

NEW STUDENT CHECKLIST

Pay Advanced Registration Deposit (ARD)

The \$275 Advanced Registration Deposit can be paid through your MyKU portal (myku.kutztown.edu). You will receive your KU email access information after paying the ARD.

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. PHEAA 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

Share outside award letters/notices with the Office of Student Accounts each semester. Mail checks to the Office of Student Accounts.

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

All students who have paid the ARD must register for this required program. KU offers an optional parent orientation program. This year it is online and free. Pre-registration is advised. Visit www.kutztown.edu/orientation to register.

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."

Disability Services (DSO)

When requesting accommodations under the Americans with Disabilities Act, it is the responsibility of the individual with a disability to self-disclose to the Disability Services Office (DSO) and to provide documentation of the disability. For additional help and to download required forms, contact www.kutztown.edu/disabilityservices.

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 Aleks Math Placement.

- Take CAPE Language Placement Assessment. You may earn up to 9 credits. Please visit: www.kutztown.edu/modernlanguages (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 MyKU 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

Final high school transcripts are issued after graduation and/or your final semester. Inform your high school guidance counselor to send final official transcripts to KU's Office of Admissions. 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 Office's 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.

Attend the Online New Student Orientation

For more information on new student orientation visit www.kutztown.edu/orientation.

Using Military Benefits

- Apply for VA GI Bill after completing basic and advanced training (approval can take 8-10 weeks).
- If using VA GI Bill benefits transferred from your parent - you must apply for benefits in your own name.
- Air and Army National Guard - apply for EAP by the program deadline date through your military unit.
- Submit your CCAF (Air Force only) or DoD Joint Services (all other branches) Transcript to KU.

Bills Posted on MyKU

Bills are posted online the end of the month on MyKU > "KU Financial Account" tile > "Payment Dashboard." Due date is August 6.

Make your "Intent to Attend" on MyKU

Change the "Intent to Attend" on your MyKU homepage from "No" to "Yes" and click Save.

Select a Meal Plan

Between June 1 and June 12, 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.

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 <https://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. Look for schedule information in your KU email!

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.

Need More Information?

Please feel free to contact us with any questions!

Office of Student Accounts

Phone: 610-683-4133

E-mail: StudentAccounts@kutztown.edu

Webpage: www.kutztown.edu/studentaccounts

Residence Life and Housing Office

Phone: 610-683-4027

E-mail: housing@kutztown.edu

Webpage: www.kutztown.edu/housing

Office of Admissions

Phone: 610-683-4060

E-mail: admissions@kutztown.edu

Webpage: www.kutztown.edu/admissions

Financial Aid Office

Phone: 610-683-4077

E-mail: FinancialAid@kutztown.edu

Webpage: www.kutztown.edu/financialaid

New Student Orientation

Phone: 610-683-4088

E-mail: orientation@kutztown.edu

Webpage: www.kutztown.edu/orientation

Office of Veterans Services

Phone: 610-683-4228

E-mail: veterans@kutztown.edu

Webpage: www.kutztown.edu/veterans