**Admissions**

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

☐ **Step 1:** Submit Enrollment Deposit  
**Required For:** All New Students  
**Due Date:** Early Action – Tuesday, December 15, 2015 | Regular Admission – Sunday, May 1, 2016  
To pay the $250 Enrollment Deposit or $500 for Early Action, go to tkc.edu/epay. Mailed checks also accepted, Attn: Admissions.

☐ **Step 2:** Submit Official High School Transcripts  
**Required For:** All New Students  
**Due Date:** Friday, July 1, 2016  
High schools may send original transcripts to Admissions. The King’s College accepts mailed and secure Parchment files of transcripts.

☐ **Step 3:** Submit Immunization Form  
**Required For:** All New Students  
**Due Date:** Friday, July 1, 2016  
Print and have your doctor complete the second page of the Immunization Form (found here: http://www.tkc.edu/wp-content/uploads/immunizations.pdf). Sign last page and send to Admissions. NY State Law requires this step.

☐ **Step 4:** Submit Official College Transcripts  
**Required For:** Transfer students and Dual Enrollment students  
**Due Date:** Friday, July 1, 2016  
Colleges may send original transcripts to Admissions. The King’s College accepts mailed and secure Parchment files of transcripts.

**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 at the end 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.

**Housing**

**Contact:** 646-237-8916[p], 877-806-6730[ff], housing@tkc.edu

☐ **Step 1:** Submit Housing Deposit & Application Fee  
**Required For:** New students living on campus  
**Due Date:** Monday, August 1, 2016  
To pay the $50 Application Fee and $200 Housing Deposit, go to tkc.edu/epay. Mailed checks also accepted, Attn: Housing. (The application fee is non-refundable, but the housing deposit is refundable until June 1 for the 2016-2017 school year.)

☐ **Step 2:** Fill Out Housing Application  
**Required For:** New students living on campus  
**Due Date:** Rolling until Monday, August 1, 2016  
Log onto tkcresidence.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[ff], financialservices@tkc.edu

☐ **Step 1:** Complete the Free Application for Federal Student Aid (FAFSA)  
**Required For:** New students seeking financial aid  
**Due Date:** Tuesday, March 15, 2016  
Go to fafsa.ed.gov to complete the FAFSA.

☐ **Step 2:** Respond to Award Letter  
**Required For:** New students  
**Due Date:** Monday, May 16, 2016  
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 new students  
**Due Date:** Wednesday, June 1, 2016  
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:** New students using the Stafford Loan  
**Due Date:** Friday, June 1, 2016  
To secure a Stafford Loan, you must complete Entrance Counseling at studentloans.gov.

☐ **Step 5:** Complete Master Promissory Note (MPN)  
**Required For:** New students using the Stafford Loan  
**Due Date:** Friday, June 1, 2016  
To secure a Stafford Loan, you must e-sign a MPN at studentloans.gov.
Circle 6: Fill Out Direct PLUS Loan Application
Required For: New students using the Director PLUS Loan for parents
Due Date: Friday, July 1, 2016
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.

Circle 7: Apply for Alternative Education Loans
Required For: New students using alternative loans
Due Date: Friday, July 1, 2016
If you plan to use an alternative loan to cover the remaining balance, you can compare loans and apply at elmselect.com.

Circle 8: Pay Ledger (Bill) or Set Up Payment Plan
Required For: New students
Due Date: Friday, July 15, 2016
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

Circle 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.

Circle 2: Register for Courses
Required For: New students
Due Date: Wednesday, June 1, 2016
When your Admissions file is complete, the Registrar will send information for registration. Most first-time freshmen register May 2 through June 1. Students who do not register by June 1, will be automatically registered. For instructions, log onto the Student Portal, click "Information for New Students/New Student Registration."

Circle 3: Take Writing Assessment Test
Required For: New students
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, between July 27 and August 20. The Registrar’s Office will contact you when it is time to take this test.

Circle 4: Take Math Placement Test
Required For: New students seeking a degree in Finance
Due Date: Rolling
If you are interested in majoring in Finance, you are required to take a math placement exam through the Student Portal prior to arriving on campus, between July 27 and August 20. The Registrar’s Office will contact you when it is time to take this test.

Student Success
Contact: 212-659-7289(p), 1-631-361-4245(f), jtharp@tkc.edu

Circle 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(f), studentservices@tkc.edu

Circle 1: Register Parents for New Student Orientation (NSO)
Required For: New students bringing family members to NSO
Due Date: Monday, August 15, 2016
Your parents and family members are welcome to attend specific NSO events, if they register here: kingsns2016.eventbrite.com.

Circle 2: Fill Out Parent & Emergency Contact Information
Required For: New students
Due Date: Monday, August 15, 2016
Log onto the Student Portal and click "Campus Life,” then "Emergency Contact Info” to fill out your information prior to arriving on campus. In the event of an emergency, our automated system will use this information to contact you and your parents. Failure to complete this form will result in a hold on your account.

Circle 3: Sign Honor Statement
Required For: New students
Due Date: Monday, August 15, 2016
To sign the Honor Statement, log onto the Student Portal and click "Campus Life," then "Honor Statement." Please read, sign, and return this document to Student Services.

Circle 4: Verify Health Insurance
Required For: New students
Due Date: Rolling
Proof of health insurance is required for international students and student athletes. If you are covered by an HMO, PPO, or similar plan, we encourage you to determine the extent of coverage available, specifically in New York State.

Circle 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.

Circle 6: Read the Student Handbook
Required For: New students
Due Date: Rolling
Read the Student Handbook (found here: https://www.tkc.edu/wp-content/uploads/StudentHandbook.pdf). This is a useful reference point for daily life at The King’s College.