

# Checklist for Undocumented Students

# Admitted to the University of California, Merced

*Congratulations on your admission to the University of California, Merced. Your admission to the University 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 your “*To Do List”* on your 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, grade changes, etc.)
* Notify the Office of Admission of any possible academic deficiencies (D’s and F’s) via your student portal
* Submit Statement of Intent to Register (SIR) to accept your admission via student portal by May 1st deadline (for first-year students) or June 1st deadline (for transfer students)
* Recall if you received fee waiver for the UC application. If yes, you may qualify for deferral of the $250 SIR deposit
* Or, pay non-refundable $250 admission deposit
* Or, inquire with the Office of Admissions about deferment of $250 deposit if you don’t have the funds needed at this time
* Request transcripts be sent to the UC Merced Office of Admissions before the July 1st deadline – Address: UC Merced Office of Admissions, 5200 N. Lake Road, Merced, CA 95343
* 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 15th deadline
* Offers of admission are provisional until the campus receives your final

official transcript and verifies successful completion of all coursework required for UC eligibility

* 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
* Register to attend Summer Bridge Program
* Register for Summer Orientation

## Academic Preparation:

* Review and become familiar with major and graduation requirements (available in the online campus catalog)
* Apply for the Fiat Lux Scholars Program (deadline is May 14th): http://fiatlux.ucmerced.edu
* Apply for a mentor through the Success Mentor Program: http://mentoring.ucmerced.edu
* Enroll in Undergraduate Studies 010 (sections specific for first-year and transfer students are available)
* 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 Calvin E. Bright Success Center
* Meet with adviser periodically during the semester
* Utilize professors’ and Teaching Assistants’ (TAs) office hours
* Meet with tutors:
	+ - Calvin E Bright Success Center: http://learning.ucmerced.edu
		- STEM Center: http://stemresourcecenter.ucmerced.edu/academic-services
* Attend **ALL** classes
* Register for Student Mentor Program: http://mentoring.ucmerced.edu

## 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., book rentals, e-books, 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 (available on move-in day)
* 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

## Financial Aid:

* Check student portal for Financial Aid award
* 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
	+ - (209) 228-7178
		- finaid@ucmerced.edu
* Accept Financial Aid award (grant and scholarship money will automatically be distributed to your student account prior to the academic year)
* Accept Dream Loan
* You will need to decide if you wish to accept the Dream Loan, if offered
* Complete appropriate Master Promissory Note (MPN) and Entrance

Counseling interview requirements as instructed by the Office of Financial Aid and Scholarships, 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 – this applies to AB 540 students as well
* Submit all documents requested by the Office of Financial Aid – posted on your student portal by June 1st , if you require an extension, contact the Office of Financial Aid and Scholarships prior to the June 1st deadline
* Contact the Office of Financial Aid should there be any changes in your family’s income prior to the academic year
* If planning to attend Summer Session (check with coordinating office) prior to fall 2017, submit a California Dream Act application (AB 540 eligible students) for the academic year of 2016 - 2017 to be eligible for financial aid

## Office of the Registrar:

* Submit Statement of Legal Residency to the Office of the Registrar, via student portal
* Submit UC Nonresident Tuition Exemption Application and Affidavit due to the Office of the Registrar – only applicable to AB 540 eligible students – will not be verified until final transcripts are received: http://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/ab540.pdf

## Personal Finances:

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

## Placement Examinations:

* Review letter regarding the UC Entry Level Writing Requirement on Saturday, May 13, 2017
* [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
* Pay $110 fee – You will receive payment information with your test

notification letter

* 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 prior to Summer Orientation – for details, check with the Summer Orientation office
* Biology
* Chemistry
* Foreign language
* Mathematics
* http://orientation.ucmerced.edu/student-orientation/spring-placement-exams

## Special Student Populations

* Review what services are available on campus for special student populations:
* First-Generation Students
* Former Foster Youth
* Non-Traditional Aged Students
* Students with Dependents
* Students with Disabilities
* Transfer Students
* Undocumented Students
* Veterans

## Student Business Services:

* Set-up Deferred Payment Plan through Office of Student Business Services – this will allow for fee balance to be paid in installments: http://sbs.ucmerced.edu/pages/dpp.aspx
* 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: http://sbs.ucmerced.edu/pages/electronic-funds-transfer.aspx

## 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:

* DACA students should go online to review and apply for student employment for the fall – **DO NOT** wait till fall: http://jobs.ucmerced.edu
* If hired, prepare to provide a combination of the following acceptable I-9 documents prior to student employment:
* California Identification
* DACA Card
* Driver’s License
* Passport
* Social Security Card
* Work Permit
* Sign up for direct deposit (provide voided check)
* If you have received DACA be sure to renew within the preferred renewal timeframe (between 180 and 120 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) via student portal, submit waiver between May 1st to August 1st
* 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
* Medi-Cal recipients must be sure that their insurance coverage is comprehensive
* 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 via student portal: May 22nd to June 1st
* Orientation fee is deferred to Fall bill
* 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
* 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 first-year students
* 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, UC Sacramento, 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
* Register for Overnight Program for Undocumented students and their families

Must register for a regular Summer Orientation session:

June 29th, July 8th (Spanish), or July 20th (Spanish)

Overnight program begins at 6:00 PM on the aforementioned dates

For more information, contact Alejandro Delgadillo at adelgadillo@ucmerced.edu

## 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 (via student portal)
* Inquire about theme housing options
* Inquire with the Housing Office about the deferment of your housing deposit
* Pay the $250 housing deposit
* Register for special accommodations for students with disabilities, if needed
* Stretch your financial aid by requesting a quad room (4 people) and opting for the $3,500 meal plan
* 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 yearlong 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?
* Review off-campus housing opportunities at:

http://housing.ucmerced.edu/housing/campus-housing/finding-place/campus-housing-och-system

* Check for an off-campus housing listing provided by the University
	+ The Mi Casa Project is an independent off-campus opportunity for undocumented students; for more information, contact Reyna Gabriel-Peralta at rgabriel-peralta@ucmerced.edu

### UC Merced websites:

* UC Merced: http://[www.ucmerced.edu](http://www.ucmerced.edu/)
* UC Merced Academic calendar: http://registrar.ucmerced.edu/schedules/calendars
* UC Merced Service for Undocumented Students: http://undoc.ucmerced.edu
* UC Merced Admissions: http://admissions.ucmerced.edu
* UC Merced Bright Success Center: http://learning.ucmerced.edu
* UC Merced Fiat Lux Scholars Program: http://fiatlux.ucmerced.edu
* UC Merced Financial Aid: http://financialaid.ucmerced.edu
* UC Merced Housing: http://housing.ucmerced.edu
* UC Merced Majors: http:// [www.ucmerced.edu/academics-undergraduate-](http://www.ucmerced.edu/academics-undergraduate-) majors-minors

UC Merced Services for Undocumented Students \* undoc@ucmerced.edu \* http://undoc.ucmerced.edu \* (209) 228-4625