

BerkBox

Instructions

for prospective students

- 1.** Go to:
<https://berkeleycollege.edu/admissions/tuition-financial-aid/berk-box/index.html>
- 2.** Click on **BerkBox for Prospects**
- 3.** A list of items you may need to submit is available on the document type list.
- 4.** Enter your information in the fields.
- 5.** At **STEP 1**, select the document type you would like to submit.
- 6.** At **STEP 2**, click **Upload**. This will open a dialog box allowing you to select a file from your computer. Jpgs, tifs, and pdfs are the best kinds of files to upload, but we can support other formats, too.
- 7.** Click **Choose File** and **Add** and this will add it to your BerkBox submission.
- 8.** Once the document is in the dialog box it will be submitted in the BerkBox. If you need to submit more than one page for this document, you can click **Choose File** again and **select a second page** and click **Add**. When you've added all the necessary pages, click **Close**.
- 9. TWO OPTIONS AT THIS POINT:**
 - If this is the only item you would like to upload, click **Submit**. Click **OK** on the prompt that appears. Then click **End Session**.
 - If you would like to add a different document, click **Submit**. Click **OK**. Then select another item from the document list.
 - At **STEP 2**, click Upload. Click the **Red X** to delete the file from the previous submission. Then select your new file. Click **Choose File** and **Add**. Click **Close**.
 - Repeat this process until you have submitted all of your missing documents. Once you have submitted all the documents you'd like to provide the Admissions or Financial Aid Offices, click **Submit** and **End Session**.