Admissions

Berkeley College seeks to provide students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission on the basis of future potential and the motivation and interest to succeed in a chosen profession as well as on past academic achievement.

Graduation from high school or the equivalent and an entrance exam or SAT/ACT scores are basic requirements for admission. Documentation of successful completion of high school or the equivalent must be submitted to the College prior to starting classes.

A personal interview is strongly recommended. Applicants are encouraged to contact the Director of Admissions at the location of their choice to arrange for an appointment with an admissions associate. Please allow a minimum of one hour for the visit to discuss educational objectives and career plans and to receive a tour of the College. For further information, students may also call the College at 800-446-5400, Ext. WC1 or email info@BerkeleyCollege.edu.

Since Berkeley maintains a rolling admissions policy, students are encouraged to apply as early as possible. The Committee on Admissions notifies applicants of a decision as soon as all credentials have been evaluated.

High School Applicants: To be considered for admission, the following information must be submitted:

- An application for admission (BerkeleyCollege.edu/Apply) and a non-refundable $50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education

Adult Applicants: Many adult students are striving to balance work and family with college studies, while others have not yet found the time to reenter or even begin college. To meet these special requirements, Berkeley College has established an Adult Admissions Department, which provides an environment that is sensitive to the needs of adult students.

Nine convenient locations in the New York City, Westchester, and New Jersey metropolitan areas and an online option provide exceptional convenience and flexibility, as students have the option of combining day, evening, weekend, and online classes at more than one campus. In addition, faculty provide professional guidance to adult students who may be able to earn credit for college-level learning acquired through experience.

Adult students who have previously attended college should follow the procedures for transfer applicants. Adults who are first-time college students must submit the following information to be considered for admission:

- An application for admission (BerkeleyCollege.edu/Apply) and a non-refundable $50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education

Online Degree Applicants: The Online Admissions Department works with busy adults who are seeking flexibility and convenience and wish to earn their degree entirely online. Applicants must successfully complete a short introductory online course to familiarize themselves with online learning prior to
course registration. Interested students should call 800-446-5400, Ext. WC1 or email info@BerkeleyCollege.edu.

Transfer Applicants: Students who graduated from high school or the equivalent and then attended another college or university are considered transfer students. To be considered for admission, the following information must be submitted:

- An application for admission (BerkeleyCollege.edu/Apply) and a non-refundable $50 application fee
- Certification of high school graduation or the equivalent as recognized by state departments of education
- An official transcript of previously completed education

If all post-secondary institutions previously attended are not listed on the admission application, transfer credit may not be granted and the student becomes subject to disciplinary action.

Military and Veteran Applicants: Berkeley College is dedicated to assisting veterans, members of the National Guard, active duty military members, and their families achieve college degrees. The College adheres to the principles from the Servicemembers Opportunity Colleges (SOC) and participates in the Post 9/11 GI Bill. In addition, Berkeley College participates in the Department of Veterans Affairs’ Yellow Ribbon Program, partners with the Army in the GoArmyEd program, and is a partner with the Navy through the SOCNAV NCDLP program. The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, military personnel, and their dependents. Students should call the College at 800-446-5400, Ext. VET or email VeteransAffairs@BerkeleyCollege.edu for further information.

International Applicants: The International Student Department works with each location to provide assistance to international students in such areas as immigration, visas, housing, orientation to college, and adjustment to American life. This office is located at Berkeley’s Midtown Manhattan location. Students can contact the International Student Department by phone (212-687-3730), fax (212-986-7827), or email (international@BerkeleyCollege.edu).

International students applying for admission should submit an international application form (BerkeleyCollege.edu/Apply); a transcript of previously completed education, in English; a TOEFL score, if appropriate; and certification of finances.

Degree Program Applicants: All new students enrolled in degree programs must meet the College’s immunization requirements prior to registering for classes.

Healthcare Program Applicants: Students enrolled in the Practical Nurse, Multi-Level Patient Care Technician, and Surgical Processing Technician certificate programs should refer to their respective Student Handbook Supplements for program-specific immunization requirement policies.

In addition to meeting the immunization requirements of Berkeley College, students enrolled in the Surgical Technology A.A.S. program should refer to their respective Student Handbook Supplement for additional program-specific immunization requirement policies.

In addition, students applying to the Health Sciences, Multi-Level Patient Care Technician, Practical Nurse, Surgical Processing Technician, and Surgical Technology programs must provide authorization for a criminal background check prior to registration and submit a physical assessment by a licensed physician, advanced practice registered nurse, or physician assistant prior to participating in clinical rotations.
Medical Assistant program applicants must complete and sign a Health Record and Supplemental form, which provides technical information, prior to the start of classes. A tetanus shot administered within the past ten years is also recommended. Hepatitis B vaccination and a tetanus shot are also recommended for part-time students enrolled in the Medical Assistant program.