



UC Berkeley Extension

Intensive Academic English Program

2013–2014



**Rigorous Study in
University-Level English**

University of California, Berkeley, Extension
extension.berkeley.edu/academicenglish

Find us on Facebook at
[facebook.com/BerkeleyIAEP](https://www.facebook.com/BerkeleyIAEP)

UC Berkeley Extension's **Intensive Academic English Program** (IAEP) provides the highest-quality academic English training to speakers of other languages. With IAEP, you gain much more than simple conversation skills: You receive a thorough foundation in university-level English to develop abilities in speaking, listening, reading, academic writing, pronunciation and grammar, as well as a social and academic orientation to life and study in the United States.

Find Career

Student-Focused Instruction

Highly experienced instructors guide, monitor and provide feedback on your use of English as you lead discussions, make oral presentations, write and revise papers, and discuss popular topics with fellow classmates. Our instructors encourage you to consider a wide range of perspectives and develop the ability to communicate in a respectful, confident and persuasive manner.

San Francisco Setting

IAEP classes take place in downtown San Francisco, one of the top U.S. destinations for international visitors. From exquisite natural landscapes and urban environments to world-class dining and exciting nightlife, San Francisco has it all. Our modern classroom facility features spacious classrooms, a student lounge, a state-of-the-art computer lab, an art gallery and on-site staff.



and Academic Success

Join a Group of Accomplished, Highly Motivated Students



“Each IAEP class is small so that the teachers can pay attention to each student, and it is easy for the students to participate. We can talk to each other without hesitation, even if we do not know each other.”

HIDEKO OTA (Japan) is a Nihon University graduate who plans to attend a U.S. graduate program in counseling psychology.



“As a faculty member of a Chinese university, English proficiency is essential. IAEP instructors have provided the academic focus necessary to help me gain language that is authentic and critical for my life and career.”

DR. WEIKAI XIE (China) is deputy director of Shanghai Jiao Tong University’s E-Learning Lab; he plans to continue teaching in China.



“Learning English through IAEP helps me both as a graduate student and as an international marketing professional. The intensive curriculum is personalized, helping me to reach a higher level of proficiency within a short amount of time.”

DINA GRIGOLAYA (Russia) is a marketing research professional who plans to pursue a second graduate degree, in sociology, at a U.S. university.



“I chose IAEP because it will help me grow as a person. I can have a multicultural experience, study English intensively and then apply that knowledge as a university student in my home country.”

JUAN PABLO MONTOYA VELASQUEZ (Colombia) is a high school graduate preparing to apply to competitive undergraduate programs in his home country.



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Program Details

How IAEP Works

IAEP offers courses year-round, and you may begin any month of the year. Start with a minimum commitment of three consecutive sessions (each session is four weeks long), and stay as long as you need to become proficient. On-site placement exams ensure you start in the instruction level appropriate for your needs. Expert classroom instruction then enables you to practice methods used in American universities, including:

- Analyzing and producing high-quality work in English
- Developing a sophisticated vocabulary and critical-thinking skills
- Improving your use of English in research projects, formal writing, oral presentations and seminar discussions

At the end of each four-week session, oral and written exams demonstrate your readiness to advance to the next instruction level. Experienced instructors and staff ensure that you achieve proficiency through supportive, individualized attention—at the pace that is right for you.

As a full-time IAEP student, you will attend classes for four hours each morning, Monday–Friday, focusing on the core study areas of speaking, listening, reading and writing. Afternoons are free for individual study, or you can take optional elective courses for an additional fee.

Sample Weekly IAEP Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9–11 am	Speaking and listening				
11 am–1 pm	Reading and writing				
1–2 pm	Break	Break	Break	Break	Break
2–5 pm	Optional elective courses*				

*Please note that optional elective courses are not included in the IAEP program fee. Contact IAEP for each session's specific offerings. This schedule refers to the full-time IAEP program. Contact IAEP about part-time program details.

Optional Elective Courses

Optional elective courses vary each session and require separate fees. You may choose electives based on your own interests and schedule availability.

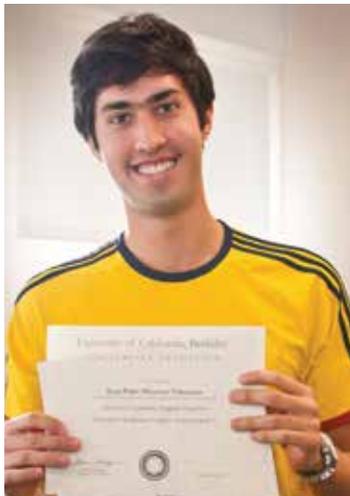
Sample Courses

- Academic Writing
- Advanced Grammar Workshop
- American Culture Through Songs and Movies
- Business English
- Current Events
- Language of the News
- Pronunciation and Accent Reduction Workshop
- Public Speaking
- Reading Strategies
- Slang and Idioms in English
- TOEFL or IELTS Preparation
- University Preparation
- Vocabulary Building Workshop



What You Get

IAEP offers six levels of English language instruction, from intermediate to high advanced. Advancing to the next level of instruction earns you an Award of Completion. Upon completion of the highest level, you receive an Award of Proficiency. Both awards signify the successful completion of a high-caliber, in-depth sequence of courses.



Part-Time Program

You can attend IAEP on a part-time basis if you are in the United States primarily for tourism or business. Email academicenglish@unex.berkeley.edu for details.



Individualized Attention

IAEP offers highly qualified, caring instructors with professional teaching credentials, advanced degrees (master's and higher) and years of experience teaching English as a second language to students in a variety of settings. Our instructors have taught around the world and frequently speak multiple languages. They understand what it means to be a "language learner," and they can prepare you for diverse, challenging academic and professional environments with confidence, expertise and compassion.

In addition, IAEP's supportive staff members have extensive experience working with international students and teaching English learners. These dedicated professionals are available to assist with academic issues, as well as visa needs, health insurance, housing and more.



Deadlines and Fees

Are you interested in studying for a single term or even an entire year? IAEP offers the flexibility to stay as long as you need to achieve proficiency. You must choose a minimum of three sessions, but you have the option to take as many sessions as you need to meet your learning goals.

IAEP Session Dates and Application Deadlines

You may begin IAEP with any term or session, but you must enroll in a minimum of three consecutive sessions. You do not have to start at the beginning of a term, but you should plan to apply at least eight to 10 weeks before your first session start date to ensure space availability and to allow enough time to obtain an F-1 visa.



IAEP TERM	SESSION DATES	APPLICATION DEADLINE
Summer 2013	May 6–June 4, 2013	April 8, 2013
	June 11–July 11, 2013	May 13, 2013
	July 16–Aug. 13, 2013	June 17, 2013
Fall 2013	Sept. 3–Oct. 1, 2013	Aug. 5, 2013
	Oct. 8–Nov. 5, 2013	Sept. 3, 2013
	Nov. 12–Dec. 12, 2013	Oct. 15, 2013
Spring 2014	Jan. 14–Feb. 12, 2014	Dec. 9, 2013
	Feb. 18–March 18, 2014	Jan. 13, 2014
	March 24–April 22, 2014	Feb. 18, 2014
Summer 2014	May 1–30, 2014	April 8, 2014
	June 2–30, 2014	May 6, 2014
	July 8–Aug. 5, 2014	June 9, 2014
Fall 2014	Sept. 8–Oct. 6, 2014	Aug. 11, 2014
	Oct. 10–Nov. 7, 2014	Sept. 15, 2014
	Nov. 12–Dec. 12, 2014	Oct. 13, 2014



Program Fees

The program fee is paid to UC Berkeley Extension. Total program cost relates to your final length of study:

- **Program fee** (for minimum three-session commitment): \$4,800
- **Additional session fee** (per four-week session): \$1,600
- **Annual fee** (\$900 savings for nine consecutive sessions reserved in advance): \$13,500

Included in the program fee:

- Regular assessments and English-proficiency testing
- U.S. medical insurance
- Advising and orientation
- Housing assistance
- Computer lab access
- Conversation exchange opportunities
- Award(s) of Completion
- Graduation ceremony and reception

In addition to the IAEP program fee, you are responsible for the following expenses:

- One-time application fee: \$150 (nonrefundable)
- Textbooks and materials: \$100 per session (approximately), based on proficiency level and progress through the program

All fees are due in U.S. dollars and subject to change without notice.

Sample IAEP Program Fees

Your final program fee will depend on the total number of IAEP sessions you attend. Use the examples below to start planning your budget.

NUMBER OF IAEP SESSIONS	PROGRAM FEE*
Three sessions (12 weeks)	\$4,800
Six sessions (24 weeks)	\$9,600
Nine sessions (36 weeks)	\$13,500

*Note: The program fee does not include additional living expenses, which are estimated at \$1,500 per month. See the IAEP Session Dates on p. 6 to calculate the total number of weeks you will spend in IAEP.



How to Apply

Ready to move forward with IAEP? Your first step is to complete the application forms (pp. 11–13), write your statement of purpose and background, and gather the various supporting documents. Please note that only complete applications including all original documents will be considered for admission. We cannot accept fax or email copies of any application documents.



Your Application

- **Enrollment Application (pp. 11–13)**
- **Statement of purpose and background**

Please type a brief statement in your own words (maximum 350 words) explaining your interest in studying English. Be sure to include the following details:

- Your full name
- Your personal interest in studying English
- Your experience studying English (number of years, formal or informal setting, with a tutor or school, etc.)
- Your thoughts on why IAEP is a good fit for your continued studies

- **Financial statement and certification (in English) dated within 90 days of your application**

The U.S. government requires you to demonstrate that sufficient financial resources will be available to you while studying in the United States. You may provide financial certification in one of two ways:

1. Complete the “Financial Statement and Certification” section on p. 13. If someone else is providing proof of financial support, please clearly indicate your relationship to this person and make sure he or she provides a signature where indicated.
2. Submit a letter from a bank.

Note: If family members will be accompanying you to the U.S., you must increase your estimated expenses by \$600 per month for your spouse and \$400 per month for each child (figures in U.S. dollars).





Checklist

□ **Résumé/curriculum vitae (C.V.)**

- Include a chronological list of your employment history and the duties you performed.
- If you do not have an employment history, please detail your educational history. Please include all degrees earned or courses attended and any other experience that may be of interest to the academic review committee.

□ **English language proficiency scores**

Please submit your score from an English language test in accordance with the requirements below. (Results must be from a test taken within the past two years.) The ETS institution code is 9216, and the department code is undergraduate.

- TOEFL: 40 (iBT)
- IELTS Academic Format: 4.0

□ **Transcript and English translation**

Please provide a transcript for the highest level of education you have completed. An official English translation is required.

□ **Copy of your passport photo identification page and expiration date**

- Include the page in your passport showing your full name and the expiration date.
- Include the same passport page for any dependents traveling with you.
- Passports must be valid for at least six months beyond the last date of your program of study in the United States.

□ **\$150 application fee (nonrefundable)**

- Your application cannot be reviewed without this fee.
- Payment by credit card: Include your credit card number, expiration date and approval signature with your application.
- Payment by money order or bank draft: Make it payable to **UC Regents**. Your money order or bank draft must be drawn on an account held at a U.S. bank or a U.S. branch of an international bank.

Be sure to gather all documentation and apply at least eight to 10 weeks before your session start date to reserve your space and to allow enough time to obtain an F-1 visa.

Send all original documents by airmail or courier to:

International Student Administrative Services
UC Berkeley Extension
95 Third St.
San Francisco, CA 94103 USA

Please do not include any materials, such as letters of recommendation, that are not mentioned in the checklist. We cannot consider any additional information, and the documents will not be returned to you.

Access to your documents

Once submitted, all application materials become the property of UC Berkeley Extension and cannot be returned, duplicated or forwarded to a third party at any time.

Notice of acceptance

The full application review process can take three to four weeks, and applications are accepted until the application deadline. Applications are reviewed in the order they are received, and only complete applications are reviewed. IAEP sessions can fill before the application deadline, so send all application documents as soon as possible. You will be notified by mail regarding your acceptance status and further instructions.

Transfer from another program

If you are an international student residing in the U.S. and want to transfer to IAEP, please contact the International Student Administrative Services office at academicenglish@unex.berkeley.edu.

Custom programs

IAEP can customize a curriculum to meet the needs of organized groups, such as students from a company or university. Please email academicenglish@unex.berkeley.edu for additional information.

Part-time program

You can attend IAEP on a part-time basis if you are in the United States primarily for tourism or business. Email academicenglish@unex.berkeley.edu for details.

Admission Details

Once you are accepted for admission, you will receive an acceptance packet with important information about applying for your visa, paying your fees and enrolling in IAEP. Please be sure to read this information carefully and contact us if you have any questions. More information is available on the IAEP website at extension.berkeley.edu/academicenglish.

F-1 Visa Application Process

If you are not a U.S. citizen or permanent resident of the United States, you must obtain an F-1 visa to attend IAEP (full-time program only). Non-U.S. citizens entering the country with a visitor visa (B-1, B-2) or under the visa waiver program are not permitted to engage in full-time study.

Your acceptance packet includes the Certificate of Eligibility (I-20) from UC Berkeley Extension verifying that you have been admitted into a full-time course of study. To apply for an F-1 visa, take your acceptance documents, passport and most current financial statement to the nearest U.S. embassy or consulate.

Program Fee Payments

Payment is due 30 days before the first day of class. Payments must be made directly to UC Berkeley Extension in U.S. dollars. Four payment options are available:

1. **Western Union Business Solutions.** The preferred method of payment, the Western Union Business Solutions payment portal allows you to pay your account balance in the currency of your choice and provides a simple, secure way of initiating a payment electronically. Get detailed payment instructions at extension.berkeley.edu/academicenglish.

2. **Bank wire transfers.** Transfers must be in U.S. dollars and sent to:

Bank of America

1655 Grant St.

Concord, CA 94520 USA

Account number: 0175380001

Account name: UC Regents of the University of California, Berkeley, Extension, International Student Services

Routing number: 0260-0959-3

Swift Code: BOFAUS3N

All wire fees charged by the bank are the sender's sole responsibility. You are not officially enrolled until International Student Administrative Services is able to successfully track and identify your wire transfer. **You must email a copy of your wire confirmation receipt directly to academicenglish@unex.berkeley.edu.** The wire tracking process may take 10–15 days. No wire transfers will be accepted once the term has commenced.

3. **Credit cards.** Payment by MasterCard, Visa, American Express or Diners Club is accepted.

4. **Bank drafts.** Drafts must be in U.S. dollars and payable to UC Regents. The draft must be drawn on an account held at a U.S. bank or a U.S. branch of an international bank.

Cancellation Policy

If your cancellation is received in writing via mail, fax or email prior to the start of your session, you will receive a refund less a \$100 cancellation fee. Given the special nature of IAEP, requests for refunds after the start of each four-week session will not be granted. If your F-1 visa application is denied after you have been accepted to IAEP, you will receive a full refund of your full-time program fee.

Housing Options

UC Berkeley Extension works with several area providers to help you locate housing, including private or shared apartments, dormitories, and homestays. View our full housing options at extension.berkeley.edu/international/housing. You may arrange housing before you arrive by submitting the Housing Interest Form (p. 15) to academicenglish@unex.berkeley.edu. We strongly suggest you apply early and arrange housing in advance of your arrival.

When to Arrive in San Francisco

To adjust to the local time, you should plan to arrive in San Francisco three to five days before the start of your session. If you have not already arranged housing, you should arrive seven days before the start of your session and visit the International Student Administrative Services office. The earliest you can arrive in the U.S. is 30 days before the start of your session.

Orientation

Your attendance at orientation is mandatory. At the orientation, you will hear about program requirements, receive your class schedule and meet the academic staff and other program personnel. In addition, the International Student Administrative Services staff will provide details about our medical insurance policy, basic legal responsibilities, understanding your visa documents, traveling and other items to make your stay in the U.S. successful. Failure to attend the orientation may result in the cancellation of your admission.

Enrollment Application

UC Berkeley Extension
Intensive Academic English Program

1. Number of IAEP Sessions You Would Like to Attend

Please choose a minimum of 3 consecutive sessions, maximum of 9:

- May 6–June 4, 2013
- June 11–July 11, 2013
- July 16–Aug. 13, 2013
- Sept. 3–Oct. 1, 2013
- Oct. 8–Nov. 5, 2013
- Nov. 12–Dec. 12, 2013
- Jan. 14–Feb. 12, 2014
- Feb. 18–March 18, 2014
- March 24–April 22, 2014
- May 1–30, 2014
- June 2–30, 2014
- July 8–Aug. 5, 2014
- Sept. 8–Oct. 6, 2014
- Oct. 10–Nov. 7, 2014
- Nov. 12–Dec. 12, 2014

2. Personal Information

Please type or print clearly. Print name as it appears on passport.

Family name: _____

First name: _____

Male Female Date of birth: _____ / _____ / _____
Month Day Year

Country of birth: _____

Country of citizenship: _____

IMPORTANT: Student's permanent address in home country is mandatory.

Street: _____

City: _____

Province and postal code: _____

Country: _____

Phone: _____

Email: _____

IMPORTANT: To receive your acceptance material, you must provide a street address below. Material cannot be delivered to a P.O. box.

Provide a street address to which acceptance material should be sent (if different from permanent address) below.

Street: _____

City: _____

Province and postal code: _____

Country: _____

Phone: _____

Mobile phone: _____

Email: _____

3. How You Heard About IAEP

- Friend Relative Employer Online search Education fair
- International representative _____
- Other _____

4. Dependents Traveling With You to the United States

Dependents include spouse and children. If traveling with more than two dependents, please use a separate piece of paper. Be sure to include the page in each dependent's passport showing his or her full name and the expiration date.

Family name: _____

First name: _____

Male Female Date of birth: _____ / _____ / _____
Month Day Year

Country of birth: _____

Country of citizenship: _____

Relationship to applicant: _____

Family name: _____

First name: _____

Male Female Date of birth: _____ / _____ / _____
Month Day Year

Country of birth: _____

Country of citizenship: _____

Relationship to applicant: _____

(continued)

Enrollment Application

UC Berkeley Extension
Intensive Academic English Program

FINANCIAL STATEMENT AND CERTIFICATION

Please type or print clearly with black ink. Do not staple documents.

FAMILY NAME, FIRST NAME

Sufficient financial resources must be shown to be available to the individual who is taking financial responsibility for the student while the student is studying in the United States. These resources are to be in excess of the student's total fees and estimated expenses—see the chart below. **The financial statement must be no older than 90 days from the date of receipt of the application.** Students who defer admission to the next term must submit a new financial statement.

If family members will be accompanying the student to the U.S., please increase the total estimate by \$600 per month for the student's spouse and \$400 per month for each of the student's children. Figures below are in U.S. dollars.

Estimated Minimum Expenses for Minimum Three-Session Commitment

Program fee	\$4,800 (+ \$1,600 for each additional four-week session)
Estimated living expenses*	\$6,000 (+ \$1,500 for each additional four-week session)
Total fees and estimated expenses	\$10,800 (minimum)

*This estimate is based on shared housing and the use of public transportation. If you rent a private apartment or have a car, your expenses may be higher.

Note: Your financial statement and certification must demonstrate that the dollar amount in "Total fees and estimated expenses" is available in your account. All fees are subject to change without notice.

Program Fee Payment

After you are accepted, please send your program fee to UC Berkeley Extension 30 days prior to the start of your first session. We will not be able to reserve a space for you if your program fee is not received by the deadline. Receipt of the program fee in a timely manner is the full responsibility of the student.

Organizational Sponsor's Funds

If you are sponsored by an organization, attach a letter from your sponsor describing which expenses the sponsor will pay and fill out the following:

Name of sponsoring organization (company, agency, foundation or government)

Sponsor's letter attached

I. To Be Completed by Applicant or Sponsor

I certify that funds in excess of \$_____ (enter total estimate in U.S. dollars) are available to me or my organization and that I or my organization shall hereby accept financial responsibility for the student for the duration of the study period.

Student's name

Period of study, from _____ / _____ / _____ to _____ / _____ / _____
Month Day Year Month Day Year

Name of financially responsible party or organization

Relation to applicant (or name of officer from organization)

Signature

Date

2. To Be Completed by Financial Institution

This is to certify that the financially responsible party or organization indicated above has access to said funds or greater in holdings with our bank.

Name of bank official

Title of bank official

Bank official's signature

Date

This is not a guarantee of payment.

Any official document from the financially responsible individual's banking institution, such as a monthly banking statement, may be substituted for the bank's official certification, provided it clearly indicates the following: the date of the statement, the name of the individual, the name of the banking institution, a sum greater than that mentioned above, and the name or symbol of the sum's currency.



Official bank seal or stamp

To be considered for admission, you must include all three pages of the enrollment application and all supporting documents.

Please send the application and enclosures to:

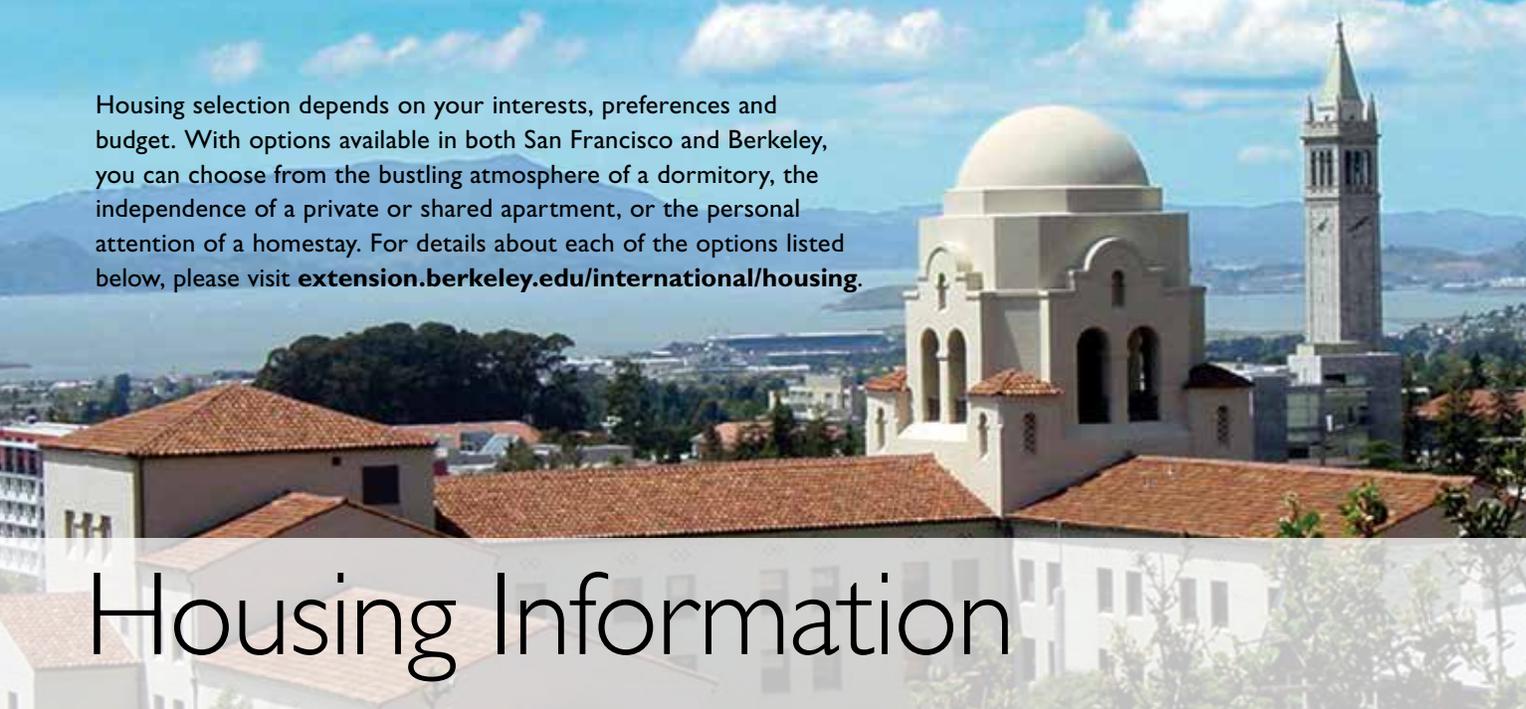
International Student Administrative Services
UC Berkeley Extension
95 Third St.
San Francisco, CA 94103 USA

For questions about the application process, call +1-415-284-1042 or email academicenglish@unex.berkeley.edu.

Before mailing the application, please check that you are including the following:

- Enrollment application
- Statement of purpose and background
- Financial statement and certification
- Translation of financial statement, if applicable
- Résumé (C.V.)
- English language proficiency scores
- Transcript and English language translation
- Copy of passport photo identification page for you and all dependents traveling with you
- \$150 application fee

Housing selection depends on your interests, preferences and budget. With options available in both San Francisco and Berkeley, you can choose from the bustling atmosphere of a dormitory, the independence of a private or shared apartment, or the personal attention of a homestay. For details about each of the options listed below, please visit extension.berkeley.edu/international/housing.



Housing Information

Private or Shared Apartments



Available in both San Francisco and Berkeley, apartments are recommended if you want more independence or prefer a quieter atmosphere for studying. Apartments can be less costly than some dormitory options, though rentals in San Francisco are more expensive than those in Berkeley. Furnished apartments vary in their feature set and do not provide meals.



Hotels and Short-Term Stays

Hotels and short-term housing are recommended if you are staying for a brief period of time or if you need accommodations while securing long-term housing.

Dormitories and Student Residences



Dormitories are recommended if you want a structured atmosphere with opportunities to meet new people through planned activities. Meals are sometimes provided, and your roommate may not be a UC Berkeley Extension international student. Several options for international students are available in San Francisco and Berkeley.



Homestays

A homestay is a private room in a local family home, and homestay opportunities are available in San Francisco, Berkeley and nearby areas. Features often include meal options, wireless Internet access, laundry, use of family areas and English spoken in homes. See the website for homestay placement services in San Francisco and Berkeley.

For assistance with housing, please complete the Housing Interest Form on p. 15 and include it with your enrollment application. Our housing coordinator can help you find housing that meets your individual needs. Please be cautious about sending money to unknown individuals or companies offering housing.

Housing Interest Form

UC Berkeley Extension
Intensive Academic English Program

Please type or print clearly with black ink.

Intensive Academic English Program applicants are encouraged to prearrange housing by submitting this form with the enrollment application.

Family name: _____ First name: _____

Male Female Date of birth: _____ / _____ / _____
Month Day Year

Email: _____

Telephone: _____ Fax: _____

Sponsor or agency: _____ Contact name: _____

Email: _____

Telephone: _____ Fax: _____

Program start date _____ Program end date _____

I authorize UC Berkeley Extension International Student Administrative Services to release the above information to the housing providers I have chosen in order to secure my housing.

Student's signature: _____ Date: _____

HOUSING PREFERENCES

Are you bringing dependents with you? If so, please list family members' names and ages here:

If you have any preferences or special health needs related to your housing, please describe:

Occupation: _____ Interests: _____

I would like to live in: Berkeley San Francisco Are you a cigarette smoker? Yes No Do you object to a roommate who smokes? Yes No

Please send me information about the following:

PRIVATE OR SHARED APARTMENTS

- ____ Single occupancy
- ____ Single room in a shared apartment
- ____ Shared room in shared apartment
- ____ Private bathroom

HOTELS AND SHORT-TERM STAYS

DORMITORIES AND STUDENT RESIDENCES

- ____ Single occupancy
- ____ Shared room
- ____ Private bathroom

HOMESTAYS

- ____ Single occupancy
- ____ Shared room
- ____ Private bathroom

What is the maximum you would be willing to pay for housing each month?

\$800-\$1,200 \$1,200-\$1,600 \$1,600-\$2,000 \$2,000+

Fees for accommodations are payable to the housing providers and not to the University of California. The housing provider will tell you to whom to make your housing check payable. Submit this Housing Interest Form to:

International Student Administrative Services

UC Berkeley Extension

95 Third St.

San Francisco, CA 94103 USA

Fax: +1-415-369-9002

Phone: +1-415-284-1042

Email: academicenglish@unex.berkeley.edu

Although UC Berkeley Extension facilitates contact between prospective students and housing providers as a service to both, the agreement for housing is between the student and the housing provider and not between either party and the University of California. The University of California is in no way liable to either party to perform their respective obligations under the agreement.



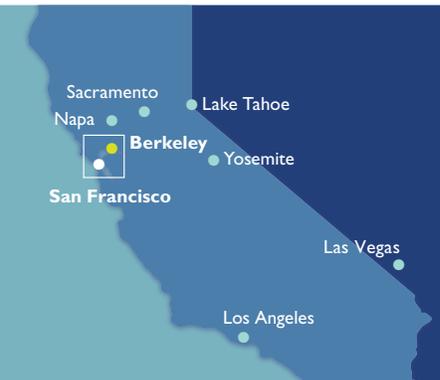
UC Berkeley Extension

Intensive Academic English Program

2013–2014



San Francisco Bay Area



California

UC Berkeley Extension
Intensive Academic English Program
95 Third St.
San Francisco, CA 94103 USA
Phone: +1-415-284-1042
Fax: +1-415-369-9002
Email: academicenglish@unex.berkeley.edu
Web: extension.berkeley.edu/academicenglish

University of California, Berkeley, Extension

extension.berkeley.edu/academicenglish

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