

How to Organize your Application for Resident Classification Supporting Documents to become a Resident for Summer 2019

Documentation supporting your Application for Resident Classification should be included in the order specified on the Page 4 checklist of the application. If you are applying for Summer, please submit your application and supporting documents as soon as you have your pay statement that includes April 30, 2019. Your pay statements (beginning the week of May 13, 2018 through April 30, 2019 should be in date order (oldest on top). If you have multiple employers, please merge pay statements together in date order.

Include a spreadsheet showing 3 columns: work dates (*not pay check date!*), employer name, and total hours you worked during that pay period. Add the total number of work hours in the final row in the last column.

Pay Period	Employer	Number of Hours Worked
05/13/2018 - 05/19/2018	Chipotle	30
05/13/2018 - 05/26/2018	University of Iowa	39.4
05/20/2018 - 05/26/2018	Chipotle	31
05/27/2018 - 06/09/2018	University of Iowa	38.4
05/27/2018 - 06/02/2018	Chipotle	33
06/10/2018 - 06/23/2018	University of Iowa	40
TOTAL		211.8

*[By April 30, 2019, you should have accrued 1,500 work hours, minimum. **IF NOT:** you are behind and a decision will not be made until you submit the entire 1,560 hours. You must complete the entire 1,560 minimum work hour requirement on or before May 11, 2019. When you reach 1560+ work hours, turn in the remainder of your pay statements with updated spreadsheet showing your total hours.]*

If you wish, Sticky Notes can be used to divide sections or call attention to important documents. 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, one will be available at the front desk when you arrive to drop off your completed and signed application at the Residency Office at 2 Jessup Hall, weekdays, between 8:00 a.m. and 4:00 p.m.

You have until June 3rd at 4pm to provide your final pay statements (totaling 1,560+ work hours in Iowa, completed on or before May 11, 2019) – **along with a complete spreadsheet** showing all or your work hours for the qualifying year through completion.