Berklee
Five-Week
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NEXT STEPS

☐ SUBMIT YOUR TUITION DEPOSIT—DUE MAY 1
Please follow the instructions under Payment Information.

☐ SUBMIT ALL REQUIRED FORMS
Please find the required forms online at apply.berklee.edu.
Log in to your account and click on Summer Programs.
   > Health Information Form
   > Emergency Contact
   > Parent/Guardian Information Form

☐ INTERNATIONAL STUDENTS
Submit I-20 Application Packet and immunization Form. Please see the
International Students page for details.
   > All international students from outside the United States who plan to
      attend the Five-Week Program will need to have a Form I-20 issued by
      Berklee in order to apply for an F-1 Student Visa.
   > All international students are required to submit an Immunization form.

☐ PLAN YOUR HOUSING
On-campus housing is available to students ages 15 and up. Students who are
eligible for on-campus housing can submit the housing application in their
apply.berklee.edu account. Housing is assigned in the order of applications received.

☐ BOOK YOUR TRAVEL
Refer to Check-In Weekend for recommendations on timing your arrival and departure.

☐ PAY YOUR TUITION BILL
After receiving your tuition bill, please follow the instructions under
Payment Information.

☐ CHECK YOUR EMAIL
The email address submitted is our primary contact with you; make sure you’ve
provided us with an accurate email address that you regularly check. Email
summer@berklee.edu to update any contact information.
CHECK-IN WEEKEND, JULY 11–12

CHECK-IN PASS AND ORIENTATION SCHEDULE
You will receive a detailed Check-In Pass in June with information regarding assigned arrival location, audition/assessment times, and a link to download the orientation schedule. You should print and bring your Check-In Pass to Check-In Weekend. When you arrive, you will receive additional program information to guide you through the Five-Week program.

Below is a summary of what to expect when arriving to the program.

Saturday, July 11
BERKELEY RESIDENCE HALL MOVE-IN
July 11, 8:30 a.m.–3:00 p.m.
On-campus students report to your residence hall, as assigned by the Housing Office.

ALL STUDENTS: FIVE-WEEK PROGRAM CHECK-IN
July 11, 9:00 a.m.–4:00 p.m.
All students are required to check in on July 11. Refer to your Check-In Pass for your arrival time and location. Checking in on time will optimize your program experience, including class placement and acclimation to campus before classes start. If you have any questions about this requirement, contact the Summer Programs Office at summer@berklee.edu or 617 747-2245.

INTERNATIONAL STUDENT CHECK-IN
International students are required to present the following documents at check-in on July 11: passport (valid for at least six months after the start of the program), valid F-1 visa stamp in passport, and valid Berklee Form I-20. Students cannot check in without the documents mentioned.

MEET THE DIRECTORS MEETING
Berklee Performance Center, 136 Massachusetts Avenue. To accommodate families, this meeting will run twice.

2:00 P.M.–3:30 P.M.
Students with last names beginning with A-K.

4:00 P.M.–5:30 P.M.
Students with last names beginning with L-Z.

EVENING ACTIVITIES
You are invited to attend a kick-off party, jam sessions, and an evening Caf Show at Berklee's cafeteria. Details will be announced in June.
TRAVEL DELAYS
If unable to arrive by 4:00 p.m. on July 11 because of travel delays, check into your dorm for the evening. Report to David Friend Recital Hall, 921 Boylston Street on Sunday at 9:00 a.m.

Sunday, July 12
PLACEMENT AUDITION, THEORY AND MUSICIANSHIP ASSESSMENT
July 12, 10:00 a.m.–2:00 p.m.
You are required to take the theory and musicianship assessment and participate in a placement audition. Your assigned time and building location will be provided on the Check-In Pass received via email in June. See audition and assessment details on the Academics page.

MEET YOUR FELLOW STUDENTS AND FACULTY
3:30 p.m.–5:30 p.m.
You are invited to meet your fellow students and faculty members in a casual social setting. Additional information will be provided at check-in.

FIVE-WEEK WELCOMING CONCERT
7:00 p.m.–8:30 p.m.
Berklee Performance Center, 136 Massachusetts Avenue

HOUSING MEETING
9:00 p.m.–10:00 p.m.
Berklee Performance Center, 136 Massachusetts Avenue

Monday, July 13
ORIENTATION ACTIVITIES
Attend an orientation for Theory in Performance and Musicianship classes, meet with your instrumental departments, and attend your first Performance Perspectives class.

Tuesday, July 14
SCHEDULE DISTRIBUTION
Personalized schedules are distributed at the Berklee Performance Center, 136 Massachusetts Avenue, at 8:00 a.m.
Final Concert Information/Timing Your Departure

FINAL WEEK CONCERTS
August 9, 1:00 p.m. through August 14, 6:00 p.m.
More than 250 faculty-led student ensembles perform in final concerts attended by members of the Berklee community. Every student performs during this week. Your performance time and location will be decided by the second week of the program. Family and friends are welcome, as all of these concerts are open to the public. Most ensemble concerts are approximately 10 minutes long and can be watched via online streaming sites. DVDs of the final performance will be available after the program’s end date.

CONCERT VENUES
Final concerts will take place in all of the college’s venues, including the recital halls, Cafe 939 and the 1,220-seat, world-class Berklee Performance Center.

Berklee Performance Center concerts are scheduled for the evenings of August 10, 11, 12, and 13.

PROGRAM END
August 14, 6:00 p.m.
Class schedules vary, so it is best not to schedule a flight prior to the conclusion of the program. On-campus students may stay in the Berklee resident halls until 12:00 p.m. on Saturday, August 15.
music
of
Berklee
Academics
Placement Audition, Theory, and Musicianship Assessment Information

All students are required to participate in a placement audition and a theory and musicianship assessment on Sunday, July 12. The program is designed to accommodate students of all levels of music reading and theory, from beginner to advanced.

ENSEMBLE AND LAB PLACEMENT AUDITION

This audition determines the style and level of ensemble and instrumental/vocal labs. It typically lasts five to ten minutes. During the audition, you will be asked to 1) perform a prepared piece in a style you would like to study (please bring a backing-track and/or lead sheets), 2) demonstrate your ability to improvise, and 3) demonstrate your level of music reading.

GENERAL ELECTIVE CREDIT

Five-Week students who receive a grade of B or higher in Theory in Performance (FWTH-010), Musicianship (FWMU-010), Private Instruction (FWPI-0X0), and at least one section of Five-Week Ensemble (FWEN-010) will receive credit for a three-credit undergraduate level course, Fundamentals of Musicianship (MUS-P101), which will count as three general elective credits upon admission to Berklee. The credits will transfer to other colleges at their discretion. If you qualify, you will receive an unofficial transcript in addition to a grading report.

THEORY AND MUSICIANSHIP ASSESSMENT

The theory assessment determines your placement in a Theory in Performance class. This class covers topics such as scales, intervals, chords, melodies, rhythm, and the role of each instrument in a performing group.

The musicianship assessment determines your placement in a musicianship class. This class covers topics such as music reading, music dictation, and solfège.
Course Descriptions

PRIVATE INSTRUCTION
A half-hour lesson each week on your principal instrument.

INSTRUMENTAL LABS
Three hours each week in instrument-specific courses to develop instrumental craft, style, and technique.

INSTRUMENTAL SURVEY
Instrumental/vocal departments will present a survey class. Various performance styles and instrumental/vocal techniques will be discussed in a historical perspective.

ENSEMBLE
Ensembles will run for two hours each week, including instrumental and vocal groups playing jazz, pop/rock, funk/fusion, pop/R&B, and other contemporary styles such as bluegrass, salsa, and world music. Additional ensembles are available depending on instrumental balance and need.

MUSICIANSHIP
Four hours per week to develop your musical ear, and your performance and reading skills. This class is leveled by your entering musicianship assessment.

THEORY AND PERFORMANCE
Three hours per week studying the rhythmic, melodic, and harmonic elements of music as they relate to playing your instrument. This class is leveled by your entering theory assessment.

PERFORMANCE PERSPECTIVES
Performances/discussions held two hours per week to expose you to valuable career information and insight from some of the finest performers and songwriters in the music industry.

Mandatory Elective
Mandatory electives meet once per week for two hours. Electives vary from year to year, and space is limited. This year, electives include: Songwriting, Survey of Production Styles, Scoring Visual Media, Jazz Composition and Arranging, Music Business, Electronic Production and Design, Groove Essentials for All Instruments, and Exploring the Artist Within. These electives meet once per week for two hours. Electives may vary from year to year, and space is limited.

SONGWRIITING
This lecture class will examine song form, strategies for creating melodies, and effective use of harmony to create forward motion in your songs. Lyric writing as well as tips to help the creative process will be discussed with the instructor and guest lecturers.
Because technology has allowed the easy exchange of ideas and files, strategies and tools for improving both songwriting and production values through collaboration will be demonstrated. Lastly, an overview of how songs are currently used in film and TV (and other visual media) will be discussed, along with the tools students will need to place their songs and start earning royalties in this growing area of opportunity for songwriters.

**SURVEY OF PRODUCTION STYLES**
This course is an exploration of how a modern song is taken from inception to full mix. It includes discussion of song form, songwriting, and how to invoke the best performances from players on the spot. This course also addresses the creative use of modern microphone and recording techniques, the use of outboard and computer processing such as reverb, equalizers, and compressors, and basic mixing techniques. Strong interpersonal skills are needed. An open mind and active participation are required.

**SCORING FOR VISUAL MEDIA**
This course will provide an introduction to the exciting world of scoring for today's visual media. Using a wide variety of examples from film, video games, television, and commercials, this class will give you a behind-the-scenes look at the process of composing and producing musical underscore—from traditional linear scoring to the cutting-edge nonlinear techniques used in current-generation video games and interactive media. You will be provided the option to try scoring techniques on sample clips (provided), and even produce your own trailer!

**JAZZ ARRANGING AND COMPOSITION**
This lecture class will introduce you to composing and arranging techniques used by important jazz artists. Topics include the process of creating and harmonizing melodies, orchestration, song and arrangement form, and music analysis.

**MUSIC BUSINESS**
This course will provide you with an introduction to the music business. You will gain an understanding of how your creative works are protected by U.S. copyright law and promoted by publishers. The contractual relationship between artists and record labels will also be reviewed. Artists’ management and their relationship with the recording artist will be explored. You will also learn why touring is the holy grail of the music business, and will see how artists and promoters budget for a successful outcome.

**ELECTRONIC PRODUCTION AND DESIGN**
This introduction to the world of music technology is geared to the needs of today's professional musician. The course topics give an overview of all aspects of the current tools, technology, and techniques for desktop music production, including basic sequencing techniques, MIDI editing, introduction to virtual instruments, sample manipulation, and industry-leading DAWs.
GROOVE ESSENTIALS FOR ALL INSTRUMENTS
Examine many of the essential grooves that continue to define contemporary music. The styles examined may include funk, hip-hop, and music from Brazil and Cuba. Music examples and scores will be examined to analyze the rhythmic, harmonic, and melodic components of each style. Documentaries will be shown to support the historical and social aspects of these styles with an emphasis on the innovators who made them popular.

EXPLORING THE ARTIST WITHIN
This class, designed for vocalists, songwriters, instrumentalists, and composers, will help you get in touch with your artistic identity. A series of innovative exercises will allow you to discover your true musical voice and individual style. No matter your voice or instrument, this class will help you to hear your world and embrace your place in it!

Optional Elective
Optional electives meet in the evening. Seating is limited, and we will try to accommodate your choices. Each student will have the opportunity to take one of the following courses:

SINGER-SONGWRITER WORKSHOP
This class will provide singer-songwriters an opportunity to write and perform their own songs and learn the tools of the trade. The class will focus on the song, how it’s created and how it is used to express and communicate the songwriter’s feelings and stories to the audience. You will develop the tools and techniques used by songwriters today and participate in facilitated song critiques with your classmates. The class will culminate in a live performance.

SONG DEMO PRODUCTION
The Song Demo Production lab will be a hands-on course with state-of-the-art DAWs (Protools, Logic, and Digital Performer) along with keyboards, mics, and interconnectivity to all 12 stations to allow for easy collaboration among students. The course will help you improve the overall production quality of your song demos and learn established “tricks of the trade” to facilitate worldwide collaboration.

MOVEMENT FOR MUSICIANS
This course is designed to increase your awareness of your technical and creative abilities through investigating movement and how it relates to your stage performance. You will be encouraged to explore your own capacity and range of movement, realizing its aesthetic, physical, and visual possibilities. The technique portions of the class will emphasize increasing your body's flexibility, strength, control, and awareness. Choreographic exploration will concentrate upon the use of space, dimension, time, rhythm, energy, and contrast through improvisation and development of movement phrases.

FIVE-WEEK CHORUS
All levels of singers are welcome in this chorus, which features part-singing in styles ranging from pop/R&B to folk and jazz. The Monday and Thursday rehearsals lead up to a final performance at the Berklee Performance Center.
POETRY SLAM AND PERFORMANCE
This workshop is dedicated to the art of poetry slam and spoken word. Great for songwriters, poets, hip-hop artists, or anyone wanting to amp up their stage presence and work past performance fears. With equal emphasis on writing and performing, this high-energy class features special guest artists, writing and editing prompts, vocal exercises, and stage movement techniques designed to emphasize your unique style.

OPEN DRUM CIRCLES
Drum Circles are available to percussionists and nonpercussionists alike. This weekly workshop provides an opportunity to develop skills using various percussion instruments from around the world.

TURNTABLE TECHNIQUE
You will develop a basic skill set of turntable techniques, including cueing, mixing, beat matching, cutting, and scratching. By tracing the transformation of the turntable into a musical instrument, you will learn of its development as a major expression of hip-hop culture and thus understand its prominence in contemporary music. The class will culminate in each student performing a DJ set by week five.

MUSICAL THEATER WORKSHOP
This workshop will focus on large and small ensemble musical theater literature. Strong emphasis will be placed on vocal technique, ensemble singing, and lyric delivery. You will prepare, rehearse, and perform Broadway-style selections from a variety of productions, leading to a performance at the end of the program. Please note: this is a vocal ensemble with piano accompaniment.

STUDIO PERFORMANCE
This class allows you to hear yourself under the watchful ear of an experienced producer. The first time in a professional studio can be frightening or daunting, to say the least. Get suggestions, advice, and explore the subtle nuances of the voice and instrument. There is a difference between live shows and the studio. In a quality studio environment, there is no place to hide and nothing slips by. It is essential that musicians enter the professional music world knowing some basic studio etiquette.
MUSIC TECHNOLOGY FOR BLIND STUDENTS
The Five-Week Performance Program also offers a laboratory course on assistive music technology for blind students. The course explores digital audio workstations, notation, and Braille music. For more information on the course, contact the instructor, Chi Kim, at cgkim@berklee.edu. For more information on services for students with disabilities, contact the Counseling and Advising Center at 617 747-2310 or counselingcenter@berklee.edu.

GUEST ARTISTS
Music professionals from every sector of the industry (performers, songwriters, film composers, music business experts, and music professionals) will present lectures and demonstrations. Notable guest artists who have recently visited Berklee include Jane Ira Bloom, George Duke, Dawau Parker, Ron Carter, Trina Hamlin, Will Kennedy, Dave Liebman, Bob Mintzer, Bernard Purdie, Noel Redding, and Derek Trucks. Visiting artist clinics are open to all students. Visiting artists will be announced at the start of the program.

Additional Performance Opportunities
Performance is the centerpiece of the Five-Week Program. During your five weeks, you will have many opportunities to put your course work into action. Additional performance opportunities available to you include:

JAM SESSIONS
Tuesday and Thursday night jam sessions are open to all. This is a great way to get to know other students and explore your own potential in an informal group-playing situation.

RECORDING STUDIO SESSIONS
Seventeen ensembles will be selected to record in one of Berklee’s 10 state-of-the-art recording studios.

RECORDING SESSIONS FOR VOCALISTS
Fifty-six vocalists will have the opportunity to record a song in a professional recording studio, singing with pre-recorded tracks or with their own accompaniment.

By-Audition Performance Opportunities
PERFORMING SONGWRITER SHOWCASE
Auditions are open to all. You may perform an original or cowritten song by signing up for an audition in the Student Activities Center during check-in. A panel of Berklee faculty will select 40 students to perform their songs in a series of showcases scheduled for the fourth week of the program in the Berklee Performance Center and Cafe 939.
SINGERS SHOWCASE
Vocalists may audition during the first week of the program to be one of 10 featured vocalists, five soloists, and five background vocalists, who will perform in the Berklee Performance Center during the fifth week of the program. These students will perform arrangements that will be written for them by faculty members and performed with a band of upper-semester Berklee students.

INSTRUMENTAL SHOWCASE
Instrumentalists may audition during the first week of the program for an opportunity to perform in one of three all-star groups. These groups will perform in the Berklee Performance Center under the direction of Berklee faculty members during the fifth week of the program.

MUSICAL THEATER SHOWCASE
Auditions for the Musical Theater Showcase will be open to all students during the first week of the program. Vocalists may audition for lead and supporting roles. Instrumentalists may audition for a seat in the Musical Theater Ensemble. Students selected for the Musical Theater Showcase will perform in the Berklee Performance Center during the final week of the program.

Grading/Attendance/Withdrawal Policy
Unexcused absences are not permitted. Parents of minors will be notified of consistent non-attendance. The Five-Week Summer Performance Program uses a letter-grade system to evaluate student performance. Marks for all courses make up a final report, which is sent to the student’s home following completion of study and will remain on the student’s Berklee record. Absences are reflected in a student’s final report. The letter grades are defined as follows:

A = Honors; shows definite career potential as evidenced by a superior performance in this class.
B = Student has made above-average progress in this subject. Shows career potential; additional study in this area is encouraged.
C = Overall progress is satisfactory. Student has evidenced certain difficulties in this subject and needs to spend more time in certain areas (not unusual in music training). Career preparation would require concentrated effort.
D = Progress has been generally unsatisfactory in comparison with others of similar background.
U = Insufficient attendance for proper evaluation.
S = Survey and elective class; no evaluation.

FINAL GRADE DETERMINATION
Your final grade is determined based on the following components at the indicated weights:

- Attendance (no unexcused absences permitted) 25 percent
- Attitude/participation 25 percent
- Coursework (homework, tests, and performances) 25 percent
- Progress shown 25 percent
WITHDRAWAL POLICY
Withdrawal from the program requires an exit interview with a director (either Robert Doezema or John Pierce) in the Five-Week Program Office. If you are under the age of 18 and wish to withdraw from the program, you must obtain written permission from your parent or legal guardian.

STANDARD WITHDRAWAL
Withdrawal during the first two weeks of the Five-Week Summer Performance Program qualifies you for a tuition (and housing rental charges, if applicable) credit according to the following schedule:

- During the first week of class: 66% credit
- During the second week of class: 33% credit
- After the second week of class: No credit

MEDICAL WITHDRAWAL
Students forced to withdraw for medical reasons may be eligible to receive a prorated adjustment of tuition for the program in which they are registered. If applicable, the housing fee may also be prorated. A medical withdrawal can be considered only if accompanied by written verification from a doctor confirming that the student is unable to complete the program due to illness or disability.

WITHDRAWAL OF SCHOLARSHIP RECIPIENT
If you are a recipient of a Berklee scholarship and withdraw from the program, you may apply up to 100 percent of your scholarship toward outstanding tuition charges only. Scholarships may not be applied toward any outstanding housing or other charges resulting from a withdrawal. Berklee scholarship awards are not issued as a cash reimbursement under any circumstances. If the scholarship award exceeds outstanding tuition charges as the result of a withdrawal, the scholarship credit will be adjusted to reflect the amount of tuition charges only.
**Berklee Housing**

**BERKLEE RESIDENCE HALLS**
Application for residence hall housing is a separate process. To be eligible to live on campus, you must apply and be at least 15 years old at the start of the program. Acceptance to the program does not guarantee a space on Berklee’s campus. Please direct housing questions to the Housing Office at 617 747-2292.

Berklee on-campus housing move-in begins at 8:30 a.m. on July 11. You must vacate Berklee on-campus housing by 12:00 p.m. on August 15. Unfortunately, Berklee cannot accommodate requests to move in early or stay later than the above-mentioned dates.

**YOU WILL NEED TO BRING**
Bedding, including pillows, sheets, blankets, etc. Beds are extra-long twin size: 36 inches by 80 inches.
Towels and toiletries

**CONSIDER BRINGING**
Alarm clock
Desk lamp
Laundry/cleaning supplies
Clothes hangers
School/writing supplies
Prescription/first-aid needs
Flashlight
Umbrella
Fan
Small trash barrel

**PROVIDED ITEMS**
Toilet paper will be distributed from RA offices
Vacuums will be available to borrow from RA offices
FORBIDDEN ITEMS
Cooking appliances (hot pots, coffee makers, toaster ovens, grills, popcorn makers, etc.)
Air conditioners
Bicycles
Futons, chairs, couches, or any other non-approved furniture
Wall hangings
Pets (including fish)
Candles/incense

ROOM SIZES AND APPEARANCE
The makeup and size of a room can vary greatly building to building; some things will be the same in every room:
> They are all carpeted.
> They all have windows with shades.
> They all contain a desk, chair, dresser, and bed for each student.
> They will all have shared closet space.
> There is a computer network connection for each student.

Meals
DINING HALL
If you stay in Berklee housing during the summer programs, you will have a meal plan but may need money for additional meals. The dining hall serves breakfast, lunch, and dinner Monday through Friday and brunch and dinner Saturday and Sunday at designated hours.

If you live off campus, you may purchase a meal plan or pay cash in the dining hall. Contact Berklee Dining Services at 617 747-8964. You can also purchase a meal plan during check-in by visiting the dining hall at 160 Massachusetts Avenue or by visiting campudish.com/en-US/CSNE/Berklee.

For any questions or concerns regarding food allergies or menus, contact Jessica Mackool at jmackool@berklee.edu or 617 747-2510.

Any student that is not staying in the residence halls is eligible for the following meal plans this summer:
> 75 Meals Plan: $850
> Five-Week Summer Program 50 Meals Plan: $565
> 25 Meals Plan: $285

All of these meal plans are valid for the summer semester only. They will not be refunded and they will not carry over to another semester.

These meal plans can be purchased as of May 13, 2015 on our website, berklee.campudish.com, or by calling 617-747-8964 or 617-747-2712.
Meals in the Berklee Dining Hall are on an “all you care to eat” basis.

The new Berklee Dining Hall door rates for those associated with the Berklee community are:

- Breakfast: $8
- Lunch: $11.50
- Dinner: $13.50
- Brunch: $11

The new Berklee Dining Hall door rates for those not associated with the Berklee community are:

- Breakfast: $9
- Lunch: $13
- Dinner: $15
- Brunch: $12.50

**LOCAL DINING**

Boston is home to hundreds of restaurants ranging from fast food to diverse ethnic cuisines. A meal at most diners and restaurants in the Berklee area will cost at least $7 but can cost $20 or more per plate. Yelp.com is a great resource for restaurant search and reviews.

**What to Bring/Buy**

**MUSIC EQUIPMENT**

Unless you are a piano player or drummer, you are expected to bring your instrument.

- Vocalists are encouraged to provide their own low impedance microphone and cord. There are a number of microphone models available, such as Shure, Blue, and Audio Technica, for around $99.
- Drummers need only bring practice pads, cymbals (including hi-hat clutch and felts), sticks, and brushes.
- Guitarists and Bassists should bring cables and foot pedals, etc. Amplifiers will be supplied in ensemble and lab rooms. You may wish to bring a small practice amplifier (with headphones) for individual practice rooms.
- Keyboardists who wish to bring a synthesizer for ensemble purposes may do so. Piano/keyboard principals will take their private lesson on acoustic piano.

Only acoustic bassists may use storage lockers on campus, if available. Unfortunately, Berklee cannot accommodate storage for any other type of instrument.

**PROPERTY/INSTRUMENT INSURANCE**

The college insures only its own property against loss. It does not insure against nor reimburse the loss, from any cause, of student property. It is strongly suggested that students who possess property of value insure against loss through their own insurance company.

You are responsible for insuring your own instruments. In most cases, instrument insurance can be obtained by attaching a floater to a homeowner’s or renter’s insurance policy.

International students: you are likely to experience some difficulty in establishing a policy in the United States. You are encouraged to secure instrument coverage in your home country.
LOCAL MUSIC STORE
Guitar Center, located at 159 Massachusetts Avenue, is familiar with all recommended and required items that you may need for your classes. To reserve an instrument before the program’s start date, contact Guitar Center’s rental department. For additional information, contact gcrentals599@guitarcenter.com or 617 450-4311.

MONEY
Boston is a lively metropolitan area with a multitude of cultural events and diverse dining options. You may wish to bring additional money for entertainment, meals off-campus, toiletries, and incidentals.

BOOKS
The following two workbooks are required for all students and will be available to purchase at the Berklee Bookstore during orientation. Budget approximately $50 for the cost of the two books and other miscellaneous music supplies.

Five-Week Musicianship Workbook by Rick Peckham and Scott McCormick
The Berklee Performance Program Theory Handbook by Bob Doezema

Mail
All enrolled students residing in a Berklee residence hall (160 Massachusetts Avenue, 150 Massachusetts Avenue, 270 Commonwealth Avenue, or 98 Hemenway Street) are assigned an individual mailbox with a combination lock. The mailbox assignments are printed on your schedule, which will be distributed the first week of classes. Mailboxes are located in the dormitories. You are responsible for checking your mailbox on a regular basis and remembering its combination. You will need a student ID card or valid picture ID to pick up packages.

The Berklee mailroom is open Monday through Friday, 8:00 a.m.–5:00 p.m. The student mail services window is located in the lower level of 1108 Boylston Street. To retrieve packages, you will need to visit the mail services window and should note the hours of operations.

Shipping packages
If you plan to ship packages before the program begins, send them to the following address no more than one week prior to the program start date:

Student Name, Five-Week Performance Program
Berklee College of Music
168 Massachusetts Avenue
Boston, MA 02215-3010, Phone: 617 747-2891

After the program start date, you should use the following address:

Student Name
Mailbox SB#________
168 Massachusetts Avenue
Boston, MA 02215-3010, Phone: 617 747-2891

If you live off campus, you should have mail and packages addressed to your local address; however, the college will provide incoming mail service to students living off-campus for important or valuable mail or packages.
**Student Activities**

The Student Activities Center, in collaboration with the Five-Week Office, welcomes you to Berklee and to Boston with a dynamic two-day orientation program complete with student performances, jam sessions, introductions to Berklee resources, and community-building social events. Over the course of the program, the Student Activities Center organizes a host of activities to connect the Five-Week community while encouraging students to take advantage of their experience with both Berklee and the city of Boston. Past activities have included group outings to movies and concerts, trips to the Museum of Fine Arts Boston, Shakespeare on the Common, and Red Sox games. Planned ongoing events have included caf shows (concerts in the Berklee dining hall run by students, for students), game nights, and dance parties. Students are bound to find something of interest and meet a few friends along the way. While the specific offerings may change yearly, the Student Activities Center promises plenty to do. We recommend that all students stop by the Student Activities Center to hang out, watch television, play games, or learn about getting involved. For more information about Student Activities at Berklee, contact studentactivities@berklee.edu.

**Boston-Area Events**

The campus is in close proximity to Symphony Hall, Northeastern University and Boston University, New England Conservatory and Boston Conservatory, Fenway Park, and the Christian Science Center.


Other popular activities include whale watches, boat rides along the Charles River, a ride on a Beantown Trolley, a Boston Harbor cruise, and a walk along Boston’s historic Freedom Trail.

**Campus Facilities/Services**

While studying on campus during the Five-Week Program, you will have access to campus facilities and student services. This is a great opportunity to explore Berklee from a full-time student perspective. You may attend concerts and visit the library or the Career Development Center to get a taste of what Berklee has to offer. Visit berklee.edu, and explore the Student Life section to learn how to take advantage of Berklee facilities and services.

**Student Population**

In 2013 our 17 summer programs enrolled students from nearly every state and U.S territory as well as 60 different countries. The Five-Week Program alone enrolled 1,007 students.
Disability Services

The curriculum of the Five-Week Program is mostly performance-based with limited testing. Accommodations are available for students with physical/visual (moderate) limitations and students with documented learning disabilities. You must provide appropriate documentation that supports your disability prior to beginning the Five-Week Program in order for accommodations to be in place when classes begin. Available services include academic accommodations and referrals to on-campus support, including adaptive technology and tutoring.

Documentation can be delivered to the Counseling and Advising Center, 939 Boylston Street, second floor, or mailed to the address below. For more information on services for students with disabilities, contact the Counseling and Advising Center at 617 747-2310 or counselingcenter@berklee.edu.

Counseling and Advising Center
Berklee College of Music
MS-939 CAC
1140 Boylston Street
Boston, MA 02215
PAYMENT INFORMATION

Tuition and Related Costs

PAYMENT CHECKLIST
☐ Pay the $500 tuition deposit due by May 1.
☐ Return the Housing Application with the $300 housing prepayment to reserve a space on campus.
☐ Payments are due in full by June 1.
   Pay remaining tuition, housing (if applicable), registration, and comprehensive fees.

MAKING PAYMENTS
Students and families can pay by logging into the student’s account at apply.berklee.edu.

BILLS
Bills will be sent out prior to check-in from the Bursar’s Office. Call if you have any questions.

HAVE PAYMENT QUESTIONS?
Contact the Office of the Bursar at bursar@berklee.edu or by calling 866 456-4952 (U.S. only), international callers please dial +1 617 747-2165.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>TUITION DEPOSIT</td>
<td>$500</td>
</tr>
<tr>
<td>HOUSING PREPAYMENT</td>
<td>$300</td>
</tr>
<tr>
<td>REMAINING HOUSING FEE</td>
<td>$3,160</td>
</tr>
<tr>
<td>REMAINING TUITION</td>
<td>$4,578</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td>$8,538</td>
</tr>
</tbody>
</table>

Tuition and fees are subject to change.

Additional payment information on following page.
Additional Payment Options

MAILING CHECKS AND BILL PAY
Payments received through “bill pay” will be in the form of a check. Depending on the location and bank, payments take approximately 1-2 weeks to be received by the college. Please include the student ID number with check payments.

Pay to: Berklee College of Music
Address: Berklee College of Music
1140 Boylston Street MS-921 BUR
Boston, MA 02215

DOMESTIC WIRE TRANSFER
For domestic wires, student name and Berklee student ID number is required.

Pay to: Berklee College of Music
Account number: 169789320
ABA number: 021000021
Bank address: J.P. Morgan Chase Bank
270 Park Avenue
New York, NY 10017

INTERNATIONAL WIRE TRANSFER
Do not send international wires directly to Berklee’s account. Berklee uses peerTransfer for all international wires: Berklee.peertransfer.com.

PRIVATE SCHOLARSHIPS
Students accepting scholarships from outside organizations should provide the organization with the above payment information to resolve payments. Be sure the organization includes the student’s name and ID number with the payment.

If the payment cannot be provided before the due date, the organization should mail an official scholarship award letter to Berklee College of Music at 1140 Boylston Street, MS-921 BUR, Boston, MA 02215. The scholarship payment or award letter must arrive before the payment due date. For additional information, contact the Office of the Bursar at bursar@berklee.edu or 617 747-2165.

QUESTIONS
Contact the Office of the Bursar at bursar@berklee.edu or 617 747-2165.

Nonrefundable fees include the registration fee, comprehensive fee, and housing prepayment. Remaining tuition and housing fees are refundable in full up until the start of the Five-Week program. See our withdrawal policy regarding procedures after the program begins. If issues occur after the program’s start date, refund requests must be sent in writing to the Office of Summer Programs, summer@berklee.edu.
HEALTH AND SAFETY

The Berklee Card for Students/Student ID
The Berklee Card/Student ID is the official identification card issued to all members of the Berklee community. It is required for identification and access to essential campus services, and functions as a convenient payment method for services on and around the Berklee campus.

The ID card has an electronic chip and a magnetic stripe, enabling access to campus facilities including the Learning Center, Media Center, library, residence halls (residents only), dining hall, and practice rooms.

POLICIES AND PROCEDURES FOR STUDENT ID CARDS
Students are issued the Student ID upon check-in. Students are responsible for keeping this card for the duration of the Five-Week Program.

In the event of a lost student ID, immediately visit berklee.card.com or call 800 865-2375 to disable an account. Public Safety should also be informed at 617 747-2682 to disable the card’s building access. A replacement card can be obtained for $20 at the Public Safety office in the basement of 155 Massachusetts Avenue.

PAY FOR BOOKS AND LOCAL PURCHASES
Visit berklee.card.com to add value to your card account before arriving on campus. You will need your student ID number, which can be found on your acceptance letter. At berklee.card.com you can also see a list of local retail stores where the card is accepted.

Public Safety Department
The Public Safety Department is responsible for campus safety, security, and law enforcement on campus. Officers are on duty at all times, both patrolling and manning fixed posts. The administration office and Control Center are located in the basement of 155 Massachusetts Avenue and can be reached at 617 747-2682. More campus safety information can be found at Berklee.edu/public-safety or on Twitter: @BCHelpdesk.

REPORTING CRIMES AND EMERGENCIES
Students should immediately report all crimes and incidents to the Boston Police Department at 911 or 617 343-4911. Alternatively, Berklee Public Safety can be called at 617 747-2333. A report can also be made in person to any public safety officer. Additionally, 24-hour emergency call boxes are spread throughout the campus. These boxes, which have blue lights, connect to the Control Center for emergency assistance.

SAFETY ESCORTS
Public Safety will provide a walking escort to the Berklee community on or near campus. To request a safety escort, call the Control Center at 617 747-2682 or ask any uniformed public safety officer.

LOST AND FOUND
Public Safety maintains the Lost and Found program for the college. Found items can be turned over to any public safety officer, and can be claimed at the Control Center, which operates 24/7.

CAMPUSS SECURITY AND FIRE SAFETY REPORT
Berklee releases an updated version of its “Playing It Safe” brochure annually. It contains information on security policies, college policies, and crime statistics. A copy can be downloaded at berklee.edu/sites/default/files/PlayingItSafeASR.pdf
RESIDENCE HALL SECURITY
>
Always lock your room, even if you’ll only be gone for a minute.
>
Never leave money, jewelry, or other valuables out in the open.
>
Always ask who is at the door before you open it.

WHILE YOU ARE OUT AND ABOUT
>
Stay in well-lighted, busy areas.
>
Don’t be afraid to tell someone who is harassing you to leave you alone in a firm, loud voice.
>
Trust your instincts—if you feel uneasy, get out or away.
>
Walk or jog with a companion.
>
Avoid showing cash or valuables.

FIRE SAFETY
Although fire safety is often overlooked, it is critical to keeping yourself and others safe. Smoking is prohibited in all Berklee buildings, and all cooking appliances, except microwave ovens, are prohibited from dorms. Open flames, incense, space heaters, and flammable liquids are also not allowed.

Health/Medical Care
ON-CAMPUS NURSE
A nurse will be on duty during the Five-Week Program. The nurse’s phone number and location will be announced before the start of the program.

COUNSELING AND ADVISING CENTER
The Counseling and Advising Center’s team of personal counselors consists of licensed clinicians and offers free and confidential individual counseling to Five-Week Program students. Students can set up an intake appointment with a personal counselor by calling or stopping by the CAC greeting counter. The CAC has an on-call counselor available from 9:00 a.m.–5:00 p.m., Monday through Friday, to assist students who may need immediate attention. Students who are in crisis or having a mental health emergency should call 617 747-2310 or stop by the office and let the receptionist know that they need to see or speak to a personal counselor immediately or on the same day.

For after hours emergencies, call Berklee Public Safety at 617 747-2333. You may also call 911 or go to your local hospital emergency room for assistance.

HEALTH INSURANCE
Though you are not required to obtain health insurance in order to attend the program, it is strongly suggested that you obtain insurance that will cover the cost of health concerns during the length of your stay in Boston. Parents should be sure that their policy covers their children while they are attending the program, especially if they are coming from out of state.
HEALTH CARE FACILITIES
You may wish to consult with the on-campus nurse for minor ailments/injuries. Massachusetts General Hospital (MGH) has a walk-in unit open until 8:00 p.m. on most nights. Students who experience health concerns should go to the emergency room if necessary or dial 911 on any telephone. Residence Life staff are available to accompany students residing on campus to the hospital.

- Residence Life (9:00 a.m.–5:00 p.m.) 617 747-2253
- Public Safety (After-hours emergencies) 617 747-2333
- MGH Walk-In Unit (8:30 a.m.–8:00 p.m.)* 617 726-2707
- MGH Emergency Room* 617 724-4100

*These organizations are not affiliated with Berklee.

Drug/Alcohol/Conduct Policy
Berklee administrators reserve the right to expel any student from the Five-Week Program if he or she has engaged in unlawful behavior. Students are prohibited from consuming or selling alcohol in any area of the college regardless of age. The unlawful use, possession, or sale of drugs or alcohol on college property or as part of college activities is strictly prohibited. Students who violate this policy may be withdrawn from the program without a refund and/or referred for prosecution.
EMERGENCY INFORMATION

Reporting an Emergency
Police/Fire/Medical Services: 911 or 617 343-4911
Berklee Public Safety Emergency: 617 747-2333

When reporting an emergency, it is important to relay certain information to officials. Here are some general guidelines to follow:

> State location of emergency: building, floor, and room number
> Explain what is occurring or what happened
> Provide a description of the persons involved (gender, age, race, height, weight, clothing)
> Stay on the line until told otherwise by the official

Berklee Emergency Notification System (BENS)
When a major emergency occurs, BENS will send messages to the community with the necessary details, including suggestions on what you should do.

The following guidelines should be followed during emergency situations to help ensure your safety:

**EVACUATE**
When there is danger in or near the building:

> Activate an alarm pull station (if you can do so safely)
> Immediately walk to the nearest marked exit, do not use elevators
> Keep moving and continue to exit the building, even if alarm stops
> Move away from the building and report to the nearest evacuation assembly point
> Do not re-enter until authorized by Public Safety or emergency personnel
> Do not use elevators

**LOCKDOWN—WHEN THERE IS AN ACTIVE SHOOTER OR OTHER VIOLENCE:**

> Run or escape from the danger
> If you can’t escape safely: hide under furniture; lock/barricade doors; turn off lights and remain quiet
> As a last resort, fight to defend yourself

**SHELTER IN PLACE—WHEN INDIVIDUALS ARE ADVISED TO SEEK SHELTER OR REMAIN IN PLACE:**

> Go or stay inside the room, area, or building and do not use elevators
> Shut, lock, and barricade all doors and windows
> Cover openings in the line of sight
> Remain calm, stay quiet, and turn off all lights and audio equipment
> Remain in place until advised by emergency personnel that it is safe
FIVE-WEEK DIRECTORY

OFFICE OF SUMMER PROGRAMS
Berklee.edu/summer
summer@berklee.edu
617 747-2245
Fax: 617 262-5419
Visiting address: 155 Massachusetts Avenue, 4th floor

FIVE-WEEK PROGRAM OFFICE
(Available June 1–August 12)
fiveweek@berklee.edu
617 747-2504
Visiting address: 150 Massachusetts Avenue, Room 118

OFFICE OF THE BURSAR
bursar@berklee.edu
617 747-2610 or 617 747-2165
Visiting address: 921 Boylston Street, 2nd floor

HOUSING OFFICE
Berklee.edu/housing
housing@berklee.edu
617 747-2292
Visiting address: 150 Massachusetts Avenue, 3rd floor

OFFICE OF SCHOLARSHIPS
scholarships@berklee.edu
617 747-8681
Visiting address: 921 Boylston Street, 6th floor

STUDENT ACTIVITIES CENTER
studentactivities@berklee.edu
617 747-2560
Visiting address: access through 921 Boylston Street, 3rd floor

PARENT OFFICE
parents@berklee.edu
617 747-8571
Visiting address: 921 Boylston Street, 5th floor

OFFICE OF PUBLIC SAFETY
Emergency: 617 747-2333
Non-emergency: 617 747-2682
Visiting address: 150 Massachusetts Avenue Security Office

OFFICE OF ADMISSIONS (full-time enrollment, including
12-Week Summer Program)
berklee.edu/admissions
admissions@berklee.edu
800 BERKLEE (237-5533), toll-free within the U.S. and Canada
617 747-2221 or 617 747-2222 to call direct
Fax: 617 747-8602
Visiting address: 921 Boylston Street, 6th floor

BERKLEE DINING SERVICES
150 Massachusetts Avenue
Boston, Massachusetts 02215-3693

BERKLEE COLLEGE OF MUSIC
1140 Boylston Street
Boston, Massachusetts 02215-3693
U.S.A.
berklee.edu
**Directions to Campus**
The Berklee campus is located around the intersection of Boylston Street and Massachusetts Avenue. Students are responsible for arriving to the program and their place of residence.

**BY AIR**
Boston is served by Logan International Airport. The Logan Express bus (massport.com/logan-airport/to-and-from-logan/logan-express/), brings passengers from outside arrivals directly to Hynes Convention Center on Boylston Street, across the street from the Berklee Genko Uchida building and close to all Berklee buildings. Students can easily take a cab for approximately $25-$35. There are many local driving services; one is Boston Coach (bostoncoach.com), where you can make arrangements for a driver. Students can also take the subway (available from 5:50 a.m. to 12:30 a.m.) to the Hynes Convention Center stop. There is an airport shuttle bus to the subway station.

**BY TRAIN/Bus**
Boston is served by Amtrak (800 872-7245, Amtrak.com), major bus lines, and local bus and commuter train service. Most buses arrive at South Station. The closest Amtrak stop is Back Bay.

**BY PUBLIC TRANSPORTATION**
The Massachusetts Bay Transportation Authority (MBTA)—otherwise known as “the T”—services Boston. Take the Green Line (B, C, or D) subway to the Hynes Convention Center stop. Take the Massachusetts Avenue exit out of the station and turn left.

**BY CAR**
*From points west:* Take the Massachusetts Turnpike (interstate 90) east to exit 22 (Prudential Center), which begins in a tunnel. When you reach this exit, follow the Prudential Center signs to street level and onto Huntington Avenue. Stay in the right lane and go to the third traffic light. Turn right onto Massachusetts Avenue.

*From points south:* Take Route 93 North (Southeast Expressway) to the Massachusetts Avenue/Roxbury exit (a left lane exit). Turn right onto Massachusetts Avenue at the traffic light.

*From points north:* Take Route 93 South or Route 1 South. These roads converge at Boston’s central artery. Follow the signs for Storrow Drive heading west and stay in the center lane. Take the Fenway exit and get into the left lane. Take a hard left onto Boylston Street.

**Parking**
Parking is available at several nearby parking garages. Parking garage fees can cost more than $20 per day. Metered street parking is free on Sundays.

*We recommend that participants do not bring cars.*

**INSTRUMENT TRANSPORTATION**
Students are strongly encouraged to consult their airline regarding instrument transportation policies. Keep in mind that instrument cases may be searched thoroughly by airport personnel, with or without the student present. We encourage you to label the case with your name and phone number, and Berklee’s address, in case you become separated from it. You may wish to paste “fragile” stickers on the outside of the case and a note inside the case indicating that airport security should take special care when handling your instrument.

For more information on traveling to Berklee, visit the Registered Students section at berklee.edu/summerprograms/registeredstudents.
INTERNATIONAL STUDENTS/FORMS

2015 International Student Visa Information

WHO NEEDS AN F-1 STUDENT VISA?
The U.S. Department of Homeland Security (DHS) requires that any student that is not a US citizen participating in the Five-Week Summer Performance Program, English as a Second Language Program, Day Sessions, or the Twelve-Week Full-Credit Summer Program apply for an F-1 Student Visa.

Do not enter the U.S. on a tourist visa or visa waiver program to participate in these programs! You will be ineligible to attend, and sent home to obtain the correct visa.

HOW DO I APPLY FOR AN F-1 STUDENT VISA?
The first step to applying for a student visa is to obtain a Form I-20 from Berklee. The Form I-20 is a document issued by certified schools that provides supporting information on a student’s F-1 status. After receiving the I-20, the student may apply for the F-1 Student Visa. Students are encouraged to send the I-20 Request documents to the Office of Summer Programs as early as possible to ensure that there is enough time to apply for a student visa.

IN ORDER TO BE ELIGIBLE FOR A BERKLEE I-20, YOU MUST:
1. Register for your Summer Program. Be sure to provide a valid email address, this is how Summer Programs will contact you!
2. Pay the $500 tuition deposit (Five-Week only) to confirm your intention to enroll in the program. Payment Instructions are included in your acceptance email from the Office of Summer Programs.
3. Submit the following documents to the Office of Summer Programs to request an I-20 Form:
   > I-20 Request Form
     Complete and sign this form. Be sure to write clearly and provide correct information.
   > Clear and legible photocopy of the biographical page of your passport
     This allows us to confirm that all information on your I-20 is correct.
   > Affidavit of Support
     Your sponsor needs to sign this to accept financial responsibility for your studies in the U.S.
   > Financial documentation must be in English and from the current year, 2015.
     This is to demonstrate that there is enough money to provide the promised support of the Affidavit.
4. Send the I-20 request documents: You can submit your documents via email (preferred) or express mail. Do not send multiple copies, as this will delay processing.

Express Mail:
Office of Summer Programs
1140 Boylston Street, MS-155-SP
Boston, MA 02215 USA

Email (preferred):
summerinternational@berklee.edu

WHAT HAPPENS NEXT?
Once your Designated School Official (DSO) receives your documents, they will be evaluated. If any information is missing, you will be notified via email. Completed applications will be processed in the order that they are received. All I-20s are sent with an information package via courier mail service, which is the quickest and safest way for this important document to reach you. I-20s are typically processed in 2 weeks or less. Please note that we cannot fax or email an I-20.

AFTER YOU RECEIVE YOUR I-20 YOU WILL NEED TO APPLY FOR YOUR F-1 STUDENT VISA.
To read more about this process, visit: http://travel.state.gov/visa/temp/types/types_1268.html

TRANSFER-IN AND VACATION SEMESTER STUDENTS:
If you are already in the United States on a different visa status, or hold an F-1 status at another school, please contact Summer Programs at summerinternational@berklee.edu
2015 Summer Programs Financial Documentation

SAMPLE FINANCIAL DOCUMENTATION

> Below are sample bank letters. This form is for example purposes only.

> You must submit an original bank statement in English with the bank’s stamp or seal or a bank letter in English with an original signature from a bank representative to illustrate proof of funding from each source.

> Any document submitted in another language must be translated into English and notarized. The original document must also be included.

> All documents must clearly illustrate a specific monetary amount and be from the current year, 2015.

> The bank is required to print a letter on official bank letterhead. You cannot use online print-outs from bank websites for financial documentation.

> An official bank statement is also acceptable.

Example No. 1

Bank Logo (Official bank letterhead/seal/stamp)
Bank Address

MM/DD/YY (Must be dated from the current year, 2015)

Dear Berklee Staff,

This letter is to certify that _________ (Sponsor name) holds a savings account with this bank with a current available balance of at least _________ USD (Balance amount must be at least total cost of program). These funds are available for withdrawal without restriction.

Sincerely,

(Name of bank administrator, telephone number, and email address)

Example No. 2

Bank Logo (Official bank letterhead/seal/stamp)
Bank Address

MM/DD/YY (Must be dated from the current year, 2015)

Dear Berklee Staff,

Our client, _________ (Sponsor name) has an account with this institution containing sufficient liquid funds to cover the total program cost of the Berklee Summer Program, _________ (Total cost of program).

Sincerely,

(Name of bank administrator, telephone number, and email address)
I-20 Request Form

You must submit a clear and legible photocopy of the biographical page of your passport.
You must also submit an original bank statement. Refer to page 4 for bank statement information.
Retain copies of all documents you submit, as you will need them for your visa application and interview.

Passport Information: This section must match your passport data exactly.

Family Name: ___________________________ Given Name(s): ___________________________

Date of Birth: ___________ (Month) ___________ (Day) ___________ (Year)  Gender: ______ Male ______ Female

Country of Birth: ___________________________ Country of Citizenship: ___________________________

Berklee Student ID# (if known): ___________________________

Permanent Address
(Outside the United States)

Street: ___________________________

City: ___________________________ Postal Code: ___________________________

Country: ___________________________ Province: ___________________________

Email: ___________________________

Mailing Address for I-20
(Only if different from Permanent Address. No P.O. Boxes).

Street: ___________________________

City: ___________________________ Postal Code: ___________________________

Country: ___________________________ Province: ___________________________

Other
Do you wish to add Dependents to your I-20?  Yes No
In accordance with Federal Regulations, you can only claim your spouse and your children as Dependents.

Do you currently have an F-1 (Student) visa stamp in your passport? Yes No

Do you currently attend, or do you plan to attend, another school in the U.S. prior to Berklee? Yes No

Financial Support: Please indicate how you intend to fund your tuition, fees, and living expenses.

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Relationship (Self/Parent/Friend/Other/Scholarship)</th>
<th>AMOUNT (in USD$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4. If you received a Berklee Scholarship, please submit a copy of your award letter and indicate amount here:</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Total: $ ___________________________

Express mail form to: Berklee College of Music, Office of Summer Programs
1140 Boylston Street, MS-155-5P | Boston, MA 02215-3693 | USA

Email form (Preferred): summerinternational@berklee.edu
Affidavit of Support

> An affidavit of support is signed to accept financial responsibility for the student while they are living in the United States. If self-supporting, the student does not need to submit an Affidavit of Support.
> In the case of multiple sponsors, a bank statement and affidavit of support must be submitted for each sponsor. The total amount of all financial support shown must total at least $8,588.00 USD.
> If student will be sponsored by a government agency, organization, or scholarship, submit a copy of the award letter instead of this form.
> Even if student is not living in the Berklee dorms, student is required to show the estimated living expenses of $3,460.00.

Student Name: __________________________ Berklee Student ID# (if known) __________________________

Sponsor Name: __________________________
(Sponsor Name must match the name on the supporting financial documentation.)

Relation to Student: _____ Family _____ Friend _____ Other ________________________________

Sponsor Address: ________________________________

Phone: __________________________
Fax: __________________________ Email: __________________________

I, __________________________, hereby pledge to offer financial support for the above named student toward tuition, fees, and/or living expenses at Berklee College of Music, Boston, MA, USA. Based upon the Estimate of Expenses for the academic year/program indicated below, I hereby aver that I will provide financial support in the amount of:

At least US$ __________________________
(Total cost of attendance, US $8,588.00)

Signature of Sponsor __________________________ Date __________________________

Estimate of Expenses
Five-Week Summer Performance Program 2015

> Costs indicated are for a one (1) month academic term.
> Living Expenses indicated are considered the minimum required for the student to live comfortably during a one (1) month academic term in Boston, MA. Please note that owning a car, entertainment such as movies, concerts, frequent restaurant patronage, etc. can be expensive. Students planning on such a lifestyle must be prepared with additional funds.
> Additional Dependent Expenses:
  * If a spouse will accompany student, add US $800.00 to the Total Cost of Attendance below.
  * If children will accompany student, add US $50.00 x number of children to the Total Cost of Attendance below.

> Summary of Costs
  * Tuition: US $5,078.00
  * Living Expenses: US $3,460.00
  * Books and Supplies: US $50.00

Total Cost of Attendance: US $8,588.00
Summer Programs Immunization Form

INSTRUCTIONS
All foreign students on a student or other visa must submit completed immunization records required of the Commonwealth of Massachusetts in order to finalize registration procedures.

Please note: International students cannot attend Berklee unless these requirements are met.

Please be aware that in the event of a breakout of any of diseases listed on page 1 of the form, or if anyone at Berklee is diagnosed with one of the diseases, those students who have not submitted proof of immunization will be withdrawn from the program and will not be eligible for tuition or housing fee refunds.

The immunization requirements shall not apply where:

1) The student meets the standards for medical or religious exemption set forth in M.G.L. c. 76, s15c.;

2) The student provides a copy of a complete immunization record from a school indicating the receipt of required immunization;

3) In the case of measles/mumps/rubella or hepatitis B, the student presents laboratory evidence of immunity;

4) In the case of varicella (chickenpox), the student presents laboratory evidence of immunity or self-reported history of chickenpox reviewed by appropriate healthcare staff; and

5) In the case of the meningococcal requirement, the student, or the student’s parents or guardian, if the student is a minor, may inquire about signing a waiver approved by the Department of Public Health stating that the student has received information about the risks and dangers of meningococcal disease, has reviewed the information provided, and has elected to decline the vaccine.

To read more about the meningococcal requirement, visit: mass.gov/eohhs/docs/dph/cdc/factsheets/meningococcal-college-students.pdf

*Please submit supporting evidence if any of the above exemptions apply.
# Summer Programs Immunization Form

Student First Name: ___________________ Last Name: ___________________ Berklee ID: __________

This form is required for international students attending the all Berklee College of Music Summer Programs. See reverse side for instructions and exemptions.

Please note: Although a requirement for attendance, incomplete forms will not affect any Visa processes.

To be filled out by physician:

<table>
<thead>
<tr>
<th>Vaccination Series</th>
<th>Date of Dose (Month/Day/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/Mumps/Rubella (MMR) #1</td>
<td></td>
</tr>
<tr>
<td>(After 12 months of age)</td>
<td></td>
</tr>
<tr>
<td>Measles/Mumps/Rubella (MMR) #2</td>
<td></td>
</tr>
<tr>
<td>(At least 1 month after MMR #1)</td>
<td></td>
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<tr>
<td>Tetanus and Diphtheria Toxoids and Acellular Pertussis (Tdap)</td>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #1</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #2</td>
<td></td>
</tr>
<tr>
<td>(Must be at least 4 weeks after 1st dose)</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #3</td>
<td></td>
</tr>
<tr>
<td>(Must be at least 8 weeks after 2nd dose and 16 weeks after 1st dose)</td>
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<tr>
<td>Varicella (Chickenpox) #1</td>
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<tr>
<td>(After 12 months of age)</td>
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<tr>
<td>Varicella (Chickenpox) #2</td>
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<tr>
<td>(At least one month after Varicella #1)</td>
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<tr>
<td>Meningococcal Polysaccharide</td>
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<tr>
<td>(One dose, within last five years)</td>
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<td>--OR--</td>
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<tr>
<td>Meningococcal Conjugate</td>
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<tr>
<td>(One dose, any time in the past)</td>
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</tbody>
</table>

Physician’s Stamp (required) __________  Physician’s Signature: ____________________________  Date: ________

Send Form to: Berklee College of Music, Office of Summer Programs
1140 Boylston Street, MS-155-SP | Boston, MA 02215-3695 | USA
Email: summer@berklee.edu | Fax: 617-262-3419 | Phone: 617-747-2245
CITY MUSIC

Berklee City Music enables youth from underserved communities to develop musically, academically, socially, and emotionally, primarily through the study of contemporary music.

Berklee City Music Summer scholars immerse themselves in their chosen style of music and study with world-class faculty in a college setting through the Five-Week Summer Performance Program. For more information about Berklee City Music, visit berklee.edu/city-music

Important Information for 2015 City Music Summer Scholars

CITY MUSIC CONTACT INFORMATION
Our offices are located at 899 Boylston Street, on the third floor. Enter at the door marked 899, between Trader Joe’s and Verizon. Use the intercom to access our offices.

> Phone: 617 747-2447
> Email: berkleecitymusic@berklee.edu

Mandatory City Music Events

CITY MUSIC ORIENTATION
Saturday, July 11, 2015
> Meet the City Music team at orientation. You’ll receive important information for the summer, learn about special City Music events, meet your peer leader, and meet City Music scholars from across North America. Time and location TBA.

WEEKLY MEETINGS
> Dates, times, and locations will be listed on your individualized Five-Week schedule.

BERKLEE CITY MUSIC SCHOLARSHIP CONCERT
Tuesday, August 11, 2015
7:30 p.m.
Berklee Performance Center, 136 Massachusetts Avenue

CITY MUSIC SUMMER ADVISING
Berklee City Music offers advising for City Music summer scholars attending the Five-Week Summer Performance program. Advising exists to help you build critical thinking and leadership skills as a scholar as you pursue your personal, academic, and professional goals. Kate Lyons and Kasey Cox are available to meet Monday-Friday, from 9:00 a.m.–5:00 p.m. by appointment. If you want to talk about college plans, adjusting to campus life, or time management, or if you just want to check in, call the City Music office at 617 747-2447 or email berkleecitymusic@berklee.edu to make an appointment.