



NYCS New Student Checklist

Track your progress on the [Student Portal](#) under “Document Tracking.”

Contact: 212-659-7200[p], admissionoffice@tkc.edu

Admissions

€ Step 1: Submit Immunization Form

Required For: New students

Due Date: July 15, 2021

Print and have your doctor complete the second page of the [Immunization Form](#). Doctors must send documents via fax or by mail to the Admissions Office. Sign the last page and send to Admissions via email, fax, or mail. Contact your Admissions Counselor regarding religious exemptions

Information Technology

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

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

€ Step 1: Change King's Password

Required For: New students

Due Date: Rolling

Go to changemypassword.tkc.edu and click “Edit My Password.” Enter the username (your @tkc.edu email address) and, when prompted for “old password,” use the generic password provided by Admissions then set up your security questions and enter an external email address. Return to changemypassword.tkc.edu and click “Change My Password.” and repeat the initial process to change your 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: August 1, 2021

Admissions will email information on how to submit your student ID photo mid-Summer in order to receive your King's ID at Move-In Day.

Contact: 212-659-7292[p], 877-806-6730[f], housing@tkc.edu

Housing

€ Step 1: Submit Housing Deposit & Application Fee

Required For: New students living on campus

Due Date: Rolling

[Pay the \\$50 Application fee](#). 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 1, 2021

Log onto <http://tkc-residence.symphlicity.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[f], registrar@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, you will need to work with your NYCS counselor to register for classes.

Contact: 212-659-7289[p], 1-631-561-4243[f], itharb@tkc.edu

Student Success

€ 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."

Contact: 212-659-7200[p], 212-659-3613[f], studentservices@tkc.edu

Student Development

€ Step 1: Fill out the Student Information Form

Required For: New students

Due Date: August 15, 2021

Every student is required to complete the Emergency Contact Information through the Student Information Form.

This form will also include your Student ID photo submission:

<https://tkc.tfaforms.net/217770>

€ Step 3: Sign Honor Statement

Required For: New students

Due Date: August 15, 2021

Every student is required to read and sign the Honor System by January 8 here:

<https://thekingscollege.formstack.com/forms/honor-statement>

€ Step 4: Verify Health Insurance

Required For: International students and athletes

Due Date: August 15, 2021

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.