



## Checklist for Students Admitted to the University of California

*Congratulations on your admission to the University of California. Your admission to a UC campus is a reflection of your outstanding scholastic efforts and commitment to personal excellence.*

*Now that you have been admitted, there will be a variety of tasks to complete ranging from accepting your admission to your preparation for the upcoming academic year. We hope the following information will assist you in getting off to a great start as you begin a new and exciting chapter.*

### Admissions:

- Check your student portal for admissions status
- Check your student portal to make sure your contact information is correct
- After receiving offer of admission, review the Conditions of Admission
- Check student portal every day or every other day for any updates, requests, or deadlines
- Submit any documents requested by the Office of Admissions – posted on student portal
- Notify the Office of Admissions of any changes from what was originally submitted on your UC application (e.g., courses dropped or added)
- Notify the Office of Admission of any possible academic deficiencies (D's and F's)
  - For UCLA admitted students, contact the Office of Admissions if you do not meet the 3.0 unweighted GPA provision of the admissions contract
- Submit Statement of Intent to Register (SIR) to accept your admission via student portal by May 1<sup>st</sup> deadline (for freshmen) or June 1<sup>st</sup> deadline (for transfer students)
  - Recall if you received fee waiver for the UC application. If yes, you may qualify for deferral of the \$100 SIR deposit
  - Or, pay non-refundable \$100 admission deposit
  - Or, inquire with the Office of Admissions about deferment of \$100 deposit if you don't have the funds needed at this time
- Request transcripts be sent to the Office of Admissions of the UC you will be attending in the fall before the July 1<sup>st</sup> deadline

- Additional transcripts of **ALL** institutions attended (e.g., online courses, previous high schools, and other college/universities attended), even if you took just one course, and regardless of whether or not you passed the class
  - Have an additional one sent to you – but **DO NOT** open (this will serve as your backup)
- Request documents be sent to the Office of Admissions of the UC you will be attending in the fall before July 15<sup>th</sup> deadline
    - AP Scores
    - IB Scores
    - SAT Reasoning and Subject Test scores
      - If you submitted official scores from the testing agency with your UC application, you do not need to resend
    - ACT Scores
      - If you submitted official scores from the testing agency with your UC application, you do not need to resend
  - Attend Summer Bridge Program, for more information check with the campus to whom you have submitted your Statement of Intent to Register (SIR)
  - Register for Summer Orientation

### **Academic Preparation:**

- For UCLA admitted students, May 1, 2015 is the deadline to apply for the UCLA Honors Program via [my.ucla.edu](http://my.ucla.edu)
- Review and become familiar with major and graduation requirements (available in the online campus catalog)
- Obtain a campus map and your class schedule – the day before classes begin, walk around campus and find your classrooms
- Arrive early to each class to find a good seat
- Place on a calendar all important dates for each class; e.g., midterms, papers due, group projects, and finals
- Attend workshops (e.g., note taking, stress management, study skills, conducting research, etc.) offered by the Advising department
- Meet with adviser periodically during the quarter or semester
- Utilize professors' and Teaching Assistants' (TAs) office hours

- Meet with tutors
  
- Attend **ALL** classes

### **Campus Bookstore:**

- Purchase textbooks, readers, and recommended reading materials for each course you have enrolled in for the fall term
  - View campus bookstore's web site for ordering and purchasing textbooks online
  - Inquire about other options in regards to purchasing textbooks; e.g., EOP, other students, professors, etc.
  
- If you do not own one, purchase computer or laptop
  - Inquire with the Information Technology (IT) Office what type of computer to purchase (PC versus Mac)
    - Register computer with University Police
    - Meet with IT for any computer assistance
  - Inquire with campus bookstore about possible computer discount
  - Inquire with campus bookstore about any amenities that come with the purchase of a computer (e.g., printer, ink, etc.)
  - Register warranty for computer with manufacturer

### **Campus Visits:**

- Plan to visit the campuses you have been admitted to
  - Inquire about spring programs for admitted students
  - Inquire about Student Initiated Outreach (SIO) programs
  - Schedule appointment (if possible) with academic adviser within major
  - Schedule appointment with Financial Aid adviser
  - Schedule campus tour for you and your family
  - Visit with the Office of Educational Opportunity Programs (EOP) if you are eligible
  - Visit with the Student Disability Services Office if you have a disability that you will require assistance with
  - Visit with the Undocumented/AB 540 Student Services Office if it pertains to you

### **Financial Aid:**

- Check student portal for Financial Aid award (available early April)
  
- Show Financial Aid award to your family to determine if it meets the family budget
  
- Contact the Office of Financial Aid to ask questions about your award

- Accept Financial Aid award (grant and scholarship money will automatically be distributed to your student account)
- Accept work-study award
  - You will need to decide if you wish to accept work-study, if offered
  - Award is contingent on employment
- Accept loan(s)
  - You will need to decide if you wish to accept loan(s), if offered
  - Complete appropriate Master Promissory Note (MPN) and Entrance Counseling interview requirements as instructed by the Office of Financial Aid, if required
- All male students** must register with the Selective Service via: [www.sss.gov/default.htm](http://www.sss.gov/default.htm) to remain eligible for financial aid
- Submit all documents requested by the Office of Financial Aid – posted on your student portal
- Contact the Office of Financial Aid if you will require additional time to submit requested documents
- Contact the Office of Financial Aid should there be any changes in your family's income

### **Office of the Registrar:**

- Submit Statement of Legal Residency to the Office of the Registrar
- Submit UC Nonresident Tuition Exemption Application and Affidavit due to the Office of the Registrar – only applicable to AB 540 eligible students

### **Personal Finances:**

- Open checking and savings account before school begins – allows for family to deposit money into your account
- Attend Financial Management workshops – if offered by the Office of Financial Aid
- Establish and maintain a personal budget for each quarter or semester

### **Placement Examinations:**

- Review letter regarding the UC Entry Level Writing Requirement on Saturday, May 9, 2015 (tentative date)

- Review online, [www.ucop.edu/elwr](http://www.ucop.edu/elwr), how students can meet this requirement
  - Register for the UC Entry Level Writing Requirement Exam
  - Recall if you received fee waiver for the UC application. If yes, you may qualify for a fee waiver to cover the \$110 fee
  - Pay \$110 fee
  - Inquire about a reduced fee if you qualify financially
  - Call 800-839-8507 if you have not received information regarding the UC Entry Level Writing Requirement Exam
- Take placement exams if required by the UC campus or your major – for details, check with the Summer Orientation office
- Biology
  - Chemistry
  - Foreign language
  - Mathematics

### **Student Business Services:**

- Set-up Deferred Payment Plan through Office of Student Business Services
- Receive student bill
- Pay fall bill – or, first installment of Deferred Payment Plan – before Move-In day
- Sign up for direct deposit if you are expecting a financial aid refund. Your refund will be transferred via Electronic Funds Transfer (EFT) to your designated bank account.

### **Student Disability Services:**

- Schedule meeting, prior to the fall, with Student Disability Services to have assessment regarding assistance for the upcoming academic year
- Submit medical records to Student Disability Services if requesting assistance regarding a learning or physical disability

### **Student Employment:**

- Go online to review and apply for student employment for the fall – **DO NOT** wait till fall – especially if Work Study is part of your financial aid
- If hired, prepare to provide a combination of the following acceptable I-9 documents prior to student employment:
  - California Identification
  - Driver's License
  - Passport

- Permanent Residence Card
- Social Security Card
- Sign up for direct deposit (provide voided check)
- Students who have Deferred Action for Childhood Arrivals (DACA) or U-Visa status can apply for employment. Check with Career Services Center to inquire about appropriate documents you will need to provide for employment
- If you have received DACA be sure to renew within the preferred renewal timeframe (between 120 and 150 days before your DACA expiration) and visit [www.uscis.gov](http://www.uscis.gov)

### **Student Health:**

- Submit Health Insurance Waiver Form and proof of health insurance, only if declining the UC Student Health Insurance Plan (SHIP)
- Undocumented students who have received DACA may apply for Medi-Cal in the county in which they reside; prior to the fall term, students will need to notify their case worker of their change of residency and have their Medi-Cal transferred to the county in which the UC they will be attending resides
- Undocumented students receiving any form of state funded health insurance should be aware of the age specific expiration of the coverage
- Carry your insurance card at all times, if you are covered under a health insurance plan other than the Student Health Insurance Plan (SHIP)
- Submit proof of Hepatitis B immunization to Student Health Center
- Or, complete Hepatitis B immunization - series of three doses required for enrollment at UC (for those under 19 on first day of classes) unless there is a medical contraindication

### **Summer Orientation:**

- Receive information regarding Summer Orientation
- Register for Summer Orientation
  - Register you and your family for Summer Orientation
  - Pay Orientation fee
  - Inquire if fee waiver is available for Summer Orientation
  - Inquire with the Orientation Office regarding the deferment of orientation fee
- Before attending Summer Orientation, inquire about local or on-campus overnight lodging

- ❑ Attend Summer Orientation
  - Bring copies of the following:
    - ACT Scores
    - Academic transcripts of **ALL** institutions attended (e.g., high school(s), community college, and other college/universities attended)
    - AP Scores
    - IB Scores
    - SAT Reasoning and Subject Test scores
  - Attend **ALL** workshops at Summer Orientation
  - Enroll in courses for fall
  - Inquire about student immunization records
  - Inquire about student parking for the fall
  - Obtain book list for fall courses
  - Obtain business cards from all advisers, professors, and staff that you meet at Summer Orientation - request your family to do the same
  - Obtain required book(s) for summer reading for freshmen
  - Take photo for student ID card, you will need to provide some form of identification; e.g., passport, driver's license, state ID, etc.
  - Learn about:
    - Academic support programs
    - Career Services
    - Education Abroad Program
    - Ethnic/Cultural resources or programs
    - Field Studies
    - Graduate information programs (preparing for graduate or professional school)
    - Internship programs (e.g., UCDC, etc.)
    - Research Opportunities
    - Sports and recreation
    - Student Disability Services
    - Student organizations
    - Tutoring services
  - Designate a meeting place for you and your family to meet at the conclusion of Summer Orientation

### **Transportation:**

- ❑ Research means of traveling home should you not have a vehicle; e.g., airports, Greyhound, AMTRAK, ride boards, etc.
- ❑ Review online schedule of on-campus and off-campus transportation
- ❑ Apply for parking permit through Transportation and Parking Services – if permitted

### **University Housing:**

- Sign up for University Housing
  - Inquire about theme housing options
  - Inquire with the Housing Office about the deferment of housing deposit
  - Pay housing deposit
  - Register for special accommodations for students with disabilities, if needed
  
- Submit online housing questionnaire for roommate capability
  - If you and a friend wish to be roommates, you must identify each other as desired roommates
  
- Contact roommate(s) to arrange to meet before school begins
  - Determine who will bring:
    - Microwave
    - Refrigerator
    - Television
    - Video game devices
    - Etc.
  
- Review the list of appropriate things to have in your residence hall room or suite –this list will be provided by housing
  
- Inquire about insurance
  - Renter insurance
  - Homeowner insurance coverage for residence hall room
  
- Purchase personal necessities before Move-In Day
  - Bed-sheets (extra long twin), blankets, and/or comforter
  - Computer supplies
  - Items for room: fridge, TV, lamps, etc.
  - Laundry bag
  - Laundry soap
  - Purchase flip-flops for personal use in the community bathroom
  - School supplies
  - Toiletries
  - Toiletry basket – to carry personal items to community bathroom
  
- Receive move-in appointment for Move-In Day
  
- Move into your residence hall (good to bring a dolly or cart to move heavy items)
  
- Meet with roommate(s) and complete Roommate Contract Form, if required
  
- Participate in the campus Welcome Week events and activities (whether you live on or off campus)
  
- Register bicycle with University Police



- Continue to participate in Residence Life events and activities throughout the year
  
- For students contemplating living off-campus, here are some helpful tips when looking for off-campus housing:
  - Are utilities included in the rent?
  - Can I still purchase a meal plan?
  - Do I require a furnished or unfurnished location?
  - Do I rent month to month?
  - Do I sign a year-long lease?
  - Is a credit check required?
  - Is a deposit required?
  - Is a social security number required?
  - Is the location on a bus/shuttle route?
  - Is there a fee for the credit check?
  
- Check for off-campus housing listing provided by the University

# University of California Web Sites

## University of California

UC AB 540 FAQs: [ucop.edu/student-affairs/policies/universitywide-program-policies-and-guidelines/AB540.html](http://ucop.edu/student-affairs/policies/universitywide-program-policies-and-guidelines/AB540.html)  
UC AB 540 Resources: [undoc.universityofcalifornia.edu/](http://undoc.universityofcalifornia.edu/)  
UC Admissions: [admission.universityofcalifornia.edu/](http://admission.universityofcalifornia.edu/)  
UC Application: [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply)  
UC Certified Course Lists: [www.ucop.edu/doorways](http://www.ucop.edu/doorways)  
UC Entry Level Writing Examination: [www.ucop.edu/elwr/index.html](http://www.ucop.edu/elwr/index.html)  
UC Financial Aid: [www.ucop.edu/pathways/finaid](http://www.ucop.edu/pathways/finaid)  
UC Majors: [www2.assist.org/exploring-majors/browseUCs.do](http://www2.assist.org/exploring-majors/browseUCs.do)  
UC Undergraduate Admission: [www.ucop.edu/pathways](http://www.ucop.edu/pathways)

## UC Berkeley

UC Berkeley: [www.berkeley.edu](http://www.berkeley.edu)  
UC Berkeley AB 540: [undocu.berkeley.edu](http://undocu.berkeley.edu)  
UC Berkeley Admissions: [admissions.berkeley.edu](http://admissions.berkeley.edu)  
UC Berkeley EOP: [eop.berkeley.edu](http://eop.berkeley.edu)  
UC Berkeley Financial Aid: [students.berkeley.edu/finaid](http://students.berkeley.edu/finaid)  
UC Berkeley Housing: [housing.berkeley.edu/housing](http://housing.berkeley.edu/housing)  
UC Berkeley Majors: [berkeley.edu/academics/dept/a.shtml](http://berkeley.edu/academics/dept/a.shtml)

## UC Davis

UC Davis: [www.ucdavis.edu](http://www.ucdavis.edu)  
UC Davis AB 540: [undocumented.ucdavis.edu/](http://undocumented.ucdavis.edu/)  
UC Davis Admissions: [admissions.ucdavis.edu](http://admissions.ucdavis.edu)  
UC Davis EOP: [eop.ucdavis.edu](http://eop.ucdavis.edu)  
UC Davis Financial Aid: [financialaid.ucdavis.edu](http://financialaid.ucdavis.edu)  
UC Davis Housing: [housing.ucdavis.edu](http://housing.ucdavis.edu)  
UC Davis Majors: [admissions.ucdavis.edu/majors](http://admissions.ucdavis.edu/majors)

## UC Irvine

UC Irvine: [www.uci.edu](http://www.uci.edu)  
UC Irvine AB 540: [dreamers.uci.edu](http://dreamers.uci.edu)  
UC Irvine Admissions: [www.admissions.uci.edu](http://www.admissions.uci.edu)  
UC Irvine Financial Aid: [www.ofas.uci.edu](http://www.ofas.uci.edu)  
UC Irvine Housing: [www.housing.uci.edu](http://www.housing.uci.edu)  
UC Irvine Learning & Academic Resource Center: [www.larc.uci.edu](http://www.larc.uci.edu)  
UC Irvine Majors: [www.admissions.uci.edu/academics/majors\\_and\\_minors.html](http://www.admissions.uci.edu/academics/majors_and_minors.html)

## UCLA

UCLA: [www.ucla.edu](http://www.ucla.edu)  
UCLA AB 540: [www.brc.ucla.edu/](http://www.brc.ucla.edu/)  
UCLA Academic Advancement Program: [www.ugeducation.ucla.edu/aap](http://www.ugeducation.ucla.edu/aap)  
UCLA Admissions: [www.admissions.ucla.edu](http://www.admissions.ucla.edu)  
UCLA Financial Aid: [www.fao.ucla.edu](http://www.fao.ucla.edu)  
UCLA Housing: [www.housing.ucla.edu](http://www.housing.ucla.edu)  
UCLA Majors: [www.admissions.ucla.edu/majors](http://www.admissions.ucla.edu/majors)

## UC Merced

UC Merced: [www.ucmerced.edu](http://www.ucmerced.edu)  
UC Merced AB 540: [undoc.ucmerced.edu](http://undoc.ucmerced.edu)  
UC Merced Admissions: [admissions.ucmerced.edu](http://admissions.ucmerced.edu)  
UC Merced Fiat Lux Scholars Program: [learning.ucmerced.edu/fiat-lux-scholars-program](http://learning.ucmerced.edu/fiat-lux-scholars-program)  
UC Merced Financial Aid: [financialaid.ucmerced.edu](http://financialaid.ucmerced.edu)  
UC Merced Housing: [housing.ucmerced.edu](http://housing.ucmerced.edu)  
UC Merced Majors: [www.ucmerced.edu/academics/undergraduate-majors](http://www.ucmerced.edu/academics/undergraduate-majors)

## UC Riverside

UC Riverside: [www.ucr.edu](http://www.ucr.edu)  
UC Riverside AB 540: [rdream.ucr.edu](http://rdream.ucr.edu)  
UC Riverside Academic Resource Center: [arc.ucr.edu](http://arc.ucr.edu)  
UC Riverside Admissions: [my.UCR.edu](http://my.UCR.edu)  
UC Riverside Financial Aid: [finaid.ucr.edu](http://finaid.ucr.edu)  
UC Riverside Housing: [housing.ucr.edu](http://housing.ucr.edu)  
UC Riverside Majors: [www.ucr.edu/academics/undergradmajors.html](http://www.ucr.edu/academics/undergradmajors.html)

## UC San Diego

UC San Diego: [www.ucsd.edu](http://www.ucsd.edu)  
UC San Diego AB 540: [students.ucsd.edu/campus-services/\\_organizations/undoc/coordinator.html](http://students.ucsd.edu/campus-services/_organizations/undoc/coordinator.html)  
UC San Diego Admissions: [admissions.ucsd.edu](http://admissions.ucsd.edu)  
UC San Diego Financial Aid: [fao.ucsd.edu](http://fao.ucsd.edu)  
UC San Diego Housing: [hdh.ucsd.edu](http://hdh.ucsd.edu)  
UC San Diego Majors: [www.ucsd.edu/currentstudents/academics/majors-minors/undergraduate-majors.html](http://www.ucsd.edu/currentstudents/academics/majors-minors/undergraduate-majors.html)  
UC San Diego Office of Academic Support & Instructional Services: [students.ucsd.edu/academics/\\_organizations/oasis/](http://students.ucsd.edu/academics/_organizations/oasis/)

## UC Santa Barbara

UC Santa Barbara: [www.ucsb.edu](http://www.ucsb.edu)  
UC Santa Barbara AB 540: [www.sa.ucsb.edu/DreamScholars/index.aspx](http://www.sa.ucsb.edu/DreamScholars/index.aspx)  
UC Santa Barbara Admissions: [admissions.ucsb.edu](http://admissions.ucsb.edu)  
UC Santa Barbara EOP: [www.sa.ucsb.edu/eop](http://www.sa.ucsb.edu/eop)  
UC Davis Financial Aid: [www.finaid.ucsb.edu](http://www.finaid.ucsb.edu)  
UC Davis Housing: [www.housing.ucsb.edu](http://www.housing.ucsb.edu)  
UC Santa Barbara Majors: [www.admissions.ucsb.edu/allmajors.asp](http://www.admissions.ucsb.edu/allmajors.asp)

## UC Santa Cruz

UC Santa Cruz: [www.ucsc.edu](http://www.ucsc.edu)  
UC Santa Cruz AB 540: [eop.ucsc.edu/ab540/](http://eop.ucsc.edu/ab540/)  
UC Santa Cruz Admissions: [admissions.ucsc.edu](http://admissions.ucsc.edu)  
UC Santa Cruz EOP: [eop.ucsc.edu](http://eop.ucsc.edu)  
UC Santa Cruz Financial Aid: [financialaid.ucsc.edu](http://financialaid.ucsc.edu)  
UC Santa Cruz Housing: [www.housing.ucsc.edu](http://www.housing.ucsc.edu)  
UC Santa Cruz Majors: [admissions.ucsc.edu/majors](http://admissions.ucsc.edu/majors)

## General Financial Aid

AB 540 Scholarships: [www.ab540.com](http://www.ab540.com)  
CA Dream Act: [www.csac.ca.gov](http://www.csac.ca.gov)  
CA Student Aid Commission: [www.csac.ca.gov](http://www.csac.ca.gov)  
College Board Scholarship List: [www.collegeboard.com/paying](http://www.collegeboard.com/paying)  
Fast Web: [www.fastweb.com](http://www.fastweb.com)  
Financial Aid: [www.finaid.org](http://www.finaid.org)  
Scholarship Resource Network Express: [www.srnexpress.com](http://www.srnexpress.com)  
Scholarship Searches & Financial Aid: [www.scholarships.com](http://www.scholarships.com)

### Courtesy of:

UC Merced - Calvin E. Bright Success Center  
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