

NEW STUDENT CHECKLIST

TO DO NOW: Check KU email and MyKU

Pay Advanced Registration Deposit (ARD)

The \$275 Advanced Registration Deposit can be paid through your applicant portal.

Create an FSA ID and Complete the FAFSA

Visit <https://studentaid.gov> to create your FSA ID (student and parent) which is used to sign and log in to all federal aid websites. The FAFSA is available on the same website. KU's priority filing date is Feb. 15. The PA state grant filing deadline date is May 1.

Complete Your Scholarship Profile

The Financial Aid Office's website, www.kutztown.edu/scholarships, contains the link for a scholarship portal. Complete your profile within the portal by March 4 to be considered for donor scholarships awarded through the KU Foundation.

Submit Scholarship Letters and Checks

Share outside awards with the Office of Student Accounts each semester. Mail checks to the Office of Student Accounts at www.kutztown.edu/studentaccounts.

Finalize Housing Plans

Complete roommate matching in My College Roomie (kutztown.mycollegeroomie.com) or complete a campus housing residency exception found here: www.kutztown.edu/residencyrequirement.

Register for New Student Orientation

After paying the ARD, sign up for the required orientation program by visiting www.kutztown.edu/orientation. A parent/family orientation program is also available.

Download MyKU App

Visit your mobile app store and search Kutztown University for the MyKU Mobile app. Download and enjoy its many useful features!

Enroll in Payment Plan

Use the projected costs from the financial aid award letter or the costs provided online under Affordability to enroll in a payment plan.

Payment plan options are available beginning in April. To sign up for a payment plan, go to MyKU > KU Financial Account tile > Payment Dashboard. *Easy to adjust later.*

Request Academic and Campus Accommodations

If you received disability support services in high school through an IEP or 504 plan or had accommodations while enrolled at another university, you may be able to receive similar support at KU. If you have a disability and have not needed or received prior accommodations, but anticipate needing support in order to have equal access to programs, services, or facilities, you may also request services through the Disability Services Office (DSO). To request accommodations: www.kutztown.edu/DSO/accommodations.

Take Aleks Math Placement Assessment

Taking the Aleks Math Placement Assessment is mandatory for all new students. This will guarantee proper placement in a math course if your major requires it. Visit www.kutztown.edu/accepted to find the link for the Placement.

- Take CAPE Language Placement Assessment (optional). You may earn up to 9 credits. Please visit www.kutztown.edu/modern-languages (click on Placement).
- Submit Advanced Placement Scores. Timely submission will assure you are placed in the appropriate classes. Go to www.kutztown.edu/registrar (click on Student Information > New Student Information).

Submit Requested Documents

The Office of Financial Aid Services may request information which will be posted on My KU on the KU Tasks tile under To Do items. To view any messages, check Messages on the same tile.

JUNE: Check KU email and MyKU

Final High School Transcripts

Inform your high school guidance counselor to send final official transcripts to KU's Office of Admissions (admissions@kutztown.edu). Financial aid cannot be disbursed without final official transcripts.

Manage Loans

- 1) To reduce or cancel loans complete the student loan change form on the Financial Aid web page under Forms at www.kutztown.edu/financialaid.
- 2) All first-time borrowers must complete Entrance Counseling and the Master Promissory Note to receive Direct Stafford loans at <https://studentaid.gov>
- 3) Additional loan options include Parent PLUS loans (for parents of dependent students) at <https://studentaid.gov> or private alternative loans, options at www.elmselect.com.

Using Military Benefits

- Apply for VA GI bill benefits early. The process can take 6-8 weeks. Students using VA benefits transferred by a parent must submit their own application at www.va.gov/education/how-to-apply
 - Air and Army National Guard – contact your military unit for EAP application and deadline.
 - Submit official CCAF and military transcripts to KU for evaluation of college credit (JST – <https://jst.doded.mil/jst/home>).
- Visit www.kutztown.edu/veterans.

Bills Posted on MyKU

Bills are posted online only in MyKU > KU Financial Account tile > Payment Dashboard > Your Bills. Fall bills are posted in mid-July and due August 6.

Make Your “Intent to Attend” on MyKU

Once the bills are prepared, locate the double-sized tile Intent to Attend, change the NO to a YES and click Save.

Select a Meal Plan

Between May 31 through June 11, select a meal plan by completing the Meal Plan Application on the MyKU Housing page. Students living in traditional style halls must select a MyTime Dining 24/7 meal plan option.

Obtain Your KU I.D. Card

You will receive an email with instructions on how to obtain your KU ID card after attending orientation at www.kutztown.edu/kucard.

Bills Due First Week

Review instructions and the many ways to pay bills at www.kutztown.edu/makingpayments.

Request a Bookstore Account Online Mid-Month

If your financial aid will generate a refund, you may be eligible for a Bookstore Account from the KU Campus Store. To set up a bookstore account, go to www.kubstore.com/bookstore-account.

Select Refund Preference

BankMobile will be mailing a personal code and instructions needed to set up a refund preference (<https://bankmobiledisbursements.com/refundchoices>). Create your preference today! More information is online at www.kutztown.edu/studentaccounts.

Attend Welcome Weekend

Welcome Weekend is part of the orientation experience for new students.

Purchase a Parking Permit

Log in to your MyKU account, click on Vehicle Services and follow the prompts. A fall only permit is \$30; a full academic year pass is \$50. Visit www.kutztown.edu/transportation for more information.

Easily Shop Your Course Materials for Classes

KU Campus Store automatically generates a custom Virtual Shelf which compiles all the books and course materials you need for the upcoming semester with the lowest priced options available in our store: www.kubstore.com/virtual-shelf.

SEPTEMBER: Check KU email and MyKU

Attendance Confirmation

Attendance in class is very important to your success. Your financial aid cannot be disbursed until your class attendance is confirmed. Financial aid amounts may be reduced or removed based on attendance.

AUGUST: Check KU email and MyKU