



# COLLEGE ENROLLMENT CHECKLIST

## SUNY University at Buffalo

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.

### SUNY University at Buffalo

For additional information, check out:  
<https://admissions.buffalo.edu/accepted/steps/index.php>

## ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> <b>Confirm Admissions</b> To receive an update on your application status, contact the Admissions Office. See <a href="http://www.buffalo.edu/ub_admissions.html">http://www.buffalo.edu/ub_admissions.html</a> for more information.	<b>Contact Info</b> 1-888-UB-ADMIT 716-645-6900 ub-admissions@buffalo.edu	Deadline/Notes
<input type="checkbox"/> <b>Commitment Fee/Deposit</b> Students accepted for the fall semester must submit their \$150 tuition deposit before May 1 or 10 days after their acceptance, whichever is later. For more information see <a href="https://admissions.buffalo.edu/accepted/deposit.php">https://admissions.buffalo.edu/accepted/deposit.php</a>  EOP students will be billed for their tuition and housing deposits at a later date. However, EOP students who plan to attend UB must submit the Intent to Enroll form. EOP students must also submit a Housing Deposit Deferment form if planning to live on campus. For more information, see <a href="https://admissions.buffalo.edu/accepted/steps/eop.php">https://admissions.buffalo.edu/accepted/steps/eop.php</a>	<b>Contact Info</b> 1-888-UB-ADMIT 716-645-6900 ub-admissions@buffalo.edu	Deadline/Notes
<input type="checkbox"/> <b>Set Up Email</b> Shortly after you are accepted, you will receive a letter with your UBIT name and information on how to activate your account. For more information, see <a href="http://www.buffalo.edu/ubit/service-guides/accounts/your-ubitname-account/getting-started-with-your-account/activate/undergraduate.html">http://www.buffalo.edu/ubit/service-guides/accounts/your-ubitname-account/getting-started-with-your-account/activate/undergraduate.html</a>	<b>Contact Info</b> 1-888-UB-ADMIT 716-645-6900 ub-admissions@buffalo.edu	Deadline/Notes

## SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> <b>Submit Forms and Attend Orientation/ Summer Programs</b> Once you have been accepted, you may receive emails or letters about orientations for EOP a program that can provide critical financial academic support. Keep an eye out for any invitations and contact the EOP office if you have any questions. See <a href="http://cpmc.buffalo.edu/eop/index.php">http://cpmc.buffalo.edu/eop/index.php</a>	<b>Contact Info</b> 716-645-3072	Deadline/Notes
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### FINANCIAL AID

<input type="checkbox"/> <b>Accept Financial Aid/ Set Up Payment Plan</b> If you have loans or additional scholarships, you may need to accept your financial aid package online. For additional information, see <a href="http://financialaid.buffalo.edu/">http://financialaid.buffalo.edu/</a> . If you are not sure if you need to accept financial aid, or if you believe that there is a mistake with your financial aid, go to the Office of Financial Aid as soon as possible.	<b>Contact Info</b> 716-645-8232	Deadline/Notes
<input type="checkbox"/> <b>Complete Entrance Counseling/ Sign MPN</b> 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 your loans are disbursed. Entrance counseling and signing the MPN can be completed at <a href="http://www.studentloans.gov">www.studentloans.gov</a> .	<b>Contact Info</b> 716-645-8232	Deadline/Notes
<input type="checkbox"/> <b>Check for Verification</b> SUNY Buffalo may email you a verification form to verify the information from your FAFSA. 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> . See <a href="http://financialaid.buffalo.edu/">http://financialaid.buffalo.edu/</a> for more information and for downloadable forms.	<b>Contact Info</b> 716-645-8232	Deadline/Notes

### ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> <b>Submit Immunization Records and High School Diploma</b> Please present your original high school diploma to the Admissions Office as soon as possible. Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. For more information, see <a href="http://www.buffalo.edu/studentlife/new-to-ub/before-you-arrive/immunization.html">http://www.buffalo.edu/studentlife/new-to-ub/before-you-arrive/immunization.html</a>	<b>Contact Info</b> Student Health Services (716) 829-3316	Deadline/Notes
<input type="checkbox"/> <b>Sign Up for Orientation</b> A first-term student is required to attend a special pre-registration orientation session. You will receive detailed information about orientation in the mail after you submit your tuition deposit and/or intent to enroll card beginning in March. For more information, see <a href="http://orientation.buffalo.edu/">http://orientation.buffalo.edu/</a>	<b>Contact Info</b> Orientation, Transition and Parent Programs 1-877-434-0665	Deadline/Notes
<input type="checkbox"/> <b>Follow-Up on Individual Education Plan</b> If you had an individualized education plan (IEP) in high school, you should schedule an appointment with Accessibility Resources to determine what supports are available. For more information, see <a href="http://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html">http://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html</a> .	<b>Contact Info</b> (716) 645-2608	Deadline/Notes



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### HOUSING FORMS

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<input type="checkbox"/>	<b>Housing Deposit and Forms</b> For more information on how to pay the housing deposit and submit housing forms, see <a href="http://www.buffalo.edu/campusliving/apply-for-housing/before-you-apply.html">http://www.buffalo.edu/campusliving/apply-for-housing/before-you-apply.html</a>	<i>Contact Info</i> 716-645-2171	Deadline/Notes
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### FIRST DAY OF CLASS

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<input type="checkbox"/>	<b>Confirm First Day of Class</b> To find out the first day of class, take a look at the academic calendar: <a href="http://registrar.buffalo.edu/calendars/">http://registrar.buffalo.edu/calendars/</a>	<i>Contact Info</i>	Deadline/Notes
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### SPONSORS:

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