



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 Immunization Form

Required For: New students

Due Date: Wednesday, January 2, 2019

Print and have your doctor complete the second page of the [Immunization Form](#). Sign last page and send to Admissions. If you have already completed this form at your current university, your school officials may be willing to send a copy of your records directly to us. Check with your appropriate school office.

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: Wednesday, January 2, 2019

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: Submit Housing Deposit & Application Fee

Required For: New students living on campus

Due Date: Rolling until December 31, 2018

To pay the \$50 Application. 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, 2018

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.

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 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.

Student Success

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

□ Step 1: Fill Out Disability Identification Form

Required For: Eligible new students

Due Date: Wednesday, January 2, 2019

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 guests for New Student Orientation (NSO)

Required For: New students bringing guests to NSO

Due Date: Wednesday, January 2, 2019

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

<https://2019springnso.eventbrite.com/>

☐ Step 2: Fill Out Parent & Emergency Contact Information

Required For: New students

Due Date: Wednesday, January 2, 2019

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

the kingscollege.formstack.com/forms/emergencycontact.

☐ Step 3: Sign Honor Statement

Required For: New students

Due Date: Wednesday, January 2, 2019

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

the kingscollege.formstack.com/forms/honor_statement.

☐ Step 4: Verify Health Insurance

Required For: International students and athletes

Due Date: Wednesday, January 2, 2019

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.