



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 – Refundable through Thursday, November 15, 2018

To pay the \$250 Enrollment Deposit, go to tkc.edu/epay.

Step 2: Submit Official High School Transcripts

Required For: New Students

Due Date: Wednesday, January 2, 2019

High schools may send original transcripts to Admissions.

Step 3: Submit Official College Transcripts

Required For: Students transferring credit for another institution

Due Date: Wednesday, January 2, 2019

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. Guide to [Campus Technology](#).

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. Learning management system [Schoology](#).

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](#).

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. Email courses to onlineadmissions@tkc.edu

Student Success

Contact: 212-659-7289[p], 1-631-561-4245[f], jtharp@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: Sign Honor Statement

Required For: New students

Due Date: Wednesday, January 2, 2019

Every student is required to read and sign the Honor System here: thekingscollege.formstack.com/forms/honor_statement.

Step 3: Read the Student Handbook

Required For: New students

Due Date: Rolling

Read the [Student Handbook](#), a useful reference point for students.