



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

## Admissions

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

### Step 1: Submit Enrollment Deposit

*Required For:* New Students

*Due Date:* Regular Admission – Refundable through November 15, 2017

To pay the \$250 Enrollment Deposit, go to [tkc.edu/epay](http://tkc.edu/epay).

### Step 2: Submit Official High School Transcripts

*Required For:* New Students

*Due Date:* Tuesday, January 2, 2018

High schools may send original transcripts to Admissions.

### Step 3: Submit Immunization Form

*Required For:* New students

*Due Date:* Tuesday, January 2, 2018

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:* Tuesday, January 2, 2018

Colleges may send original transcripts to Admissions.

## Information Technology

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

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

### Step 1: Change King's Password

*Required For:* New students

*Due Date:* Rolling

Go to [changemypassword.tkc.edu](http://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](http://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](http://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:* Tuesday, January 2, 2018

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[f], [housing@tkc.edu](mailto:housing@tkc.edu)

### Step 1: Submit Housing Deposit & Application Fee

*Required For:* New students living on campus

*Due Date:* Rolling until December 31, 2017

To pay the \$50 Application Fee and \$200 Housing Deposit, go to [tkc.edu/epay](http://tkc.edu/epay). 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 December 31, 2017

Log onto [tkc-residence.symphlicity.com](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.

## Student Financial Services

Contact: 646-237-8902[p], 877-806-6730[f], [financialservices@tkc.edu](mailto:financialservices@tkc.edu)

### Step 1: Complete the Free Application for Federal Student Aid (FAFSA)

*Required For:* Students seeking financial aid

*Due Date:* Wednesday, November 1, 2017

Go to [fafsa.ed.gov](http://fafsa.ed.gov) to complete the FAFSA.

### Step 2: Respond to Award Letter

*Required For:* Students

*Due Date:* Wednesday, November 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 3: Complete Financial Aid Verification Process

*Required For:* Eligible students

*Due Date:* Wednesday, November 15, 2017

If you are selected to participate in the verification process, you will receive notification from the Student Financial Services Team. To track your progress, visit "Document Tracking" on the [Student Portal](#).

### Step 4: Complete Entrance Loan Counseling

*Required For:* Students using the Stafford Loan

*Due Date:* Friday, December 1, 2017

Go to [studentloans.gov](http://studentloans.gov) to complete Entrance Counseling.

### Step 5: Complete Master Promissory Note (MPN)

*Required For:* Students using the Stafford Loan

*Due Date:* Friday, December 1, 2017

Go to [studentloans.gov](http://studentloans.gov) to e-sign a MPN.

### Step 6: Fill Out Direct PLUS Loan Application

*Required For:* Students using the Director PLUS Loan for parents

*Due Date:* Friday, December 1, 2017

After accepting the Direct PLUS Loan on the [Student Portal](#), your parent or legal guardian must complete an application and e-sign their Master Promissory Note at [studentloans.gov](http://studentloans.gov).

#### ☐ Step 7: Apply for Alternative Education Loans

*Required For:* Students using alternative loans

*Due Date:* Friday, December 1, 2017

If you plan to use an alternative loan to cover the remaining balance, you can compare loans and apply at [elmselect.com](http://elmselect.com).

#### ☐ Step 8: Pay Ledger (Bill) or Set Up Payment Plan

*Required For:* Students

*Due Date:* Friday, December 15, 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](http://tkc.afford.com). For a full list of payment options click [here](#).

## Registrar

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

#### ☐ 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[f], [itharp@tkc.edu](mailto:itharp@tkc.edu)

#### ☐ Step 1: Fill Out Disability Identification Form

*Required For:* Eligible new students

*Due Date:* Tuesday, January 3, 2017

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[f], [studentservices@tkc.edu](mailto:studentservices@tkc.edu)

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

*Required For:* New students bringing guests to NSO

*Due Date:* Tuesday, January 2, 2018

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

[kingsspringnso2018.eventbrite.com](http://kingsspringnso2018.eventbrite.com).

#### ☐ Step 2: Fill Out Parent & Emergency Contact Information

*Required For:* New students

*Due Date:* Tuesday, January 2, 2018

Every student is required to complete the Emergency Contact Information form by January 3 here:

[thekingscollege.formstack.com/forms/emergencycontact](http://thekingscollege.formstack.com/forms/emergencycontact).

#### ☐ Step 3: Sign Honor Statement

*Required For:* New students

*Due Date:* Tuesday, January 2, 2018

Every student is required to read and sign the Honor System by January 3 here:

[thekingscollege.formstack.com/forms/honor\\_statement](http://thekingscollege.formstack.com/forms/honor_statement).

#### ☐ Step 4: Verify Health Insurance

*Required For:* International students and athletes

*Due Date:* Tuesday, January 2, 2018

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](http://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.