

Procedures for Visiting Scholars

You must be living in Berkeley in order to enroll your children in Berkeley Schools

Note: We will reference the dates indicated on your invitation letter and rental/lease agreement to confirm the date when you and your student will become a Berkeley resident.

Only once you are residing in Berkeley, the following must be submitted to the Admissions Office by the parent/guardian to receive a student assignment:

Please make sure ALL items on the checklist are included in one email to admissions@berkeley.net

We do not request records from third parties, you must submit all required documents

Emails with documents missing or documents sent through multiple emails will not be accepted

Please read the following carefully.

- 1. Preference and Declaration of Residency Form** (Available online only. Once completed a PDF version will be emailed to you.)
- 2. Student's Birth Certificate** (Officially translated to English)
- 3. Student's report card (k-5) or transcript (6-12) for current school year** (translated in English)
- 4. Parent Identification**
- 5. Original Proofs of residency** (these apply only to visiting scholars)
 - a. Invitation letter from the University of California
 - b. Rental or Lease agreement, **with** payment receipt (dated within 45 days)
 - c. Letter from the department/ university on official letterhead **confirming** your Berkeley address (must be a hard copy with ink signature).

One from the following list with the Berkeley address where you will be residing (**Must provide all pages**):

- Current bank statement (checking or savings only)
- CA Governmental issued picture Identification card
- Valid automobile registration **in combination** with valid automobile insurance
- Utility Bill (must provide entire bill):PG&E, Landline, EBMUD, Internet or Cable

In addition, please also make sure to have your child's school report and vaccination record with you.