How to Organize your Application for Resident Classification

Supporting Documents
to become a Resident for Summer 2018

Documentation supporting your Application for Resident Classification should be included in the order specified on Page 4. Rather than staples, please use a binder clip to hold your materials together. If needed, Binder Clips are available in the Residency Office 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. until 4:00 p.m.

If you are applying for Summer 2018, organize your pay statements in date order, (beginning with the week including May 14, 2017 through the period that includes April 30, 2018, 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 April 30th.

Include a spreadsheet showing 3 columns: work dates (not pay check date!), employer name and total hours you worked during that pay period. Finally, TOTAL the number of hours worked. [By April 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. Everyone must work to finish the entire 1,040 minimum work hours on or before May 13, 2018. When you complete the work hour requirement turn in the remainder of your pay statements.]

You have until June 1st at 4pm to provide your final pay statements (totaling 1,040+ work hours in Iowa, completed on or before 5/13/18) – along with a continuation of your previous spreadsheet showing the hours worked through completion).