The COVID-19 pandemic continues to present challenges related to health concerns and international travel. UCEAP has been updating their website's Coronavirus Notice with up-to-date information on program cancellations for the 2021-2022 cycle. The program described in this Advising Notes document is scheduled to proceed at this time, and UCEAP will inform campus offices if there are any updates.

Updated Nov. 2020

UK - Scotland
Intern: Scotland
UCEAP Advising Notes

Objective of the Advising Notes Document
This document is an advising tool written by a Berkeley Study Abroad adviser to review program specific details that may impact a student’s decision to apply for a UCEAP program. The document is not a summary
of eligibility requirements, academic, housing, application and other logistical details freely available to students on the UCEAP and BSA website, and reviewed by a student in the Program Self-Assessment. If any concerns you have are not addressed on the UCEAP website, in the Program Guide or the Advising Notes document, please contact the BSA adviser for this program.

**Advisor Contact Information**
The BSA Adviser for Scotland is Amy Veramay (averamay@berkeley.edu). Amy has spent time traveling Scotland and would be happy to speak with you about Edinburgh.

**Application**
You can use the website “Preparing for the UCEAP application” to assist you.

Berkeley students will start their application via the Berkeley Study Abroad website. From within this interactive application, students will be instructed to complete a secondary application in the UCEAP Portal.

**Spring Timeline**
Students will apply by BSA’s early January deadline, and will be referred to the University of Edinburgh by mid-February. Early March will be the deadline by which students must apply to the University of Edinburgh and submit their internship application documents to the study center. Organizations will review the applications, interview candidates, and select their interns by mid-April. Students should also start to hear back from the University of Edinburgh around this time. (Specific dates will be shared with nominated students.)

**About the Program**

**Overview**
This program is a partnership with the University of Edinburgh. Students will take 2-4 classes (10.7 units) at the University and participate in an internship for 12-14 hours per week, earning 5.3 semester units of a Special Study Internship course. A Tier 4 visa is required for any student wishing to work or intern in Scotland. Visa processing time is approximately 4 months.

**Internships**

**Internship Placement**
To avoid placement delays or rejection, you are encouraged to put the time into developing a strong cover letter and CV with your initial application. Although rare in occurrence, the Parliament reserves the right not to accept a student based on the quality of their cover letter and/or CV. The Career Center offers excellent resources and support, which all students are encouraged to take advantage of.

**Scottish Parliament Internship**
You will be working with individual Members of Scottish Parliament and their staff. Matters you will be dealing with range from constituent concerns to parliamentary questions and motions; and aiding your MSP in preparing for issues on national legislation.

**Non-Governmental Internships**

**UN House Scotland** - a shared facility with representation from UN agencies, civil society organizations and charities, working to support UN values.

**CodeBase** - the UK’s largest tech incubator, based in Edinburgh, founded in 2014 is home to around 100 tech startups. Start up options available for internships include:
- **Dialexy** - translation platform
- **Bright Ascension** - software development for the space industry
- **Euan’s Guide** - disabled accessibility trip reviewer

**Setting Up Your Internship**
Students will indicate their preliminary internship interest within their UCEAP application. At a later point in the process, students will submit their CV and cover letter (and unofficial transcript for CS students) to the Edinburgh Study Centre for consideration. Employers will then review applications, conduct interviews and select students for internships.

Cohort
To see how big the UCB cohorts were per university, check out this chart.

Other Important Notes

Delayed Grades from Abroad: Important for Seniors
Depending on the host institution, UCEAP will transmit your UCEAP courses, units, and grades to Berkeley up to 90 days after your program officially ends. You cannot be administratively graduated until your UCEAP grades are reported to Berkeley, are posted to your transcript, and a degree audit is conducted. The Berkeley Office of the Registrar only administratively graduates students (a.k.a. degrees are “posted” to transcripts) three times per year: October for students with a summer anticipated graduation date, February for students with a Fall anticipated graduation date, and July for students with a Spring anticipated graduation date. If your EAP grades arrive after degrees are posted for your term of participation, your degree will be processed and posted to your transcript with the next term’s degree list.

You can review this chart to see when students at your host university in the past have had their UCEAP grades transmitted to the Berkeley Office of the Registrar. Factoring in a 1 to 4-week delay for grades to appear on your Berkeley transcript, determine when your degree is likely to be posted by the Berkeley Office of the Registrar (October, July or February).

If you determine that your grades are likely to arrive later than the term you need to graduate from Berkeley to stay eligible for your graduate program or another post-graduation opportunity, contact the program/employer you are applying to as early as possible. Ask about their policy on delayed graduation due to study abroad participation. Find out how long they can wait for UCEAP grades to be recorded on your official Berkeley transcript and for your degree to be posted by the Berkeley Office of the Registrar.

Ask your graduate program or employer if you can provide some academic information while waiting for your UCEAP grades or Berkeley diploma. If courses and grades do not yet appear on your Berkeley transcript, ask the program/employer if it will accept an official “Verification of UCEAP Coursework.” This is a letter from UCEAP verifying dates of UCEAP attendance and giving the estimated dates of arrival for course titles, units, and grades. You can get this letter from your BSA Campus Adviser or from your UCEAP Academic Specialist for your program. If your UCEAP grades already appear on your Berkeley transcript but you are waiting for your degree to be posted, you can also request a Certificate of Completion. Read more about Transcripts and Diplomas on the Office of the Registrar website.

EAP Alums
EAP alumni are one of your best resources for information about the program. If you would like to be put in touch with alums, simply send the BSA Adviser an email with your list of questions and the contact information of returnees who have agreed to be contacted will be shared.

EAP Alum-Created Resources
Some of our returnees have created presentations to share with others. You can look at their work through the Student Created Resource Google folder that we will continually update with tips, example schedules and presentations from students who have participated in this program.

Making friends with locals
When students are able to make friends with locals while studying abroad, their experience is enriched. The recent post How to Make Friends with Locals While Abroad by UCEAP student Elizabeth Lemerand (UCLA) offers advice for students to make meaningful connections while they travel.