



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 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)
 - 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 1st deadline (for freshmen) 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 Office of Admissions of the UC you will be attending in the fall before the July 1st 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 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
- ☐ Attend Early Start/Summer Bridge Programs, 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, 2017 is the deadline to apply for the UCLA Honors Program via 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/semester
- ☐ Utilize professors' and Teaching Assistants' (TAs) office hours

- ☐ Meet with tutors
- ☐ Attend **ALL** classes
- ☐ Register for Student Mentor Program, if available

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, Transfer Student programs, 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; e.g., regional receptions, spring open house, on-campus events, etc.
 - Inquire about Student Initiated Outreach (SIO) programs – overnight programs
 - Inquire about student success programs that assist with the purchase of books and/or computers
 - Schedule appointment (if possible) with academic adviser within major
 - Schedule appointment with Financial Aid adviser – if you have questions regarding; e.g., your award letter, student loans, requested documents, etc.
 - Schedule campus tour for you and your family
 - Students with children, should visit the campus Day Care Center
 - Transfer students should inquire about Transfer Student support programs; e.g., DARTS, STARS, etc.
 - Visit with Housing Office regarding housing options; e.g., academic communities, themed communities, disability accommodations, family housing options, etc.

- Visit with the Office of Educational Opportunity Programs (EOP) if you are eligible – the criteria for eligibility is often defined as first-generation low-income college student
- Visit the Guardians Scholars Program if it pertains to you – former foster youth
- 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 prior to the academic year)
- ☐ 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 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
- ☐ 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 prior to the academic year
- ☐ If planning to attend Summer Session, or possibly Summer Bridge (check with coordinating office) prior to fall 2017, submit a FAFSA application or 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
- ☐ 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

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
- ☐ 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 13, 2017 (tentative date)
 - Review online, 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 if required by the UC campus or your major – for details, check with the Summer Orientation office
 - Biology
 - Chemistry
 - Foreign language
 - Mathematics

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
- ☐ 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
 - Work Permit
- ☐ 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 180 days before your DACA expiration) and visit 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
- ☐ 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
 - 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 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

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 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?
 - ☐ Check for an 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
UC AB 540 Resources: undoc.universityofcalifornia.edu/
UC Admissions: admission.universityofcalifornia.edu/
UC Application: www.universityofcalifornia.edu/apply
UC Certified Course Lists:
<https://hs-articulation.ucop.edu/agcourselist#/list/search/all>
UC Entry Level Writing Examination: www.ucop.edu/elwr/index.html
UC Financial Aid: www.ucop.edu/pathways/finaid
UC Majors: www2.assist.org/exploring-majors/browseUCs.do
UC Undergraduate Admission: www.ucop.edu/pathways

UC Berkeley

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

UC Davis

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

UC Irvine

UC Irvine: www.uci.edu
UC Irvine AB 540: dreamers.uci.edu
UC Irvine Admissions: www.admissions.uci.edu
UC Irvine Financial Aid: www.ofas.uci.edu
UC Irvine Housing: www.housing.uci.edu
UC Irvine Learning & Academic Resource Center: www.larc.uci.edu
UC Irvine Majors: www.admissions.uci.edu/academics/majors_and_minors.html

UCLA

UCLA: www.ucla.edu
UCLA AB 540: www.usp.ucla.edu
UCLA Academic Advancement Program: www.aap.ucla.edu
UCLA Admissions: www.admissions.ucla.edu
UCLA Financial Aid: www.fao.ucla.edu
UCLA Housing: www.housing.ucla.edu
UCLA Majors: www.admissions.ucla.edu/majors

UC Merced

UC Merced: www.ucmerced.edu
UC Merced AB 540: undoc.ucmerced.edu
UC Merced Admissions: admissions.ucmerced.edu
UC Merced Fiat Lux Scholars Program: fiatlux.ucmerced.edu
UC Merced Financial Aid: financialaid.ucmerced.edu
UC Merced Housing: housing.ucmerced.edu
UC Merced Majors: www.ucmerced.edu/academics-undergraduate-majors-minors

UC Riverside

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

UC San Diego

UC San Diego: www.ucsd.edu
UC San Diego AB 540: students.ucsd.edu/sponsor/undoc/staff.html
UC San Diego Admissions: admissions.ucsd.edu
UC San Diego Financial Aid: fao.ucsd.edu
UC San Diego Housing: hdh.ucsd.edu
UC San Diego Majors:
students.ucsd.edu/academics/advising/majors-minors/undergraduate-majors.html
UC San Diego Office of Academic Support & Instructional Services:
students.ucsd.edu/academics/_organizations/oasis/

UC Santa Barbara

UC Santa Barbara: www.ucsb.edu
UC Santa Barbara AB 540: www.sa.ucsb.edu/dreamscholars/home
UC Santa Barbara Admissions: admissions.ucsb.edu
UC Santa Barbara EOP: www.sa.ucsb.edu/eop
UC Davis Financial Aid: www.finaid.ucsb.edu
UC Davis Housing: www.housing.ucsb.edu
UC Santa Barbara Majors: www.admissions.ucsb.edu/allmajors.asp

UC Santa Cruz

UC Santa Cruz: www.ucsc.edu
UC Santa Cruz AB 540:
eop.ucsc.edu/undocumented_student_services/index.html
UC Santa Cruz Admissions: admissions.ucsc.edu
UC Santa Cruz EOP: eop.ucsc.edu
UC Santa Cruz Financial Aid: financialaid.ucsc.edu
UC Santa Cruz Housing: www.housing.ucsc.edu
UC Santa Cruz Majors: admissions.ucsc.edu/majors

General Financial Aid

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

Courtesy of:

UC Merced - Calvin E. Bright Success Center
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