



2019

Secondary Division Application Instructions

Berkeley
UNIVERSITY OF CALIFORNIA

Academic Talent
Development Program

email atdpoffice@berkeley.edu

web atdp.berkeley.edu
[facebook.com/ucb.atdp](https://www.facebook.com/ucb.atdp)

fax 510-642-0510

phone 510-642-8308

¡Se habla español!

Did you know? You can complete an ATDP application entirely online at atdp.berkeley.edu. Use these paper forms and instructions if you aren't able to submit your application online. Online services will not be available to applicants who submit the paper form.

As you begin your application, refer to our list of courses on pages 5-13 of the Secondary Division catalog or at atdp.berkeley.edu/sd/catalog, as well as to information about our application process on pages 18-20 or at atdp.berkeley.edu/apply.

1

Choose a course

Browsing the course offerings in our paper catalog or at atdp.berkeley.edu/sd/catalog. Choose one course that interests you and up to three alternates. Make note of the listed course number and any grade requirements or prerequisites. ATDP has a strict attendance policy (see p. 17 of the catalog or atdp.berkeley.edu/policies); keep this in mind as you review the course schedule.

Course availability may change throughout the application season as courses fill. Check atdp.berkeley.edu/sd/catalog for frequent updates.

2

Prepare required materials

Please prepare the following items in the order listed below. **Items numbered 1 through 6 are required for a complete application.** We request you include College Board PSAT/SAT scores (item 7) if they are available, and federal tax documentation (item 8) if you wish to apply for financial aid.

1. Application Processing Fee

There is a processing fee for each application. The fee is \$50 for domestic students. For international students attending school outside the US, the fee is \$80. This fee is non-refundable. It covers only the cost of application processing and does not apply toward tuition or facilities fees. Available payment methods include:

- Online payment by credit/debit card *Online applications only*
- Check or money order made payable to "UC Regents." Write "SD" and the student's first and last name on the memo line. Mail or deliver your check payment to ATDP (see "Mailing Instructions" below).
- Those applying for need-based financial aid may apply for a processing fee waiver if the fee poses a financial hardship. See item 8 below.

We cannot accept cash payments or foreign checks/money orders.

2. Letter of Interest

Please write a cover letter to accompany your application, 200 word minimum, explaining your reasons for choosing each of the courses listed on your application. In your (the student's) own words, include information about your interest in the subject(s), what you hope to learn, and related experience, if any. If the course(s) you list have prerequisites, mention how you have met

them. In this letter, only discuss courses in which you are actually interested in enrolling. Please do not send certificates or awards.

Your letter may also include any special circumstances, such as transportation or scheduling needs.

If you are applying for two courses, include your petition in your letter. Specify your desired course schedule, and explain your plan for managing the increased time commitment.

3. Teacher Recommendation Form (TRF)

Include a copy of ATDP's **Teacher Recommendation Form** (attached) that has been completed by a current teacher in any academic subject (e.g., mathematics, science, language arts; not elective, advisory, or extracurricular classes).

The teacher's academic subject need not match the subject of the ATDP course(s) to which you are applying, with one exception. If you are applying for *Algebra I*, *Geometry*, *Algebra II/Trigonometry*, *Precalculus* or *AP Statistics* this form must be completed by your current math teacher. (Refer to the math section of our course descriptions to review all prerequisites for our accelerated math courses.)

Remember that your teacher's time is valuable. We recommend sending your teacher this form **at least one week** before you plan to submit it with your application.

Provide your teacher with the paper form and an envelope. Your teacher should complete the form, seal it in the envelope, sign his or her name across the sealed flap, and then return the envelope to you. Include the sealed envelope with your mailed materials.

Do not request a separate letter of recommendation. Do not submit more than one Teacher Recommendation Form with your application materials.

4. Copy of Report Card

Submit a legible copy of your first semester (or most recent) report card for the current ('18-'19) school year.

We request that you send final grades, but if those are not available, you may submit your most recent progress report. Do not delay submitting your application to wait for final grades; if necessary, we may ask for an updated report card after receiving your application. If you need assistance obtaining a copy, ask in your school office.

5. Copy of Test Scores

Submit a legible copy of your most recent California standardized test (CAASPP) or other standardized achievement test scores (e.g., Stanford Achievement Test, Iowa Test of Basic Skills, or other school-administered test that gives national percentile scores). The test must have been taken within the past three years (i.e.,

2018, 2017, or 2016) and include scores in the areas of math and reading/ELA.

Do not delay submitting your application to wait for more recent test scores. Include whatever acceptable test scores you have from the last three years.

If you have not taken a standardized achievement test in the past three years, submit a signed note with a school stamp from an administrative staff person at your school indicating so.

6. Academic Product or Essay

Please submit an academic product that meets the criteria of one of the following three options (A, B or C). This work should be one of which you are especially proud and which was completed since September 2018. While the work may have been done for a school assignment, it need not have been. The product you submit need not be in the same subject area as that to which you are applying, but keep in mind that the written component must develop your own original thinking beyond restating facts.

Option A - Existing Essay or Story

Submit an essay or story of at least 500 words that shows your original thought and that is long enough for you to develop your ideas. A social studies or science report is not appropriate unless it relies heavily on your own analysis in addition to reporting factual information.

Option B - Other Existing Product

If you'd like to submit a piece of academic work that deviates from a traditional essay or story format (e.g., art, poetry, computer programs,

and science experiments), you must also submit a clear, well-developed explanation of your work. Your written explanation should be at least 500 words and must be long enough to clearly demonstrate your thinking as you developed this product.

Option C - Write an Essay

Write a well-developed essay of no more than 1,500 words on one of the topics below. You may type or write in ink on lined paper. Take time to consider the topic in depth and organize your answer. Be sure to title your essay.

- Do you think arts education is an important part of your school's curriculum? In a persuasive essay, make an argument for your plan on how arts education should change, such as expansion, reduction, or something else. Be sure to cite evidence from external sources as well as any of your own experiences with the arts.
- Recent wildfires in California have reminded us of the dramatic impact of natural disasters and extreme weather. Areas around the world face increasing rates of hurricanes, flooding, and droughts. In your opinion, who or what pays the highest cost for events such as these? Structure your essay to include your definition of "highest cost"—whether it's in terms of financial, environmental, or human cost—supported by factual arguments.

7. Copy of SAT/PSAT Scores (optional)

If available, include a legible copy of your College Board PSAT and/or SAT scores. These scores

will be used for research purposes only, and they will not affect placement decisions. Note that the SAT and PSAT are aptitude tests, not achievement tests, so they are not acceptable substitutes for item 5.

8. Need-based Financial Aid (optional)

To apply for financial aid, please submit a copy of both parents' most recent Federal Tax Return AND ALL SCHEDULES (i.e., the complete tax return) for each applicant.

For preliminary consideration and to avoid delay in submitting your application, you may submit your 2017 return if your 2018 return is not yet available. We will ask for your 2018 return at a later date, if required.

Do not send original documents.

If there are special circumstances, submit a letter of explanation and photocopies of any supporting documents (e.g., unemployment forms).

If the \$50 processing fee poses a financial hardship, submit a letter of explanation with your supporting documents listed above.

Send your complete application materials no later than Wednesday, February 27. We will not consider financial aid requests for applications that are completed after the standard application deadline.

An invoice for fees due and the amount of financial aid awarded (if any) will be included in the student's acceptance packet, which will be mailed on Thursday, March 28, 2019.

3

Submit your application

Carefully complete the enclosed **Application Information Form** with your information and course choices, and ensure that both the student applicant and a parent/guardian sign the Statement of Commitment at the end of the form. Then, gather the items you prepared in step 2 and mail them in a single package to:

**University of California, Berkeley
Academic Talent Development Program
Graduate School of Education
70 University Hall #1160
Berkeley, CA 94720-1160**

Use the checklist on the right to ensure you have provided all required items.

Only complete applications will be considered. Do not send the application in parts.

Make sure you have included all required documents in the order below! Applications missing required items will NOT be considered.

- Processing fee (\$50 check, payable to "UC Regents") on top of other documents
- or**
- Signed note of explanation if this poses a financial hardship
- Application Information Form with signed Statement of Commitment
- Letter of Interest
- Envelope containing your Teacher Recommendation Form, with teacher's signature over the sealed flap
- Photocopy of most recent report card
- Photocopy of achievement test scores **or** signed, stamped note from school administrative staff indicating none are available
- Academic product or essay
- Photocopy of College Board PSAT and/or SAT scores, if available (optional)
- Federal tax return and all schedules, if applying for need-based financial aid (optional)

APPLICATION INFORMATION FORM

2019 SECONDARY DIVISION (GRADES 7-11)



University of California, Berkeley
Academic Talent Development Program
Graduate School of Education
70 University Hall #1160
Berkeley, CA 94720-1160

http://atdp.berkeley.edu
atdpoffice@berkeley.edu
510-642-8308

Note: Please review the application instructions (enclosed) before completing this form. In order to have a complete application, you must submit all required supporting documents indicated in these instructions.

I. Basic Information

STUDENT'S LAST NAME	STUDENT'S FIRST NAME	MID. INIT.	GENDER	DATE OF BIRTH	AGE
PARENT/GUARDIAN'S LAST NAME	PARENT/GUARDIAN'S FIRST NAME	DAYTIME PHONE () ()	<input type="checkbox"/> Cell <input type="checkbox"/> Work	PRIMARY HOME/FAMILY PHONE () ()	
MAILING ADDRESS (INCLUDE APT. NO.)		CITY	STATE	ZIP CODE	
PARENT/GUARDIAN'S EMAIL ADDRESS		STUDENT'S EMAIL ADDRESS (IF AVAILABLE)			ATDP sets limits on how we use student email addresses. See "Contact" below.
GRADE	NAME OF CURRENT SCHOOL	SCHOOL ADDRESS			

Have you attended ATDP before?

- No, I am a new applicant
 No, but I have applied previously*
 Yes, I have attended the **Secondary Division***
 Yes, I have attended only the **Elementary Division***

*LAST YEAR APPLIED

List any siblings also applying to ATDP

NAME(S) OF SIBLING(S)

Which division(s) are they applying for?

- SD (Secondary) ED (Elementary) Both

If this is your first time at ATDP, how did you learn about us?

PLEASE BE AS SPECIFIC AS POSSIBLE

Examples: bus advertisement, a website (please specify), school counselor, name of family friend, etc.

II. Course Selection

List one or more course choices below, in order of preference. If your primary choice (1) is full or your application is not competitive for it, we will consider your alternates (2-4) in order to schedule you.

Each selection you list represents a committed interest in enrolling in that course; **do not list alternates if you would prefer not to attend rather than take an alternate course.**

COURSE TITLE		SCHEDULE	SPECIFY (OPTIONAL)		
1 Primary		<input type="checkbox"/> Any available schedule is acceptable** <input type="checkbox"/> Only consider specified schedule →	COURSE # SD39	DAYS	AM/PM
2 Alt.		<input type="checkbox"/> Any available schedule is acceptable** <input type="checkbox"/> Only consider specified schedule →	COURSE # SD39	DAYS	AM/PM
3 Alt.		<input type="checkbox"/> Any available schedule is acceptable** <input type="checkbox"/> Only consider specified schedule →	COURSE # SD39	DAYS	AM/PM
4 Alt.		<input type="checkbox"/> Any available schedule is acceptable** <input type="checkbox"/> Only consider specified schedule →	COURSE # SD39	DAYS	AM/PM

**You may have a better chance of placement into your preferred course by selecting this option.

TWO CONCURRENT COURSES - RESTRICTIONS APPLY

- I am petitioning to take two courses AND I have explained my request in my Letter of Interest (Application Item 2).

Recommended for returning students only. See page 3 of the SD catalog for information and restrictions on petitioning to take two courses.

CONTINUE TO NEXT PAGE →

Contact. For direct communication, ATDP attempts to contact families first by email, then by phone, then by post mail if necessary. ATDP collects student email addresses for the sole purposes of (1) notifying parents and students of their application status, (2) sending program news and

announcements, (3) providing them to instructors to facilitate communications regarding coursework during the summer program, (4) requesting feedback about the student's experiences involving the program, and (5) informing students of research participation opportunities.

Students are not required to provide an email address; ATDP will instead use the parent's email address for messages intended for the student.

III. Biographical Data

In order to help us develop a greater base of knowledge about our student population, please complete the questions below.

Your responses in this section will not affect your admission status or course placement.

1	Please indicate your ethnic background by checking ALL that apply.		
	<input type="checkbox"/> American Indian/Alaskan Native I	<input type="checkbox"/> Pilipino/Filipino-American P	<input type="checkbox"/> Japanese/Japanese-American J
	<input type="checkbox"/> Latino/Other Hispanic-American S	<input type="checkbox"/> Chinese/Chinese-American A	<input type="checkbox"/> Korean/Korean-American K
	<input type="checkbox"/> African-American/Black B	<input type="checkbox"/> Vietnamese/Thai/Other Asian V	<input type="checkbox"/> Other (please indicate): <input type="text"/>
	<input type="checkbox"/> Pacific Islander U	<input type="checkbox"/> East Indian/Pakistani E	<input type="checkbox"/> Decline to state D
	<input type="checkbox"/> Mexican/Mexican-American/Chicano C	<input type="checkbox"/> White/Caucasian (& Middle Eastern) W	
2	Which language(s) did you speak first?		
	<input type="checkbox"/> English <input type="checkbox"/> English and another language (specify): _____		<input type="checkbox"/> Another language (specify): _____
3	In what country were you born?		
	<input type="checkbox"/> USA <input type="checkbox"/> In another country (specify): _____, and I came to the USA in the year _____.		
4	Please indicate the highest level of education completed by each parent by writing the corresponding letter in each space.		
	A. Elementary school	F. Associate or two-year degree	Completed by mother (or parent/guardian 1) <input style="width: 40px; height: 25px;" type="text"/>
	B. Some high school	G. Bachelor's or four-year degree	
	C. High school diploma or equivalent	H. Some graduate or professional school	Completed by father (or parent/guardian 2) <input style="width: 40px; height: 25px;" type="text"/>
	D. Business or trade school	I. Graduate or professional degree	
	E. Some college		
5	OCCUPATION OF MOTHER (OR PARENT/GUARDIAN 1)		OCCUPATION OF FATHER (OR PARENT/GUARDIAN 2)
6	Please indicate the approximate income of your parents last year.		
	<input type="checkbox"/> Less than \$10,000 A	<input type="checkbox"/> \$25,000 - \$50,000 C	<input type="checkbox"/> \$75,000 - \$100,000 E
	<input type="checkbox"/> \$10,000 - \$25,000 B	<input type="checkbox"/> \$50,000 - \$75,000 D	<input type="checkbox"/> \$150,000 - \$200,000 G
		<input type="checkbox"/> \$100,000 - \$150,000 F	<input type="checkbox"/> Over \$200,000 H

IV. Financial Aid

Are you applying for need-based financial aid?

No

Yes, and I have included my family's most recent Federal Tax Return and all Schedules (i.e., the complete tax return).

V. Statement of Commitment

All students and parents must agree to and sign the following statement of commitment prior to admission into ATDP.

"I understand that students may be dismissed from the Program without refund because of absences, failure to complete assignments, or behavior involving academic dishonesty or interpersonal interactions that is unfitting to the purpose of the Program."

Signature of Student Applicant
(Student **MUST** sign)

Signature of Parent or Guardian
(Parent **MUST** sign)

Berkeley
UNIVERSITY OF CALIFORNIA



Berkeley Graduate School of Education

Remember: your application is NOT COMPLETE without all required items!
See list and instructions at atdp.berkeley.edu/apply/sd

APPLICATION POSTMARK DEADLINES

- | | |
|----------|-------------------------------------|
| Early | Wednesday, February 13, 2019 |
| Standard | Wednesday, February 27, 2019 |
| Extended | Wednesday, May 29, 2019 |

APPLY AS EARLY AS POSSIBLE. Applications are considered for acceptance and course placement in the order they are completed.

TEACHER RECOMMENDATION FORM

2019 SECONDARY DIVISION (GRADES 7-11)

atdp | SD

In order to apply, each student must submit one recommendation form completed by a **current teacher in any academic subject** such as mathematics, science, language arts; **not** fine arts, advisory, or extracurricular classes. The teacher's academic subject need not match the subject of the ATDP course(s) to which the applicant is applying (with the exception of accelerated math courses; these applicants must provide this form to their current math teacher).

Students mailing their application must use the paper version of this form. For students applying online, this form can be submitted at atdp.berkeley.edu/trf

Dear Applicant and Family,

Fill out the information at right, then provide the form to your teacher with an envelope. Remember that your teacher's time is valuable. We recommend giving your teacher this form *at least one week* before you plan to submit it with your application.

Do not request a separate letter of recommendation. Do not submit more than one Teacher Recommendation Form with your application materials.

Applicant Information (to be completed by student)

STUDENT'S FULL NAME
STUDENT'S SCHOOL

Please indicate the deadline you're selecting for your application:

- Early: Wednesday, February 13 FINANCIAL AID AVAILABLE
- Standard: Wednesday, February 27 FINANCIAL AID AVAILABLE
- Extended: Wednesday, May 29 FINANCIAL AID **NOT** AVAILABLE

Dear Teacher,

You are receiving this form because your student is applying to the Academic Talent Development Program (ATDP), a UC Berkeley summer program which offers challenging classes for highly motivated students. For your reference, your student has indicated their application postmark deadline above. More information about the program can be found at atdp.berkeley.edu.

Please,

1. complete the information at right and both parts on the second page of this form,
2. seal the form in an envelope* and sign your name across the seal on the envelope's flap, and
3. return the sealed envelope to the student.**

Make any inquiries at atdpoffice@berkeley.edu or 510-642-8308. Your insights and recommendations are carefully considered. Thank you very much for your feedback and assistance.

* The student has been instructed to provide an envelope. Any envelope is acceptable.

** If you or your school has a policy of sending all correspondence directly, you may do so using the address listed below. Please do not delay as we will not consider a student's application until all materials, including this form, have been received.

Teacher Information (to be completed by teacher)

ACADEMIC COURSE IN WHICH YOU TEACH THIS STUDENT	GRADE LEVEL(S) YOU TEACH
YOUR NAME	
YOUR SIGNATURE	
x	
YOUR EMAIL (PLEASE PRINT CLEARLY)	

1. If you are this student's current math teacher, please indicate the student's current performance in math.

Current math letter grade

--

Current math course (check one)

- | | |
|---|---|
| <input type="checkbox"/> 6 th grade math | <input type="checkbox"/> Precalculus/Math Analysis |
| <input type="checkbox"/> 7 th grade math | <input type="checkbox"/> Calculus |
| <input type="checkbox"/> 8 th grade math | <input type="checkbox"/> Other (please indicate): _____ |
| <input type="checkbox"/> Algebra I | |
| <input type="checkbox"/> Geometry | |
| <input type="checkbox"/> Algebra II/Trigonometry | |

PLEASE CONTINUE TO NEXT PAGE →

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Berkeley Graduate School of Education

2. For this student, how often have you observed the following?

	NA*	Rarely	Sometimes	Frequently	Almost always
takes novel approaches to projects or assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
connects new ideas with existing knowledge or interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
plays with academic concepts through jokes, art, writing, or other creative means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates teamwork in class activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is self-directed and works well independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
acts as a leader or role model in class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is persistent in solving problems or completing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
takes on challenging tasks that are complex and/or difficult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
asks insightful questions or makes comments that show a grasp of the material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
demonstrates advanced comprehension of class material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
completes high-quality work that exceeds requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
grasps new information quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	NA*	Rarely	Sometimes	Frequently	Almost always

* check "NA" if there has not been an opportunity to observe this behavior

3. Comments

a. Please include comments, examples, or concerns regarding this student's academic or creative abilities. We particularly value specific observations. Please write concisely in the space below—*ATDP does not review separate letters of recommendation.*

b. Please comment on any supports this student uses at school.