

How to Organize your Application for Resident Classification Supporting Documents to become a Resident for Fall 2018

Documentation supporting your Application for Resident Classification should be included in the order specified on Page 4 of the application. Rather than staples, please use a binder clip or other large clip to hold your materials together. If you are unable to find a suitable binder clip, you can pick one up at 34 Macbride Hall.

If you wish, Sticky Notes can be used to divide sections or call attention to something you want to highlight. Your completed and signed Application with supporting documents can be dropped off weekdays, between 8:00 a.m. and 4:00 p.m.

If you are applying for Fall 2018, your pay statements (beginning the week including August 20, 2017 through the period that includes June 30, 2018) should be in date order (oldest on top). If you have multiple employers, they should be merged together into date order. You are ready to submit your Application as soon as you have your pay statement for the work period including June 30th.

Include a spreadsheet showing 3 columns: work period dates (*not pay check date!*), employer name and total hours you worked during that pay period.

Pay Period	Employer	Number of Hours Worked
8/20/2017 - 8/26/2017	Buffalo Wild Wings	15.2
8/20/2017 - 09/02/2017	University of Iowa	15.4
8/27/2017 - 9/02/2017	Buffalo Wild Wings	12.8
9/03/2017 - 09/16/2017	University of Iowa	17.5

Finally, **TOTAL** the number of hours worked. [By June 30th, you should have worked around 880 hours, minimum. **IF NOT:** you are behind in work hours and a decision will not be made until you submit the entire 1,040 hours demonstrated by your pay statements. Everyone must work to finish the entire 1,040 minimum work hours on or before August 19, 2018. When you complete the work hour requirement turn in the remainder of your pay statements.

You have until September 10th at 4pm to provide your final pay statements for work completed on or before August 19, 2018. Include an updated/continuation of your previous spreadsheet, showing you have worked at least the minimum of 1040 hours in Iowa, with Iowa taxes withheld and the work hour requirements completed on or before August 19, 2018.