

YOUR NEXT STEPS

KUTZTOWN
UNIVERSITY

TRANSFER STUDENTS

TRANSFER STUDENT CHECKLIST

Pay Advanced Registration Deposit (ARD)

The \$275 Advanced Registration Deposit can be paid through your MyKU portal (<https://csku.kutztown.edu/psp/csprd/?cmd=login>). You will receive your KU email access information after paying the ARD. Paying the deposit enables you to sign up for the mandatory transfer orientation to receive your class schedule and campus housing if necessary.

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 Free Application for Federal Student Aid is available on the same website. KU's priority filing date is Feb. 15. The PA state grant filing deadline date is May 1.

Search for Scholarships

The Financial Aid Service's scholarship website is found at www.kutztown.edu/scholarships and includes a list of KU scholarship opportunities and suggestions for outside scholarship searches.

Submit Scholarship Letters and Checks

Contact any outside scholarship providers and let them know you are transferring to Kutztown University. Share outside award letters/notices with the Office of Student Accounts each semester. Mail checks to the Office of Student Accounts. www.kutztown.edu/studentaccounts

Finalize Housing Plans

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

Register for New Student Orientation

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

Take Aleks Math Placement Assessment (AMPA)

If you did not complete a college level math class, or if the course you took does not satisfy the math requirement for your program, you need to take the AMPA. Taking this exam will ensure you will be placed in the correct math course. Take this assessment at least two weeks prior to your new student orientation date. Visit www.kutztown.edu/accepted to find the link for the AMPA.

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.

□ Download MyKU App

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

□ Submit Requested Documents

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

□ 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.*

June - Check KU email and MyKU

□ Final High School / College Transcripts

Final high school and college transcripts are issued after graduation and/or your final semester. Inform your high school guidance counselor or college registrar office to send final official transcripts to KU’s Office of Admissions (www.kutztown.edu/admissions). If you attended multiple colleges after high school, all official transcripts must be sent. If you have an earned associate degree, the official high school transcript is not necessary. Financial aid cannot be disbursed without 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. www.va.gov/education/how-to-apply/ Students using VA benefits transferred by a parent must submit their own application.
- 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 online around 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. More information may be obtained at: www.kutztown.edu/dining.

Obtain Your KU I.D. Card

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

August - Check KU email and MyKU

Bills Due First Week

Please 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. If you are entering KU with an earned associate degree, you qualify for the Transfer Book Award of \$500 during your first academic year. Contact the Office of Admissions to verify eligibility (www.kutztown.edu/admissions).

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.

Purchase a Parking Permit

If you want to park your vehicle on campus at any point during the academic year, then login to your MyKU account, click on Vehicle Services and follow the prompts to register your vehicle. 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

Each semester, KU Campus Store will automatically generate 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

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.