



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.

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, 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[f], 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.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.

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[f], financialservices@tkc.edu

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

Required For: Students seeking financial aid

Due Date: Monday, May 1, 2017

Go to fafsa.ed.gov to complete the FAFSA.

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 3: Complete Financial Aid Verification Process

Required For: Eligible students

Due Date: Monday, May 22, 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: Monday, May 22, 2017

Go to studentloans.gov to complete Entrance Counseling.

Step 5: Complete Master Promissory Note (MPN)

Required For: Students using the Stafford Loan

Due Date: Monday, May 22, 2017

Go to 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: Monday, May 22, 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.

☐ 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 Ledger (Bill) 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](#).

Registrar

Contact: 212-659-7216[p], 212-659-7210[f], 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 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], 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[f], 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: kingsnsosfall2017.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 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 here: thekingscollege.formstack.com/forms/honor_statement.

☐ Step 4: Verify Health Insurance

Required For: International students and athletes

Due Date: Monday, August 14, 2017

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.