

ENROLLMENT CHECKLIST FOR VISITING SCHOLARS

STEP ONE: Gather required documents

FOR STUDENT

- Birth Certificate
- Current Year Report Card if the student is currently attending TK to 5th grade

or

Unofficial Transcript if attending 6th to 12th grade

Documents should be translated to English

FOR PARENT/ LEGAL GUARDIAN

- Valid governmental issued Identification. (i.e CA ID or DL)
- Visiting Scholar invitation letter
- Letter from the University confirming Berkeley address

Legal guardians please provide guardianship documentation

PROOFS OF RESIDENCY

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

Documents must be dated within the last 2 months and be imprinted with the parent or legal guardian name and current Berkeley address.

Please note we do not accept any Business accounts or DBA

- Rental contract/lease with payment receipt
- Current Renters insurance policy
- Credit card statement
- Checking/Savings bank statement
- Valid automobile registration
- Valid automobile insurance
- Entire utility bill, contract or receipt (PG&E, Landline phone, EBMUD, Internet or Cable)

**NEED ONE
FROM
THIS LIST**

STEP TWO:

Complete online enrollment form
and
Upload required documents