



DEPARTURE GUIDE

SAN FRANCISCO BERKELEY

Upon your arrival at our Berkeley campus, you will be provided with important information regarding the Kaplan programs available from a trained Kaplan member of staff and provided with the option to enroll in an educational program that meets your needs. While we have programs catering to every level of English proficiency, the choice as to which program to enroll in is up to you upon your arrival.

ADDRESS:

2144 Kala Bagai Way, Berkeley, CA 94704

PHONE:

+1 (510) 254-6733

FAX:

N/A

EMERGENCY CONTACT:

+1 (800) 819 9041

SCHOOL DIRECTOR:

Lisa Holsworth

ACCREDITATIONS AND MEMBERSHIPS

This school is accredited by ACCET (Accrediting Council for Continuing Education and Training). This school is approved to operate as an accredited institution by the California Bureau for Private Postsecondary Education (www.bppe.ca.gov).

 Last updated 01/31/2022



BEFORE YOU LEAVE

Here are some important things you need to know to make your arrival as smooth as possible. Use our checklist to ensure you don't forget anything and are prepared for the exciting times ahead.



POCKET MONEY

Recommend weekly budget: \$250. This should cover expenses, laundry, local travel and activities. You will need additional money if you want to take weekend trips. Bring \$150 with you in cash and a debit or credit card. You will need to check with your financial institution to make sure you will be able to withdraw money from an American ATM. Do not bring foreign currency. It is not wise to carry around large amounts of cash.

BANK ACCOUNT

If you're staying longer than three months, you may wish to open a bank account. If possible, set up your account before you arrive as rules, regulations and policies between banks vary. You may be required to bring personal documentation with you; remember it may take a long time to set up the account, so make sure you still have access to money during this process.

CLOTHING

Most students dress casual for classes, but you should bring nice clothes for going out and active clothes for sports and outdoor activities. The climate is changeable and may be different from your own. The average summer temperature is 21°C and in the winter temperatures vary from 10°–16°C.

ELECTRICAL CURRENT

Standard voltage in the US is 120 volts; remember to bring an adaptor with you or buy one when you arrive.

REVIEW QUALITY ASSURANCE DOCUMENTS

Please review the documents that are required to be filed with the State and which must be made available to you prior to enrollment. The documents, including our Catalogue/ Catalogue Addendum, Terms and Conditions, Pricelist, and School Performance Fact Sheet can be found at: <https://www.kaplaninternational.com/privacy>

SCHOOL NOTIFICATIONS

We encourage you to follow the school's Instagram account before you arrive and especially during your stay. This will give you an idea of what is happening in the school and help you connect with staff and students. This is also where we will post notification of any unexpected school closures: it is important you check our Instagram account for any messages while you are attending the school, especially if there is severe weather in the area (e.g. snowstorm, flood, etc.). If the school cannot open or school opening will be delayed, we will post a message as soon as possible (the night before or in the morning) to advise you of this, along with information on how to get further updates and any alternate scheduling (if applicable). Follow KI Berkeley here: @kaplan_berkeley

ORIENTATION CHECKLIST

Is everything ready for your first day at Kaplan? Below is a full list of all the items you'll need to bring with you to orientation. Feel free to print this page out and take it with you!

- ☐ Passport
- ☐ Acceptance letter and Kaplan documentation
- ☐ Visa
- ☐ Minor form (for students under 18)
- ☐ Accommodation fact file (provided by your booking agent)
- ☐ Travel and medical insurance
- ☐ \$150 in cash and credit/debit cards
- ☐ Weather-appropriate clothing
- ☐ Adaptor for electrical appliances
- ☐ Deposit if you're staying in residential accommodation
- ☐ Prescription medication and medical records
- ☐ Emergency information
- ☐ Laptop/tablet
- ☐ Insurance for your personal belongings (recommended, but not mandatory)





WHEN YOU ARRIVE

Arriving at the airport in a foreign country can be overwhelming. To better prepare yourself, make sure that you have read the information below about your arrival and how to get to your accommodation. If you get lost or confused upon arrival, don't be afraid to ask the airport staff for help as they will be happy to give assistance.



KAPLAN TRANSFERS

Students should arrive at San Francisco International or Oakland Airports. We request that you book your flights according to the starting date of your specific program. You must arrive on the Saturday or Sunday prior to your course start date. If you have booked a transfer service, an employee from K.I.S.S. will be waiting for you at the airport, so please message them at via WhatsApp at +14156060666 once you have picked up your baggage at baggage claim. The driver will meet you at the exit outside of baggage claim. Please ensure you arrange and pay the transfer fee in advanced.

TRANSFER SERVICE EMERGENCY CONTACT DETAILS

If you have any flight changes, miss a connecting flight or need help meeting the transfer service, you should call the following emergency number. Please be prepared to tell them your name, school name (Kaplan International) and location.

- Transfer Service Contact Number: +1 (415) 606- 0666
- Kaplan Emergency Contact Number:
+1 (800) 819 9041

INDEPENDENT TRANSFERS

IF YOU CHOOSE NOT TO USE THE KAPLAN TRANSFER SERVICE

You should use either a shuttle, taxi, or take a BART transport from San Francisco to Berkeley. The BART has a stop inside of the International Terminal at San Francisco International Airport (SFO).

IF YOU USE BART

You're advised to take a Pittsburgh/ Baypoint train to the 19th Street Oakland station, transfer to the Richmond Train, then exit at the Downtown Berkeley Station. The Kaplan International school is across the street. The ride time is approximately one hour.



FIRST DAY AT SCHOOL

Orientation starts every Monday at 11:00. This includes a meet and greet with staff and the distribution of class timetables. On their first day, students are expected to have already submitted all their documents and taken their online KITE placement test.



ABOUT THE SCHOOL

NUMBER OF BUILDINGS:	1
NUMBER OF FLOORS:	4
TOTAL NUMBER OF CLASSROOMS:	8
SCHOOL FACILITIES:	Elevator, air conditioning, heating, Wi-Fi, computer lab/ multimedia center, library, self study center, games room, student lounge / common room
WHEELCHAIR / DISABLED ACCESS:	Yes
EXTRA COST OF FACILITIES:	No
OTHER SERVICES PROVIDED:	Accommodation, Airport transfer, University Placement Service, Medical Insurance
EXTRA COST OF OTHER SERVICES:	See our price list
NUMBER OF COMPUTERS AVAILABLE:	15
LEVELS OF ENGLISH OFFERED:	All levels

CLASS TIMETABLE

MORNING	AFTERNOON
Class: 08:30 - 10:00	Class: 14:15 - 15:45
Break: 10:00 - 10:15	Break: 15:45 - 16:00
Class: 10:15 - 11:45	Class: 16:00 - 17:30

SPECIFIC SKILLS CLASSES TIMETABLE

MORNING CLASS (MONDAY TO FRIDAY)	AFTERNOON CLASS (MONDAY TO FRIDAY)
N/A	12:30 - 14:00



SCHOOL MATERIALS

MATERIALS PROVIDED FOR STUDENTS:

K+ curriculum, K +notes, K +tools, K +eXtra, Chromebooks, Interactive whiteboards

IS THERE A BOOK DEPOSIT?

No

IS THERE A MATERIALS FEE?

No



LOCAL INFORMATION

NAME OF LOCATION:	San Francisco Berkeley
TOP 5 REASONS TO CHOOSE THIS CITY:	Situated close to the prestigious UC Berkeley campus, a wide selection of great food to choose from, plenty of great local beer, a number of live music venues nearby, a diverse community of local students
FAMOUS LANDMARKS:	UC Berkeley
CITY PERSONALITY:	Academic, active, active nightlife, alternative, artistic, bike-friendly, bookstores, charming, coffee haven, creative, cultural, diverse, eco-friendly, famous, food trucks, foodie scene, friendly, galleries, green, hiking, historical, iconic landmarks, independent, laid-back, museums, music, natural landscape, ocean views, picturesque, small town experience, sports scene, unique, university town, youthful
WHAT MAKES THIS CITY UNIQUE?	Student-friendly city
TRANSPORT WITHIN A 10-MINUTE WALK:	Buses and trains
CUISINES WITHIN A 20-MINUTE WALK:	American, British, Chinese, European, French, Greek, Indian, Italian, Japanese, Mexican, Middle Eastern, Seafood, Spanish, Thai, Turkish, Vegetarian
ALTERNATIVE THINGS TO DO:	Tour the craft breweries, explore the local museums, check out the Pacific Film Archive, hike to Indian Rock Park for the views



TYPICAL 2-WEEK SOCIAL SCHEDULE

DAY	FIRST WEEK	SECOND WEEK
MON	Welcome new students	Welcome new students
TUE	UC Berkeley tour	UC Berkeley tour
WED	Bowling	Soccer game
THU	Movies	Ping-pong competition
FRI	Sports game	Live music
SAT	Festival	Festival

REGULAR SOCIAL ACTIVITIES

Bowling	\$10-20
Soccer	Free
Ping-pong	Free
A's baseball game	\$15
UC Berkeley football game	\$50
UC Berkeley basketball game	\$20
San Francisco Bay Cruise to Alcatraz	\$35

Number of Social activities per week: 5

EXAMPLES OF NEARBY CITIES TO VISIT

SAN FRANCISCO

Travel time: 25 minutes, price of return ticket: \$9

OAKLAND

Travel time: 10 minutes, price of return ticket: \$5

LIVING COSTS

(SAMPLE PRICES FOR ITEMS IN THIS CITY)

Bottle of water: \$4

Coffee: \$5

Can of coke: \$3

Meal out for two: \$50

Takeaway pizza: \$30

Sandwich: \$8

Local bus ticket: \$3

Local train ticket: \$5

Bike rental: \$25

Cinema ticket: \$18



ACCOMMODATION



Your new home is an important part of your study experience. Each school has specially chosen options to help make the most out of your stay. Homestay and student residences offer different accommodation experiences, but always meet the highest standards.

HOMESTAY

THINGS STUDENTS NEED TO BRING:

Toiletries, prescription medication

SERVICES INCLUDED:

Telephone use for emergencies

EXTRA COST OF SERVICES:

No

MEALS PROVIDED:

Yes

ABOUT HOMESTAY MEALS

BREAKFAST:

Breakfast is usually a light meal consisting of cereal, fruit, toast, juice, or coffee. Hosts will usually ask you to prepare your own breakfast.

LUNCH:

You will be responsible for buying your own lunch at school, from a local restaurant, or the local shops.

DINNER:

You will usually eat dinner with your host, or occasionally you may prepare your own meal with food supplied by your host.

RESIDENTIAL ACCOMMODATION

IF YOU HAVE BOOKED RESIDENTIAL ACCOMMODATION

Please refer to the Residence Fact File from your booking agent for more information, including check-in and check-out times and services available.



WILL THE HOMESTAY ARRANGE TO PICK UP THE STUDENT FROM THE AIRPORT?

No

TRANSPORT TO SCHOOL:

Your host will help you plan your way to and from school on your first day and will explain how to use public transport.

WHERE ARE THE HOST FAMILIES LOCATED?

Homestays are 45–60 minutes of commute time to the school.



HEALTH AND SAFETY

MEDICAL INSURANCE

All students must have travel and medical insurance for the duration of their stay in the US. Kaplan offers you a low-cost Travel and Medical Insurance Plan that we advise you to take. If you are not taking Kaplan Insurance you are required to show proof of alternative medical insurance. If not taking Kaplan Insurance, please make sure your insurance includes evacuation and repatriation.

IF YOU GET SICK

If you get sick while in the US you should visit a doctor. You can ask the Kaplan staff or your host family where the nearest doctor is. If you have a minor illness you can ask staff at a local pharmacist for advice. Remember to bring any relevant insurance or medical documentation with you. You may be required to register with a doctor.

PROTECTING YOUR BELONGINGS

We strongly recommend you take out insurance for your personal belongings, especially cameras, music players, mobile phones and laptops. Personal items cannot be covered by Kaplan homestay or residence insurance.

PRESCRIPTION MEDICATION

Remember to bring enough of your prescribed medication with you as US pharmacists will not fill a foreign prescription. International customs agents may ask you questions about your medication upon your departure or arrival, so be sure to pack it carefully. Bring any important medical records (blood type, prescriptions, x-rays) that might be useful for medical care abroad as well as contact information for your health care providers at home.

EMERGENCY SERVICES

Call 911 in case of fire, medical emergency or if you need the police.

MEDICAL COSTS

Medical costs are at the discretion of your local doctor or hospital.

Minimum medical costs are as follows

- Consultation with a doctor: \$60
- Prescriptions at a chemist: \$25 per item
- Dental treatment: \$150
- Eye test or new glasses: \$150



LAWS

- No one under the age of 21 in the US may buy or consume tobacco or alcohol, including beer and wine. It is against the law to buy tobacco or alcohol for someone you know is under the age of 21.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- You will need international ID to enter bars, clubs or pubs (e.g. passport, ID card, driving licence).
- Buying, selling and using drugs is illegal.

LOCAL CUSTOMS

- Women in the US are equal to men and should always be treated fairly.
- American people talk to strangers in public areas. This is a great way to practice English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations.
- "Please" and "thank you" are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.
- The US is a culturally diverse nation where people of all ethnic backgrounds are treated equally.
- People in North America leave a tip for good service in restaurants, hair salons and other places. The tip rate at most restaurants is about 15–20% of the bill and is not usually included. Fast-food is not tipped unless it is delivered. Porters in stations, airports and hotels should be tipped approximately \$1 per bag. Taxi drivers are generally given a 15% tip.



KAPLAN INTERNATIONAL LANGUAGES RULES

- If you leave your Kaplan International Languages course, the government may revoke your student visa and advise you to return home.
- You must attend all classes. If you do not attend your classes your representative will be informed. If you do not then improve your attendance you will be sent home.
- Be on time for all your lessons.
- Always tell Kaplan International Languages if you are going to be absent from school for any reason and tell your host family if you are going away overnight.
- If you commit a criminal offence or have to be severely disciplined you will be sent home. We will also inform the immigration authorities.

US PUBLIC HOLIDAYS 2020

New Year's Day	3-Jan-22
Martin Luther King Day	17-Jan-22
Memorial Day	30-May-22
Independence Day (Observed)	4-July-22
Labor Day	5-September-22
Thanksgiving	24-Nov-22
Day after Thanksgiving	25-Nov-22
Christmas Day (Substitute Day)	26-Dec-22

* The above dates are observed as holidays in the year. If you arrive on a week where the Monday is a holiday, your first day of school will be a Tuesday.

HOLIDAY POLICY

ACADEMIC YEAR & SEMESTER STUDENTS

There are preset holiday dates for all Academic Year and Semester students. These dates depend on your start date and cannot be changed. Please check with the school if you are not sure when these are.

SCHOOL CLOSURES

The school will be closed from "26 December 2022" to "3 January 2023" with an additional closure for New Years on January 1st

✓ Last updated: 31 January 2022