

TRANSFER 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. 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. 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

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.

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

Transfer Student Orientation is a requirement for all incoming students who are new to KU. Your orientation is online in D2L. Your first step is to register for orientation at www.kutztown.edu/orientation. Select transfer. Check your KU email for confirmation.

Take Aleks Math Placement Assessment

If you did not complete a college level math course, you are required to take the Aleks Math Placement Assessment. 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 Aleks Math Placement.

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.

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."

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. If you attended multiple colleges after high school, all official transcripts must be sent. If you have an earned Associate's 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 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>. If you are entering KU with an earned Associate’s Degree, you qualify for the Transfer Book Award of \$500 during your first academic year. Contact the Office of Admissions to verify eligibility for this award.

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.

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.

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