



# COLLEGE ENROLLMENT CHECKLIST

## Long Island University (LIU) Brooklyn

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.

### LIU Brooklyn Resources

Check out the Admitted Students checklist:  
<http://www.liu.edu/Brooklyn/Admissions/Freshmen/Admitted>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> You will receive notification of admissions four to six weeks after you submit your application (after February 1st). If you have any questions regarding your application, contact the Admissions Office or see <a href="http://www.liu.edu/Brooklyn/Admissions/Freshmen">http://www.liu.edu/Brooklyn/Admissions/Freshmen</a> for more information.	<b>Contact Info</b> 718-488-1011 <a href="mailto:bkln-admissions@liu.edu">bkln-admissions@liu.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> Pay online at My LIU ( <a href="https://my.liu.edu">https://my.liu.edu</a> ) and click "Make an E-Payment" on main landing page. You may also submit check or money order by mail with completed Intent to Enroll Form. For additional information, see the Securing My Seat Guide linked under the 1st step of the Admitted Student Checklist: <a href="http://www.liu.edu/Brooklyn/Admissions/Freshmen/Admitted">http://www.liu.edu/Brooklyn/Admissions/Freshmen/Admitted</a>	<b>Contact Info</b> 718-488-1011 <a href="mailto:bkln-admissions@liu.edu">bkln-admissions@liu.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Activate LIU Account</b> To take advantage of LIU's online portal, you must create a MyLIU account. Go online at <a href="http://my.liu.edu">my.liu.edu</a> and click the "Activate My Account" button at the top right of the screen. You will need to enter your social security number or student ID number, your date of birth, and the displayed security code to activate your MyLIU account. For additional information, see the Securing My Seat Guide linked under the 1st step of the Admitted Student Checklist: <a href="http://www.liu.edu/Brooklyn/Admissions/Freshmen/Admitted">http://www.liu.edu/Brooklyn/Admissions/Freshmen/Admitted</a>	<b>Contact Info</b> Center For Student Information <a href="http://csi.liu.edu/Support">http://csi.liu.edu/Support</a>	Deadline/Notes

## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms</b> The Arthur O. Eve Higher Education Opportunity Program (HEOP) grants are available for entering freshmen and a limited number of transfer students from other HEOP, EOP, College Discovery and SEEK programs. There is a mandatory Pre-Freshman Summer Program that all H/EOP freshmen admits must attend. For more information, see <a href="http://www.liu.edu/Brooklyn/Academics/Program/Special-Programs/HEOP">http://www.liu.edu/Brooklyn/Academics/Program/Special-Programs/HEOP</a>	<b>Contact Info</b> Enid Hernandez 718-488-1043 <a href="mailto:enid.hernandez@liu.edu">enid.hernandez@liu.edu</a>	Deadline/Notes
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For more information contact Kory McBride at [kmcbride@newvisions.org](mailto:kmcbride@newvisions.org)



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### FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> Over the summer, make sure that your financial aid is in order. You may review your financial aid package anytime in My LIU > Student Center > Finances > Accept Awards. For more information see <a href="http://www.liu.edu/Brooklyn/Financial-Services.aspx">http://www.liu.edu/Brooklyn/Financial-Services.aspx</a>	<b>Contact Info</b> Office of Enrollment Services 718-488-1037 <a href="mailto:Brooklyn-Enrollmentservices@liu.edu">Brooklyn-Enrollmentservices@liu.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Complete Entrance Counseling/ Sign MPN</b> There is no deadline for you to have completed your Master Promissory Note (MPN) and entrance counseling. It will be required for your loans to be dispersed and LIU recommends that you complete both over the summer. Visit <a href="http://www.liu.edu/Brooklyn/Financial-Services.aspx">http://www.liu.edu/Brooklyn/Financial-Services.aspx</a> for more information.	<b>Contact Info</b> Office of Enrollment Services 718-488-1037 <a href="mailto:Brooklyn-Enrollmentservices@liu.edu">Brooklyn-Enrollmentservices@liu.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> You may need to provide additional information in order for Cornell to process your financial aid. This process is called verification. Complete the verification form and also log into your FAFSA to use the IRS link to transfer your family's updated tax forms. If it doesn't work online you will need to request a copy of your tax transcript at <a href="http://www.irs.gov">www.irs.gov</a> . For more information, visit <a href="http://www.liu.edu/Brooklyn/Financial-Services.aspx">http://www.liu.edu/Brooklyn/Financial-Services.aspx</a>	<b>Contact Info</b> Office of Enrollment Services 718-488-1037 <a href="mailto:Brooklyn-Enrollmentservices@liu.edu">Brooklyn-Enrollmentservices@liu.edu</a>	Deadline/Notes

### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> All incoming students must possess a high school diploma or its equivalent to register for classes and receive financial assistance. Students should arrange to have these documents sent to Office of Admissions as soon as possible, but no later than August 1. Please print and complete the required Immunization Forms. You may send the completed forms to LIU Brooklyn Division of Campus Life, 1 University Plaza, Pratt 122, Brooklyn, NY 11201.	<b>Contact Info</b> Health Services 718.246.6450	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> Registration for New Student Orientation will become available after May 1. For more information, see <a href="http://www.liu.edu/Brooklyn/Admissions/Freshmen/Orientation">http://www.liu.edu/Brooklyn/Admissions/Freshmen/Orientation</a>	<b>Contact Info</b> 718-488-1011 <a href="mailto:bkln-admissions@liu.edu">bkln-admissions@liu.edu</a>	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> Most students will register for classes during Orientation, however you are welcome to RSVP for an upcoming Advisement & Registration Day. The list of dates will become available after May 1.	<b>Contact Info</b> 718-488-1011 <a href="mailto:bkln-admissions@liu.edu">bkln-admissions@liu.edu</a>	Deadline/Notes



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<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> If you had an IEP, please contact the Office of Student Support Services to see what types of resources are available. For more information, see <a href="http://www.liu.edu/Brooklyn/SSS">http://www.liu.edu/Brooklyn/SSS</a>	<b>Contact Info</b> Student Support Services Pratt Building, Room 410 718-488-1044 <a href="mailto:bkln-studentsupportservices@liu.edu">bkln-studentsupportservices@liu.edu</a>	Deadline/Notes
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## HOUSING FORMS

<input type="checkbox"/> <b>Submit Housing Forms</b> Planning to live on campus? All students who wish to live on campus must complete a Housing Application. Follow the instructions found in your MyLIU Student Center portal under the icon "University Housing." To be eligible to select a room, the following requirements must be met: <ul style="list-style-type: none"> <li>• On-Campus Housing Application completed</li> <li>• Emergency contact information updated (updates can be made "Student Center" in MyLIU account)</li> <li>• \$300 housing deposit submitted (via e-deposit at MYLIU or by visiting Enrollment Services on the third floor of the Metcalfe Building)</li> <li>• Be in good financial standings in compliance with the University Immunization Policy</li> </ul> <p>For additional information, see <a href="http://liu.edu/Brooklyn/Campus-Life#Residence_Life">http://liu.edu/Brooklyn/Campus-Life#Residence_Life</a></p>	<b>Contact Info</b> Anna Zinko Senior Director of Student Life and Residence Life (718) 488-1046	Deadline/Notes
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## FIRST DAY OF CLASS

<input type="checkbox"/> <b>Confirm First Day of Class</b> Take a look at the academic calendar to determine important dates. Please note the first day is in late August : <a href="http://liu.edu/About-LIU/~link.aspx?id=716E730C813C4CB0970E591F49282251&amp;z=7">http://liu.edu/About-LIU/~link.aspx?id=716E730C813C4CB0970E591F49282251&amp;z=7</a>	<b>Contact Info</b>	Deadline/Notes
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## SPONSORS:

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



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