

A Checklist To Building an On-Campus Undocumented Student Program



Creating an undocumented student program can often seem cost-prohibitive and overwhelming. However, there are many **tangible steps that individuals or groups can take to kickstart programming for undocumented students**. We created [A Guide to Building On-Campus Undocumented Student Programs](#) for campuses that do not yet have dedicated funding or staffing but need a place to start.

Use this checklist to conduct a quick analysis of your undocumented student programming and then develop a plan of action. Each benchmark includes various activities that campuses can pursue to develop or expand the institutional support provided at their college or university.

Benchmark 1: Host UndocuAlly Trainings

- Hosted an UndocuAlly Training during this academic year
- Host department-specific trainings during this academic year
- Had a training regarding FERPA during this academic year

Benchmark 2: Create an Undocumented Student Task Force with Key Campus Partners

- Undocumented student task force meets more than twice a semester
- Includes key campus partners (financial aid, admissions, outreach, registrar, student leaders, etc.)
- Prioritize key short-term and long-term goals for each academic year

Benchmark 3: Establish an Undocumented Student Club

- Club has been active within this academic year
- Club has 5 active members 10 active members 15 or more active members
- Club is supported by a staff/faculty adviser
- Club is consulted regarding undocumented student programs

Benchmark 4: Conduct Targeted & Protected Outreach and Data Collection

- AB 540 and DREAM Act information is included in all outreach materials
- Inclusive and welcoming signage on campus
- Students are made aware of FERPA & SB 54 protections
- Have conducted outreach to:
 - high schools adult schools career education programs transfer institutions

Benchmark 5: Build an Online Presence for Undocumented Students

- Add undocumented student info to existing webpage (admissions, financial aid, etc)
- Have a dedicated page for undocumented students
- Embed Immigrant Rising resources into existing web pages
- Be sure there are pertinent links when you enter "undocumented" into the search bar

Benchmark 6: Host Undocumented Student Events

- Show the [UndocuJoy](#) video to expand the narratives of people who are undocumented
- Develop storytelling workshops to promote empowerment & healing
- Coordinate UndocuTalks to provide students with a space to speak freely
- Host a community event with an undocumented artist, activist, or themed movie

Benchmark 7: Create Campus Scholarships for Undocumented Students

- Include CA Dream Act, as well as FAFSA, on all financial aid materials
- Host a Dream Application Drive to help students avoid common pitfalls
- Promote scholarships that do not require proof of citizenship
- Stress the importance of the March 2nd deadline for students applying to 4 year universities
- Have at least one staff/faculty member whose job duties include supporting undocumented students
- Ensure that campus scholarships are open to undocumented students

Benchmark 8: Advocate for an Undocumented Student Program Coordinator

- Have at least one staff/faculty member whose job duties include supporting undocumented students
- Work with admissions and financial aid to accurately identify the number of current and prospective undocumented students
- Develop a system to quantify student contacts while protecting student privacy

Benchmark 9: Create a Strategic Plan

- Ensure administrators understand how supporting undocumented students increases compliance with the Supplemental Funding Formula and Guided Pathways
- Identify specific steps administrators can take to build better institutional practices
- Work with all campus departments to identify strategic areas

Benchmark 10: Advocate for a Dedicated Undocumented Student Space

- Work with Student Services or Associated Students to explore locations for a center
- Set up a meeting with Chancellor, President or Board of Trustees to hear directly from undocumented students
- Visit Dream Resource/Undocumented Student Centers at other colleges and universities to learn about different models