



Track your progress on the Student Portal under "Document Tracking."

Admissions

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

□ Step 1: Submit Enrollment Deposit

Required For: New Students

Due Date: Regular Admission – Monday, August 14, 2017 To pay the Enrollment Deposit, go to tkc.edu/epay.

□ Step 2: Submit Official High School Transcripts

Required For: New Students

Due Date: Friday, July 14, 2017

High schools may send original transcripts to Admissions.

□ Step 3: Submit Immunization Form

Required For: New students

Due Date: Friday, July 14, 2017

Print and have your doctor complete the second page of the Immunization Form. Sign last page and send to Admissions.

□ Step 4: Submit Official College Transcripts

Required For: Transfer students and Dual Enrollment students

Due Date: Friday, July 14, 2017

Colleges may send original transcripts to Admissions.

I-20 and F-1 Visa Application Process

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

□ Step 1: Submit your I-20 Application to your Admissions Counselor

Required For: International Students

Due Date: Monday, July 17, 2017

You will need to include a color copy of your passport, a recent bank statement, proof of income, your King's financial aid award letter, and information from your sponsors. The check-list attached to your I-20 Application will include details about the requirements. You should work closely with your Admissions Counselor through this process.

□ Step 2: Apply for your F-1 Visa

Required For: International Students

Due Date: Friday, July 21, 2017

You will receive a "Next Steps for Your F-1 Visa" from your Admissions Counselor once you are approved for your I-20 from The King's College. You will need to complete:

- Using your I-20, fill out your Form I-901 online and to pay the SEVIS I-901 Fee:

<https://www.fmjfee.com/i901fee/desktop/students/formSelection.htm>. Keep your SEVIS fee receipt for your records and to apply for your F-1 Visa.

- Using the SEVIS I-901 receipt, apply for your F-1 Visa in person at your local U.S. Embassy or online. You need to file the form DS-160 to apply for your F-1 visa.

- If online: <https://ceac.state.gov/GenNIV/Default.aspx>

- If in person: visit a local US Embassy or Consulate. Find the nearest location here: <http://www.usembassy.gov/>

- Pay your DS-160 visa application fee:

<http://travel.state.gov/content/visas/english/study-exchange/student.html>

- Schedule and attend your entrance interview with your US Embassy or Consulate. Do not wait to schedule this appointment. Some embassies have wait lists for interviews, so we recommend you schedule your time immediately after paying your SEVIS fee.

□ Step 3: Book your travel

Required For: International students

Once you are approved for your F-1 visa you should book your travel to New York City. We do not recommend booking your travel before you are officially approved for your

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 "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, July 31, 2017

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: Fill Out Housing Application

Required For: New students living on campus

Due Date: Rolling until July 31, 2017

Log onto 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.

□ Step 2: Fill Out Commuter House Placement Questionnaire

Required For: New students living off campus

Due Date: Rolling until July 31, 2017

If you are not living in student housing, you must complete the following survey to be placed in a House at King's.

tkc.edu/new-commuter-student-house-placement-questionnaire/

Student Financial Services

Contact: 646-237-8902[p], 877-806-6730[ff], financialservices@tkc.edu

□ Step 1: Complete the International Student Financial Aid Documents

Required For: International students seeking financial aid

Due Date: Monday, May 1, 2017

Submit to International Student Counselor

□ Step 2: Respond to Award Letter

Required For: Students

Due Date: Monday, May 1, 2017

Log into the [Student Portal](#) to accept/decline your awards/loans by clicking "My Financial Aid" under "Administrative Services," then "Submit" at the bottom of the page.

□ Step 7: Apply for Alternative Education Loans

Required For: Students using alternative loans

Due Date: Monday, May 22, 2017

If you plan to use an alternative loan to cover the remaining balance, you can compare loans and apply at elmselect.com.

□ Step 8: Pay At Least 50% of Leger (Bill) and/or set up payment plan*

Required For: Students

Due Date: Friday, July 14, 2017

To view your ledger (bill), log onto the [Student Portal](#) and click "My Ledger" under "Administrative Services." You may make a payment or set up a payment plan at tkc.afford.com. For a full list of payment options click [here](#).

***International students may not put more than 50% of remaining bill on a payment plan.**

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

Registrar

□ 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.

□ Step 3: Take Writing Assessment Test

Required For: Students transferring ENG 110

Due Date: Rolling

If you have a transfer credit for ENG 110 - College Writing I, you are required to take a writing assessment through the [Student Portal](#) prior to arriving on campus. The Registrar's Office will contact you when it is time to take this test.

Student Success

Contact: 212-659-7289[p], 1-631-561-4245[ff], jtharp@tkc.edu

□ Step 1: Fill Out Disability Identification Form and Submit Verification

Required For: Eligible new students

Due Date: Ongoing

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], studentservices@tkc.edu

☐ Step 1: Register for New Student Orientation (NSO)

Required For: New students bringing guests to NSO

Due Date: Register by Friday, August 11, 2017

Your parents and family members are welcome to attend specific NSO events if they register here: kingsnsosofall2017.eventbrite.com.

☐ Step 2: Fill Out Parent & Emergency Contact Information

Required For: New students

Due Date: Monday, August 14, 2017

Every student is required to complete the Emergency Contact Information form by Monday, August 14 here:

thekingscollege.formstack.com/forms/emergencycontact.

☐ Step 3: Sign Honor Statement

Required For: New students

Due Date: Monday, August 14, 2017

Every student is required to read and sign the Honor System by Monday, August 14 here:

thekingscollege.formstack.com/forms/honor_statement.

☐ Step 4: Verify Health Insurance

Required For: International students

Due Date: Monday, August 14, 2017

Please contact admissions counselor for insurance recommendations.

☐ 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.