

Procedures for Visiting Scholars

You must reside 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:

**We will not take incomplete forms, documents by fax, mail or e-mail.
Please read the following carefully.**

1. Parent Preference Form (available at our office or online at <http://www.berkeley.net>)
2. Declaration of residency (BUSD form)
3. Student's Birth Certificate (Officially translated to English)
4. Parent identification
5. Student's recent report card, progress report or transcript (translated in English)
6. 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

One from the following list:

- Current bank statement (checking or savings only)
- CA Drivers License or 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. The list required vaccinations for California school entry is available at:
<http://eziz.org/assets/docs/IMM-231.pdf>