



# COLLEGE ENROLLMENT CHECKLIST

## St. John's University

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.

### St. John's University Resources

Check out the Admitted Students Checklist:  
[https://www.stjohns.edu/sites/default/files/file-node/m1-11675\\_fall\\_18\\_newstdntguideenrolmnt.pdf](https://www.stjohns.edu/sites/default/files/file-node/m1-11675_fall_18_newstdntguideenrolmnt.pdf)

## 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="https://www.stjohns.edu/admission">https://www.stjohns.edu/admission</a> for more information.	<b>Contact Info</b> Queens Campus 718-990-1802 admission@stjohns.edu  Staten Island Campus 718-390-4500 siadmissions@stjohns.edu	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> Your seat deposit amount and due date is located in your letter of admission. Credit card deposits may be made online using UIS (University Information System). Your user ID is your social security number and password is your date of birth in 6 digit form (e.g. March 6, 1985 - 030685). You may also use your X number as your user ID (your X number will be given to you via email in late June). You will be required to change your password at first sign-in. For additional information, see <a href="https://www.stjohns.edu/admission-aid/tuition-and-financial-aid/payment-options/enrollment-and-housing-deposit">https://www.stjohns.edu/admission-aid/tuition-and-financial-aid/payment-options/enrollment-and-housing-deposit</a>	<b>Contact Info</b> Queens Campus 718-990-1802 admission@stjohns.edu  Staten Island Campus 718-390-4500 siadmissions@stjohns.edu	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> You should set-up your St. John's email as soon as possible. For additional information, see here: <a href="https://www.stjohns.edu/law/student-services/information-technology/student-support">https://www.stjohns.edu/law/student-services/information-technology/student-support</a>	<b>Contact Info</b> See website for campus-specific contact information	Deadline/Notes

## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Application</b> Student Support Services is an opportunity program that provides academic and financial supports. For more information, see <a href="https://www.stjohns.edu/about/administrative-offices/provost/division-special-and-opportunity-programs/student-support-services">https://www.stjohns.edu/about/administrative-offices/provost/division-special-and-opportunity-programs/student-support-services</a>	<b>Contact Info</b> See website for campus-specific contact information	Deadline/Notes
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### FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> You should accept your financial aid and set up a payment plan if necessary. For more information, see <a href="https://www.stjohns.edu/admission-aid/tuition-and-financial-aid">https://www.stjohns.edu/admission-aid/tuition-and-financial-aid</a>	<b>Contact Info</b> See website for campus-specific contact information	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 Cornell recommends that you complete both over the summer. Visit <a href="http://www.finaid.cornell.edu/">http://www.finaid.cornell.edu/</a> for more information.	<b>Contact Info</b> See website for campus-specific contact information	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="https://www.stjohns.edu/admission-aid/tuition-and-financial-aid">https://www.stjohns.edu/admission-aid/tuition-and-financial-aid</a>	<b>Contact Info</b> See website for campus-specific contact information	Deadline/Notes

### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. Proof of immunity must be documented by a health care practitioner or other acceptable evidence. For more information, see <a href="https://www.stjohns.edu/student-life/health-and-wellness/student-health-services/required-health-and-immunization-forms">https://www.stjohns.edu/student-life/health-and-wellness/student-health-services/required-health-and-immunization-forms</a>	<b>Contact Info</b> See website for campus-specific contact information	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> Register Online for the mandatory Orientation. The first portion of Orientation begins with our online program. One week prior to your on-campus orientation date, you will receive an email with instructions regarding how to complete the online portion of your orientation. For more information, see: <a href="https://www.stjohns.edu/student-life/student-development/new-student-orientation/freshman-orientation">https://www.stjohns.edu/student-life/student-development/new-student-orientation/freshman-orientation</a>	<b>Contact Info</b> See website for campus-specific contact information	Deadline/Notes
<input type="checkbox"/> <b>Register for Classes</b> You will learn more about registering for classes during Orientation.	<b>Contact Info</b> See website for campus-specific contact information	Deadline/Notes



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<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> If you had an IEP in high school, please reach out to Disabilities Services to see what resources are available. For more information, see <a href="https://www.stjohns.edu/student-life/health-and-wellness/disabilities-services">https://www.stjohns.edu/student-life/health-and-wellness/disabilities-services</a>	<b>Contact Info</b> <a href="mailto:disabilityservices@stjohns.edu">disabilityservices@stjohns.edu</a>	Deadline/Notes
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## HOUSING FORMS

<input type="checkbox"/> <b>Submit Housing Forms</b> To secure housing a student must complete three steps: <ol style="list-style-type: none"> <li>1. Satisfy housing deposit (\$400 for newly admitted undergraduate or graduate students; \$500 for Law and continuing undergraduate and graduate students)</li> <li>2. Complete housing application/agreement (via Housing Portal)</li> <li>3. Self-select room space (or choose to be assigned by ORL)</li> </ol> <p>For additional information for the Queens Campus, see <a href="https://www.stjohns.edu/student-life/queens-campus-life/residence-life/housing-selection#new-student-housing">https://www.stjohns.edu/student-life/queens-campus-life/residence-life/housing-selection#new-student-housing</a></p> <p>For information for the Staten Island Campus see <a href="https://www.stjohns.edu/student-life/staten-island-campus-life/residence-life">https://www.stjohns.edu/student-life/staten-island-campus-life/residence-life</a></p>	<b>Contact Info</b> See website for campus-specific contact information	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.	<b>Contact Info</b> See website for campus-specific contact information	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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