

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.

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 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. **Invitation letter from the University of California**
6. **Rental/Lease agreement and proof of payment (dated within 45 days)**
7. **Original Proofs of residency (these apply only to visiting scholars)**

Two from the following list with the Berkeley address where you are residing (**Must provide all pages**):

- Letter from the department/ university on official letterhead **confirming** your Berkeley address
- 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

Please also make sure to have your child's vaccination record with you, it will be required at the school site at a later time.