

United Kingdom – England

Sotheby's

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 an EAP 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. The best source of detailed program information is always the [UCEAP Program Guide](#) from the prior academic cycle. 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 England is Katie Weibel (weibel@berkeley.edu). Katie has spent time traveling England and would be happy to help you learn more about this program. Her drop-in hours are Tuesdays 10-12, Thursdays 1-2, Fridays 2-3, or by appointment.

Applications 2019-20

You can use the document, "Preparing for the UCEAP application" to assist you.
<http://studyabroad.berkeley.edu/uceap-how-apply>

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 MyEAP system. Once a student completes the MyEAP application, they will upload it to their Berkeley Study Abroad application. Later on in the process, students will also apply directly to their host university.

Application

Sotheby's Institute of Art will make the final acceptance decision. UCEAP students are exempt from completing the Sotheby's Institute online application and do not pay the Sotheby's Institute application fee.

Documents needed for the application:

- One letter of recommendation. Letter must be academic reference from professor or TA.
- Legible photocopy of your valid passport showing the pages with your photo, passport number, expiration date, and signature. Your passport must be valid at least 6 months after your projected return from abroad. You must sign your passport before making your copies. If you do not currently have a valid passport, apply immediately (see instructions below).
- Sotheby's specific [statement of purpose](#)

In addition to the letter of recommendation, you should submit a resume or curriculum vitae (CV) to strengthen your application.

Applicants should have completed at least one intro to art course.

Curriculum

Students choose on track depending on the term. Please note that it's not possible to combine courses from different tracks.

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 EAP 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.

Travel and Entry Clearance

You may not travel to or through the Republic of Ireland on your way to the United Kingdom. Do not book your flight on Aer Lingus, as it will make a stop in Dublin on its way to the U.K.

All Sotheby's **Internship** students MUST obtain the Tier 4 Student Visa before departure from the US. The visa application fee is approximately £400 (~\$600 USD) + postage. ***All Internship students must be financially prepared to pay the Tier 4 visa application fee well before receiving their financial aid refund (if applicable).***

Due to lengthy Tier 4 visa processing times, travel after the UC term ends and before this EAP program begins is **strongly discouraged** for Internship students. Internship students should discuss any potential pre-program travel plans with the BSA Adviser. Additional instructions on travel and entry clearance will be provided in your UCEAP Pre-Departure Checklist, which will be available to you after you have been selected for the program.

Notes for Non-US Citizens: See this [UKVI tool](#) for non-US citizens to find out if there are any restrictions or additional requirements for your country of citizenship.

Cohort

This program allows students to take courses alongside local British students, as well as international and UC system-wide students. To see how big the UCB cohorts were per university, check out this [chart](#).

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 on this program.