

**Berkeley College  
Overview**
**Academic Program**
**Admissions and  
Finances**
**Student  
Development and  
Campus Life**
**Student Rights and  
Responsibilities**
**Student Support**
**Administration,  
School of Graduate  
Studies, and Faculty**
**General Information**
**Contact Us**

## Graduate Admissions

Berkeley College seeks to provide graduate students with an education that balances academic preparation, professional training, and hands-on experience. The College considers students for admission to the graduate program based on future potential, motivation, past academic achievement, and work experience. The equivalent of at least two years of professional employment is required for applicants to the M.B.A. in Management program. The Graduate Admissions Committee will evaluate the depth and breadth of the applicant's work experience, the applicant's position and level of responsibility, and the applicant's career progression. Applicants must have a Bachelor's degree from an accredited institution to apply to the graduate program. A personal interview is strongly recommended. Applicants are encouraged to contact the Office of Graduate Admissions to arrange for an appointment. 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 855-522-4723 or email [BCGrad@BerkeleyCollege.edu](mailto:BCGrad@BerkeleyCollege.edu).

Since Berkeley maintains a rolling admissions policy, students are encouraged to apply as early as possible. The Committee on Graduate Admissions notifies an applicant of a decision as soon as all credentials have been evaluated. Students must submit the following items as part of the admissions process.

- An application for admission ([BerkeleyCollege.edu/Apply/](http://BerkeleyCollege.edu/Apply/))
- Official transcripts from all undergraduate institutions
- \$50 nonrefundable application fee
- Two letters of recommendation
- Resume (a minimum of two years of professional employment is required)
- Personal statement
- Application for waiver of foundation courses with course syllabi (if student is seeking waivers). Graduates of Berkeley College undergraduate programs are not required to submit syllabi.
- Application for transfer credit (if student is seeking transfer credit from another graduate institution)
- TOEFL or IELTS scores for students graduating from an institution in a country where English is not the official language and English is not the student's first language

All admissions documents must be submitted to the Graduate Studies office by the following deadlines:

- August 1 for fall admission to the on-site program in Woodland Park, NJ
- December 1 for winter admission to the on-site program in Woodland Park, NJ
- At least two weeks before the start of any seven-week session for admission to the online M.B.A. program (please see the [academic calendar](#) for applicable start dates)

**Online Degree Applicants:** Many students choose to earn a degree online. The Graduate Studies office works with applicants who are seeking flexibility and convenience to balance graduate classes with family, work, and other commitments. Prior to registering for their first online course, applicants must complete a short introductory online course to familiarize themselves with online learning. Interested students should call the College at 855-522-4723 or email [BCGrad@BerkeleyCollege.edu](mailto:BCGrad@BerkeleyCollege.edu).

**Transfer Credits:** Students may transfer up to six semester credits of graduate course work from an accredited graduate program. The course must have been taken within seven years of admission to the M.B.A. program, and the student must have earned a grade of B or better.

Transfer credits will be accepted for any core, advanced core (except MBA8810, M.B.A. Capstone), or elective course. Students must apply for transfer credit at the time of application to the M.B.A. program. Syllabi for transfer credit courses must be submitted at the time of application. Transfer credits appear as CR on the student's Berkeley College transcript and are not included in the GPA calculation. The decision of the Graduate Admissions Committee whether to grant transfer credit is final.

No transfer credits will be accepted once the student has matriculated into the M.B.A. program.

**Military and Veteran Applicants:** Berkeley College is dedicated to helping veterans, members of the National Guard, active duty military members, and their families earn college degrees. Veterans and/or dependents planning to receive educational assistance benefits from the Department of Veterans Affairs (VA) should obtain VA approval prior to enrollment. Veterans may apply for their GI Bill benefits at the VONAPP website, located at [vabenefits.vba.va.gov/vonapp/main.asp](http://vabenefits.vba.va.gov/vonapp/main.asp). Veterans are required to submit copies of their Certificate of Eligibility and DD214 Member 4 or Service 2 copy during the admissions process in order for their benefits to be processed most effectively. Students must request certification for their benefits at [BerkeleyCollege.edu/military/](http://BerkeleyCollege.edu/military/). In addition, Berkeley College participates in the Department of Veterans Affairs' Yellow Ribbon Program and in all active duty Federal Tuition Assistance programs.

The Berkeley College Office of Military and Veterans Affairs is dedicated to supporting all veterans, military personnel, and their dependents. More information is available at the Online Veterans Resource Center located at [BerkeleyCollege.libguides.com/veterans](http://BerkeleyCollege.libguides.com/veterans). Students should call the College at 800-446-5400 ext. VET, email [VeteransAffairs@BerkeleyCollege.edu](mailto:VeteransAffairs@BerkeleyCollege.edu), or contact any member of the staff of the Office of Military and Veterans Affairs for further information.

**International Applicants:** The International Student Department provides assistance to international students in such areas as immigration, visas, housing, orientation to college, and adjustment to life in the United States. This office is located at Berkeley's Midtown Manhattan campus. Students can contact the International Student Department by phone (212-687-3730), fax (212-986-7827), or email ([International@BerkeleyCollege.edu](mailto:International@BerkeleyCollege.edu)).

**Foreign Transcripts:** Foreign transcripts will be evaluated considering program accreditation/recognition, applicability to the M.B.A. program, and other factors.