul Hall #5230, University of California, Berkeley, Berkeley, CA 94720-5230. This policy is also available on the Registrar's Web site: http://registrar.berkeley.edu/GeneralInfo/ferpa.html

Information Practices Act

The State of California Information Practices Act of 1977 requires the University to provide the following information to applicants for admission who are asked to supply information about themselves. The principal purpose for requesting information is to process your application for admission. Maintenance of this information is authorized by University policy.

Furnishing information that is not designated voluntary or optional is mandatory. Failure to provide such information will delay or can even prevent completion of the admission process.

Information furnished may be used by various University departments for admission and other student-related purposes, such as housing and financial aid. This information will be transmitted to the state and federal governments if required by law. Individuals have the right of access to this record as it pertains to them. The official responsible for maintaining the information is the Dean of the Graduate Division.

Use of Social Security Numbers

Pursuant to Section 7 of the Privacy Act of 1974, applicants for a fellowship or graduate scholarship and other Graduate Division financial aid or benefits are hereby notified that disclosure of their social security numbers is mandatory. Social security numbers are required by the Graduate Division to verify the identity of each applicant. Social security numbers are used to link our admissions file with Financial Aid Office data, to link our application data with Graduate Record Examination scores from the
Educational Testing Service, to link to the Payroll Office to verify amounts paid to students receiving teaching assistantships and research assistantships, and to link financial awards and admission data to registration histories and student records. This record-keeping system was established before January 1, 1975, pursuant to the authority of the Regents of the University of California under Article IX, Section 9, of the Constitution of the State of California.

The University is required by federal law to report your social security number and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997.

Ethnic Survey

The Graduate Division is required to provide reports to various federal and state agencies on the ethnic composition of the applicant population. Therefore, we ask that you answer the question about your ethnic identity in the application. The University holds such information on individuals confidential and uses it only for statistical purposes. You may decline to state your ethnic identity.

Nondiscrimination Statement

The University of California, in accordance with applicable federal and state law and University policy, prohibits discrimination, including harassment, on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

Inquiries may be directed as follows: Sex discrimination and sexual harassment: Nancy Chu, Title IX Compliance Officer, 1-510-643-7985. Disability discrimination and access: Sarah Hawthorne, A.D.A./504 Compliance Officer, (510) 642-2795. Other inquiries concerning regarding discrimination or harassment may be directed to the Campus Climate and Compliance Office, 200 California Hall, #1500, (510) 643-7985.