

Haas Undergraduate Program Application Instructions

If you have questions about the application please contact a Haas Advisor at 510-642-1421 or uginfo@haas.berkeley.edu. Our office is open Monday, Wednesday, Thursday and Friday from 9am - 4pm and Tuesday from 10am - 4pm. We are closed for lunch from 12:30 - 1:30pm.

Important Application Deadlines

November 30, 2016	Submission deadline. To submit your application, you must press the “Submit and Finish” button by 4:00pm on November 30, 2016. It is your responsibility to follow all instructions and submit the application by this deadline. Late applications and/or materials will not be accepted.
January 31, 2017	Last day to withdraw your application. If you wish to withdraw your application from consideration you must do so via e-mail by 4:00pm. Your e-mail should include your name, last 4 digits of your SID and indicate that you wish to withdraw your application from consideration for the 2017-2018 application cycle. E-mails should be sent to Sojourner Blair (blair@haas.berkeley.edu).
February 17, 2017	Admission decisions will be posted to this web site at 4pm.

Admission Committee Follow-up

During the application review process, you may be contacted by the Admission Committee if additional information is needed or if information submitted in your application requires clarification. We will contact you via e-mail to submit additional documentation or to schedule an in person appointment. The goal of this follow-up process is to ensure we have all appropriate and relevant information prior to making the admission decision.

Before you begin please read all application instructions:

- You must submit a complete application by 4:00pm on November 30, 2016. Late applications will not be accepted. Incomplete applications will not be reviewed and those students who submit incomplete applications will not be allowed to reapply.
- Submit only the materials requested in this application.
- E-mail is our primary means of communication.
- Continuing UC Berkeley students may only apply once.
- **Transcripts:** You are **NOT** required to submit transcripts. The Admission Committee will obtain your transcripts from the University’s system. Please review your Cal Central transcript to confirm that units for exams and/or units for non-UC Berkeley coursework used to fulfill admission requirements appear. If you do not see the units for the exams or courses on your transcript, you must work with the Office of Undergraduate Admissions (642-3175, 103 Sproul) to have the units posted by February 3, 2017 or you cannot use the course(s) or exam(s) to fulfill admission requirement(s).

All applicants will be required to return to this web site in January to update their application to include Fall grades. Details and instructions will be sent to you via e-mail in December.

Navigation

The Main Menu contains buttons for each page of the application. You are not required to complete the pages in any particular order but you must complete the Personal Information, Academic Record, Essays and Resume pages prior to submitting the application. After you complete a page of the application, click the “Return to Main Menu” button at the bottom of the page or the “Main Menu” link at the top of the page to select another page to complete.

“Save Changes”	The Academic Record and Resume pages are separated into sections. Each section has a “Save Changes” button. After entering data for a section, click the “Save Changes” button to save that portion of the page.
Tab Key	When entering data on the Academic Record and Resume pages, the tab key will not take you to the next required field. You must click the field you wish to enter data into.

Application Submission

To submit your application, you must press the “Submit and Finish” button by 4:00pm on November 30, 2016.

Before you submit your application, please review the checklist below and verify that you have completed each of the components. **Incomplete applications will not be reviewed and those students who submit incomplete applications will not be allowed to reapply.**

Checklist

This checklist on the “Submit” page will update as you complete portions of the application. When all portions are complete, you will see the “Submit and Finish” button.

- Personal Information
- Haas Self-Reported Academic Record
- Essays
- Resume
- Statistical Information (Optional)

Prior to submitting your application, please print a copy for your records. All application materials become the property of the University of California, Berkeley and cannot be returned or forwarded elsewhere at your request. We strongly recommend that you retain photocopies of your application.

Academic Record

All admission requirements must be completed by the end of Spring 2017.

This information will be verified by the Admission Committee to review your academic performance. It is very important that you complete the form accurately. If any information is found to be incomplete or inaccurate, it may jeopardize your admission to the program. You may find it helpful to refer to our [minimum eligibility requirements](#) when filling out this form. Students with exam credit should review the [AP, IB and A Level Information](#) to determine how exam credit may be applied to program requirements.

When completing the Academic Record, please note the following admission policies:

- All prerequisites must be taken for a letter grade.
- One course cannot be used to fulfill more than one requirement.
- During the academic year in which you apply (Fall 2016 and Spring 2017) admission requirements cannot be taken off-campus.

Additional information you may find helpful when completing this form. Not all examples are applicable to all applicants.

- **Prerequisites:** If you took more than one course that would fulfill a prerequisite, record the first course taken. If the grade for the 2nd attempt is higher you are still required to record the 1st course taken. If you received a D+ or lower on your first attempt, you must repeat the prerequisite until you receive a C- or higher.
- **Repeated Courses:** Record all grades for repeated courses (e.g., 1st Grade, 2nd Grade, Term1, Term2).
- **Courses Taken at Another College:** If you took courses at another college prior to enrollment at UC Berkeley and more than one course was needed to fulfill the requirement, record both courses on the same line (e.g., Course 1, Course 2, Grade 1, Grade 2, Term1, Term2).

Grade Earned: Enter IP in the grade box for all classes you are currently taking; enter PL for classes you plan to take during the Spring 2017 semester.

- **P/NP Grading Option:** Breadth courses taken for Passed/Not Passed, Credit/No Credit: Enter P or CR in the grade box.
- **Exam Credit:** Enter the name of the exam in the course title box and the score in the grade box. All other boxes should be left blank. .

If your Spring 2017 schedule changes from what you indicate below, it is not necessary to notify Haas as long as you remain eligible for admission. For example, if you indicate that you plan to take Stat 21 during Spring 2017 to fulfill the statistics prerequisite but you actually take Stat 20, there is no need to notify us because both courses fulfill the statistics requirement.

Academic Record Sample

Major Prerequisites	Course Title	Dept & Course No	Sem/ Qtr	Units	Grade	College Where Taken	Term
Principles of Business	Principles of Business	UGBA 10	S	4	IP	UC Berkeley	Fall 2016
Calculus 1	Analytic Geometry & Calculus	Math 16A	S	4	D+/A-	UC Berkeley	Fall 2015/ Spring 2016
	Example – Repeated courses						
Calculus 2	Analytic Geometry & Calculus	Math 16B	S	4	IP	UC Berkeley	Fall 2016
Economic Principles	Introduction to Micro/ Introduction to Macro	Econ 220/Econ 221	S	3/3	A/A-	Contra Costa College	Summer 2014/ Summer 2015
	Example – Course(s) taken at another college						
Statistics	Introduction to Probability and Statistics	Stat 21	S	4	PL	UC Berkeley	Spring 2017
English / Reading Composition (A)	Advanced Placement – Language	Example – AP exam credit			4		
English / Reading Composition (B)	Freshman Composition	English R1B	S	4	B	UC Berkeley	Fall 2016

Although breadth courses are not required for admission, we ask that you record them on the application. If admitted to Haas, this information will be used to assess completion of degree requirements. Please note: business courses, prerequisites and micro and macroeconomics at any level (Econ 1, Econ 2, Econ 3, Econ 100A/101A, Econ 100B/101B, IAS 106, IAS 107 and EEP100) cannot be used to fulfill breadth requirements.

Breadth Requirements	Course Title	Dept & Course No	Sem/Qtr	Units	Grade	College Where Taken	Term
Arts & Literature							
Biological Sciences	Introduction to Human Nutrition	Nusctx 10	S	3	A+	UC Berkeley	Fall 2015
Historical Studies	History and Practice of Human Rights	L&S C140V	S	4	A-	UC Berkeley	Fall 2016
International Studies							
Philosophy & Values							
Physical Science	Physics for Future Presidents	L&S C70V	S	3	IP	UC Berkeley	Spring 2016
Social & Behavior Sciences	Introduction to Social and Cultural Anthropology	Anthro 3AC	S	3	PL	UC Berkeley	Spring 2017

Essays

The essay questions were created to provoke honest, thoughtful responses to help us get to know you. They are framed within the context of our [Four Defining Principles](#) and give you the opportunity to provide unique information about yourself and your interests. These essays are the principal means we have of gaining insight about you and your reasons for applying to the Haas Undergraduate Program. In addition to content, essays are evaluated for critical thinking and writing ability, skill in organizing and presenting thoughts, and the relevance of your answers to the questions posed.

All applicants are required to answer question A and to choose either topic B or C. The Admission Committee does not have a preference for either question B or C. They are given equal weight in the review process.

Optional Essay

Essay D is optional. If you have any other information to share that was not presented elsewhere in the application, please include in the optional essay.

Resume

The Haas Undergraduate Program seeks candidates with leadership potential who will add to the richness of the classroom experience and engage in the Haas community. This section is intended to give you the opportunity to summarize your accomplishments outside of coursework. Although there are sections for volunteer work and community service, employment, extracurricular activities, and honors and awards, not all categories are applicable to all applicants. Complete only the categories that are relevant to your experience. Each category on the resume template has four line items. If you have more than four activities for a particular category please list your 4 strongest activities. You should only include activities that you participated in after your high school graduation. If you started an activity in high school and continued into college, that activity may be included.

The information included in this portion of the application is subject to verification by the Admission Committee. A randomly selected group of applicants will be asked to provide documentation to substantiate the information listed in the resume.