

## 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*

1. **Enrollment Form** (Available online at berkeleyschools.net. Once you complete the online form a PDF version will be emailed to you in order to submit to us.)
2. **Student's Birth Certificate** (Officially translated to English)
3. **Current report card for students currently attending grades K-8 or a transcript if attending 9-12**
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 all pages of the bill):PG&E, Landline, EBMUD, Internet or Cable

In addition, please also make sure to have your child's vaccination records to provide the assigned school as part 2 of the enrollment process.