

# 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 everyday 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 a 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 1<sup>st</sup> deadline
  - \*Additional transcripts of **ALL** institutions attended (e.g., online courses, previous high schools, and other colleges/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

\*Offers of admission are provisional until the campus receives your final official transcript and verifies successful completion of all coursework required for UC eligibility. This includes:

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, 2019 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
  - \*Look if the books are available online for FREE
  - \*Books and/or reading materials may be available through your university's library
  - \*View campus bookstore's website 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 (some places offer student discounts)
  - \*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 the 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](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
- 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, submit a FAFSA application or California Dream Act application (AB 540 eligible students) for the **prior** academic year 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
  - \*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 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. Courses may include:

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 1-9 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](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
- 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
- Submit proof of COVID-19 immunization to Student Health Center

## **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
    - 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
  - \*Etc.
- Receive move-in appointment for Move-In Day
- Move into your residence hall (good to bring a dolly or cart to move heavy items) 0 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
- Check for an off-campus housing listing provided by the University



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?

# 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:

<https://hs-articulation.ucop.edu/agcourselist#/lisUsearch/all> 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/depUa.shtml](http://berkeley.edu/academics/depUa.shtml)

## **UC Davis**

UC Davis: [www.ucdavis.edu](http://www.ucdavis.edu)

UC David 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.usp.ucla.edu](http://www.usp.ucla.edu)

UCLA Academic Advancement Program: [www.aap.ucla.edu](http://www.aap.ucla.edu) 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:  
[fiatlux.ucmerced.edu](http://fiatlux.ucmerced.edu) 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-minors](http://www.ucmerced.edu/academics-undergraduate_majors-minors)

## **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/sponsor/undoc/staff.html](http://students.ucsd.edu/sponsor/undoc/staff.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:

[students.ucsd.edu/academics/advising/majors\\_minors/undergraduate-majors.html](http://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/](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/home](http://www.sa.ucsb.edu/dreamscholars/home) 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/undocumented\\_student\\_services/index.html](http://eop.ucsc.edu/undocumented_student_services/index.html) 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

5200 North Lake Road

Merced, California 95343

(209) 228-4625

**2019**

### **Updates Courtesy of:**

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**2022**