



## APPLYING TO BERKSHIRE COMMUNITY COLLEGE

### General Admission Policy for International Students

Berkshire Community College is pleased to welcome international students to our campus.

Requirements for admission include an official translated transcript from high school (or high school equivalency program), official transcripts from any other colleges attended, payment of an application fee of \$35, an affidavit of financial support, and completion of the Berkshire Community College application form.

Upon your arrival, a placement test is also required so that the college can determine the appropriate level at which coursework should begin. Based upon these test results, placement in college preparatory English, reading, and mathematics courses may be required in preparation for a student's success in college-level courses.

BCC has a rolling admissions policy. As completed applications are received, decisions are made on a first-come, first-served basis. Students may begin their coursework for most programs in the fall or spring. Applications should be received 4 months before intended start date.

Some additional admission requirements are in effect for the Nursing and Allied Health programs.

Where English is not the official language of their country, foreign students will need to take the Test of English as a Foreign Language (TOEFL) to demonstrate proficiency in English by achieving a score of 500 or above (173 on Computerized Test).



### Application Checklist

- Application.** Fill out the attached application. If you are undecided about your choice of program or require more information, call the Admissions office at (413) 499-4660, ext. 1633. Fax: (413) 496-9511.
- Fee.** Attach a check or money order for \$35 US payable to Berkshire Community College for your application fee. If you previously applied to BCC, you are not required to pay the fee.
- Transcripts.** Contact your high school to request that an official copy of your high school transcript be sent to the Admissions office at BCC. **If you have attended any other college or university, you must have official transcripts sent to the Admissions office at BCC. All records must be translated into English.**
- Affidavit of Support.** In order to receive form I-20 for your student visa, you must submit an affidavit of support (official bank statement or form I-134) covering at least one year (estimated at \$17,000, including tuition, fees, and all housing and living expenses).
- TOEFL scores** (if applicable).

### Immunization

All full-time students (12 credits or more) who are registering for day courses are required to present evidence of at least one dose of mumps and one dose of rubella vaccine, two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age, and a booster dose of Td (tetanus and diphtheria) within the last ten years. International students will be given a tuberculosis test after their arrival.

Students must complete an immunization form and return it to the Health Services office before the first day of classes, or be subject to withdrawal from the college.

Send all materials to

Admissions Office  
Berkshire Community College  
1350 West Street  
Pittsfield, MA 01201, USA

Name \_\_\_\_\_  
(LAST) (FIRST) (MI) (MAIDEN)

Mailing Address \_\_\_\_\_ Telephone (home) \_\_\_\_\_  
NUMBER STREET  
CITY STATE ZIP (POSTAL CODE) Telephone (work) \_\_\_\_\_  
COUNTRY Fax (if available) \_\_\_\_\_

International Address \_\_\_\_\_ Telephone (home) \_\_\_\_\_  
CITY STATE ZIP (POSTAL CODE) Telephone (work) \_\_\_\_\_  
COUNTRY Fax (if available) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Sex  (F)  (M)

Is English your native language?  Yes  No Primary Language \_\_\_\_\_ TOEFL score \_\_\_\_\_

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

## Educational Background

Name of secondary school attending or last attended \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Year of Completion \_\_\_\_\_

University (post-secondary school) previously attended: (list most recent first. Use separate sheet for additional institutions.)

Name \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_ Degree Earned \_\_\_\_\_

## BCC Enrollment

Please enter your choice of program: (See codes on next page)

Planned semester of enrollment:  September  January Year \_\_\_\_\_

Have you previously applied?  Yes  No

I certify that the information I have provided on this application form is correct to the best of my knowledge.

I understand that this application for admission will not be complete until the application fee is paid and all requested documents have been submitted.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to Deborah Cote, Director of Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-236-1022, SBA Annex, Room A-21.

# DEGREE PROGRAMS OF STUDY

**AA (Associate in Arts)** programs meet the requirements of the Commonwealth Transfer Compact, providing full transferability within the Massachusetts system of public higher education and most other colleges throughout the country.

**AS (Associate in Science)** programs provide both career preparation and a foundation for transfer to related majors at the bachelor's degree level.

<b>Program</b>	<b>Code</b>	<b>Program</b>	<b>Code</b>
Business Administration .....	BADM	Hospitality Administration(Career) .....	HSPC
Business Careers .....	BCAR	Hospitality Administration(Transfer) .....	HSPT
Business Software Systems .....	BSSS	Human Services .....	HSER
Computer Information Systems:		Social Work Transfer Concentration ....	HSSW
Business Systems .....	CISB	Liberal Arts.....	LIBR
Computer Science .....	CISC	Liberal Arts: Biological Science.....	LBIO
CIS Networking.....	CISN	Liberal Arts: Early Childhood Ed. ....	LECC
Criminal Justice .....	CRJS	Liberal Arts: Foreign Language .....	LFLA
Engineering .....	ENGR	Liberal Arts: International Studies .....	LIST
Engineering Technology:		Liberal Arts: Peace and World Order .....	LPWO
Computer/Electronics Technology ..	ETCO	Nursing .....	NURS
Manufacturing Technology .....	ETMT	Pre-Nursing .....	LNUR
Environmental Science .....	ENVS	Physical Therapist Assistant** .....	PTAS
Fine Arts:		Pre-Physical Therapist Assistant .....	LPTA
Music.....	FAMU	Pre-Health Careers .....	LHCR
Theatre Arts.....	FATA	Respiratory Care** .....	RESP
Visual Arts .....	FAVA	Pre-Respiratory Care .....	LRSP
Fire Science*.....	FISC		
Health Science:			
Dental Assisting*** .....	HLDA		
Massage Therapy & Bodywork .....	HLMT		
Medical Assisting*** .....	HLMA		
Physical Fitness .....	HLPF		
Surgical Technology*** .....	HLST		

\*some required courses offered in the evening only

\*\*offered on a cyclical basis

\*\*\*technical courses taught at McCann Technical High School