

### **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 when you 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. Student's Birth Certificate (Officially translated to English)
3. Student's recent report card, progress report or transcript
4. Original Proofs of residency (these apply only to visiting scholars)
  - a. Invitation letter from the University of California
  - b. Rental or Lease agreement
  - c. Letter from the department/ university **confirming** your Berkeley address

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://www.cdhp.ca.gov/programs/immunize/Pages/California ImmunizationSchoolLaw.aspx](http://www.cdhp.ca.gov/programs/immunize/Pages/California%20ImmunizationSchoolLaw.aspx)

<http://eziz.org/assets/docs/IMM-231.pdf>