United Kingdom – England
Sotheby’s Institute of Art, London
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 England is Amy Veramay (averamay@berkeley.edu). Amy has spent time travelling around England and would be happy to discuss and help you compare cities and universities.
Application
You can use this 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 system.

Fall & Spring Applicants
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:
1) **Legible photocopy of your valid passport** showing the pages with your photo, passport number, expiration date, and signature. Your passport must be valid for 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.
2) **Most Recent Official UC Transcript.** Transcripts must be issued in your legal name, as it appears on your passport.
3) If applicable, unofficial Junior College/Community College Transcripts. Unofficial transcripts from all other colleges or universities attended.
4) **One letter of recommendation.** Letter must be an academic reference from a professor or GSI.
5) **Sotheby's specific statement of purpose.** Application instructions will be available in the UCEAP application.
6) **Course Preference Form.** This is where you will indicate your track preference and is available in the UCEAP application.
7) You should also submit a **resume or curriculum vitae (CV)** to strengthen your application.

Applicants for the fall, spring or year terms should have completed at least one intro to art course.

Fall & Spring Curriculum
Students choose a track depending on the term. Please note that it’s not possible to combine courses from different tracks.

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.

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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.

**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](#).

**UCEAP 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.

**UCEAP 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.