Admissions

Contact: 212-659-3610[p], 877-349-0231[ff], visitcoordinator@tkc.edu

☐ Step 1: Submit Immunization Form  
Required For: New students  
Due Date: Monday, July 15, 2019  
Print and have your doctor complete the second page of the Immunization Form. Sign last page and send to Admissions. If you have already completed this form at your current university, your school officials may be willing to send a copy of your records directly to us. Check with your appropriate school office.

Information Technology
(This section is required to complete remaining check points.)

Contact: 646-237-8920[p], helpdesk@tkc.edu

☐ Step 1: Change King’s Password  
Required For: New students  
Due Date: Rolling  
Go to changemypassword.tkc.edu and click "Change My Password." Enter the username (without @tkc.edu) and password provided by Admissions to set up your security questions and password.

☐ Step 2: Log Into King’s Email  
Required For: New students  
Due Date: Rolling  
Go to mail.tkc.edu and log in using your King's username (without @tkc.edu) and new password. It may take five or ten minutes before the new password works.

☐ Step 3: Log Into the Student Portal  
Required For: New students  
Due Date: Rolling  
Go to students.tkc.edu to log into the Student Portal using your King's username (without @tkc.edu) and new password.

☐ Step 4: Submit Student ID Photo  
Required For: New students  
Due Date: Monday, August 5, 2019  
Submit your student ID photo using the online form in order to receive your King's ID at Move-In Day.

Housing

Contact: 212-659-7295[p], 877-806-6730[ff], housing@tkc.edu

☐ Step 1: Submit Housing Deposit & Application Fee  
Required For: New students living on campus  
Due Date: Rolling until December 31, 2018  
To pay the $50 Application. Mailed checks also accepted, Attn: Housing. (The application fee is non-refundable.)

☐ Step 2: Fill Out Housing Application  
Required For: New students living on campus  
Due Date: Rolling until August 13, 2019  
Log onto rkc-residence.symplicity.com, our housing software, using your full King's email and password. Click "Get Started" on the available application and complete steps one through four. If you are under 21, a parent or legal guardian must sign the contract.

Registrar

Contact: 212-659-7216[p], 212-659-7210[ff], registrars@tkc.edu

☐ Step 1: Fill Out Family Educational Rights & Privacy Act (FERPA)  
Required For: New students disclosing their academic and financial records to their parents or legal guardians  
Due Date: Rolling  
Complete the "Authorization for Access to Student Records (FERPA Authorization)" form on the Student Portal under "Academics." This allows The King's College to disclose academic, billing, and Student Life information to your parents or legal guardians. This form is optional and should only be filled out at your discretion.

☐ Step 2: Register for Courses  
Required For: New students  
Due Date: ASAP  
When your Admissions file is complete, the Registrar will register you for classes.

Student Success

Contact: 212-659-7289[p], 1631-561-4245[ff], jitharp@tkc.edu

☐ Step 1: Fill Out Disability Identification Form  
Required For: Eligible new students  
Due Date: Rolling  
The King's College assures equal opportunity for access to college courses, examinations, and services by providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA). If eligible, you must complete the Disability Identification form, Log into the Student Portal, and click "Academics," then "Disability Information."

Student Development

Contact: 212-659-7200[p], 212-659-3613[ff], studentdevelopment@tkc.edu

☐ Step 1: Register guests for New Student Orientation (NSO)  
Required For: New students bringing guests to NSO  
Due Date: Monday, August 19, 2019  
Your parents and family members are welcome to attend specific NSO events if they register here: https://2019springnso.eventbrite.com/
Step 2: Fill Out Parent & Emergency Contact Information
Required For: New students
Due Date: Monday, August 19, 2019
Every student is required to complete the Emergency Contact Information form by January 3 here: thekingscollege.formstack.com/forms/emergencycontact.

Step 3: Sign Honor Statement
Required For: New students
Due Date: Monday, August 19, 2019
Every student is required to read and sign the Honor System by January 3 here: thekingscollege.formstack.com/forms/honor_statement.

Step 4: Verify Health Insurance
Required For: International students and athletes
Due Date: Monday, August 19, 2019
If you are covered by an HMO, PPO, or similar plan, we encourage you to determine the extent of coverage available in New York.

Step 5: Join KingsConnect
Required For: New students interested in internships or jobs
Due Date: Rolling
To view job and internship postings, go to www.tkc.edu/kingsconnect and join KingsConnect, our community network on LinkedIn.

Step 6: Read the Student Handbook
Required For: New students
Due Date: Rolling
Read the Student Handbook, a useful reference point for students.