



COLLEGE ENROLLMENT CHECKLIST

SUNY Buffalo State

This checklist will provide you with all the steps you'll need to take to successfully enroll in college. As you complete each task in the sections below, mark it completed using the checkbox, to keep yourself on track. In addition to using this guide, make sure that you regularly check your mail, college email address, and college school portal account over the summer.

Buffalo State Resources

Checklist for Accepted Students:
<http://admissions.buffalostate.edu/accepted>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You will receive notification of admissions four to six weeks after you submit your application in early February. Call/email Admissions with questions.	Contact Info (716) 878.4017 admissions@buffalostate.edu	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit Complete the Tuition Deposit form and submit with \$125 deposit by May 1st (or 30 days after your acceptance) : http://admissions.buffalostate.edu/accepted . Also see http://admissions.buffalostate.edu/sites/admissions.buffalostate.edu/files/uploads/Documents/deposit.pdf . Deposit is waived for EOP students but you still need to submit this form: http://admissions.buffalostate.edu/sites/admissions.buffalostate.edu/files/uploads/Documents/eopdeposit.pdf .	Contact Info (716) 878.4017 admissions@buffalostate.edu	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your Buffalo State email at: https://rite.buffalostate.edu/activate-account.html . Check this account daily since this is where important information will be communicated.	Contact Info Help Desk: (716) 878.4357 chd@buffalostate.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams You may need to take placement tests during Orientation.	Contact Info	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you are eligible for EOP you will receive a form in the mail to fill out and you should submit the form with your parents' financial documents. There is a required three week summer program for accepted students. You can find more information at http://eop.buffalostate.edu/about-eop .	Contact Info Yanick H. Henkins EOP Director (716) 878.4225 JENKINYH@BUFFALOSTATE.EDU	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan You will need to log in to your banner account to check if there are any missing required financial aid forms as well as accept your awards. See http://financialaid.buffalostate.edu/banner	Contact Info (716) 878.4902 finaid@buffalostate.edu	Deadline/Notes
<input type="checkbox"/> Complete Entrance Counseling/ Sign MPN If you are taking out any federal loans for college, you will need to complete entrance counseling and sign your Master Promissory Note (MPN) before their loans are disbursed. Entrance counseling and signing the MPN can be completed at www.studentloans.gov .	Contact Info (716) 878.4902 finaid@buffalostate.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Buffalo State may send you a verification form which means that you will not be able to receive any financial aid until you provide additional documents. For more information on how to check your financial aid forms through Banner, go to http://financialaid.buffalostate.edu/banner	Contact Info (716) 878.4902 finaid@buffalostate.edu	Deadline/Notes
<input type="checkbox"/> Complete Residency Form If you are charged for out-of-state tuition and you believe you are eligible for in-state tuition you can apply for NY state residency: http://studentaccounts.buffalostate.edu/sites/studentaccounts.buffalostate.edu/files/uploads/Documents/residencyapplication.pdf	Contact Info Student Accounts Office (716) 878-4121 stuacct@buffalostate.edu	Deadline/Notes

ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma All full time students are required to have health insurance. Students who have their own insurance are required to complete an online waiver to avoid being enrolled in the college's health insurance plan. See http://weigel.buffalostate.edu/insurance for more information. You will not be allowed to register for classes until the New Student Health forms must be completed and submitted: http://weigel.buffalostate.edu/new-students	Contact Info WEIGEL HEALTH CENTER: (716) - 878 -6711 Weigel@buffalostate.edu	Deadline/Notes
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<input type="checkbox"/> Sign Up for Orientation Orientation will take place on August 24th and 25th. Log-in to Banner to sign-up for Orientation or see http://nsfp.buffalostate.edu/ for more information.	<i>Contact Info</i> (716) 878.5336	Deadline/Notes
<input type="checkbox"/> Register for Classes Academic Advisors will create your schedule. You will receive an email through your Buffalo State Gmail account when your schedule is ready to be viewed in Banner, but students will be able to make changes to their schedule during orientation.	<i>Contact Info</i>	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an IEP in high school or if you require additional services, make sure that you contact Student Accessibility Services. See http://sas.buffalostate.edu/ for additional information.	<i>Contact Info</i>	Deadline/Notes

HOUSING FORMS

<input type="checkbox"/> Housing Deposit The housing deposit is \$125. The deposit is only refundable if you cancel housing before June 1st. See http://residencelife.buffalostate.edu/housing-deposit-information for more information.	<i>Contact Info</i>	Deadline/Notes
<input type="checkbox"/> Submit Housing Forms Your school will send you housing forms to complete during the summer. If you have questions visit: http://residencelife.buffalostate.edu/	<i>Contact Info</i> Residence Life (716) 878.3000 reslife@buffalostate.edu	Deadline/Notes

FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class See the academic calendar to determine important dates: http://suny.buffalostate.edu/academic-calendar	<i>Contact Info</i>	Deadline/Notes
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SUNY Buffalo State

SPONSORS:

BOTTOM LINE	COLLEGE BOUND INITIATIVE	COLLEGE NOW
GODDARD RIVERSIDE COMMUNITY CENTER	GRADUATE NYC!	IMENTOR
LINCT FOR SUCCESS	NEW SETTLEMENT APARTMENTS	THE URBAN ASSEMBLY