



PRIVATE COLLEGE ENROLLMENT CHECKLIST

Did you apply to any private colleges? Here are some steps for:
(1) checking on your admissions status, (2) confirming your "seat", and
(3) enrolling at your selected institution.

- ☐ **Review Each College's Admissions Notification Policy:** Some private colleges may have their own student application portal which you gained access to when you originally applied. If so, log into your respective student portals regularly to view any changes in your application status including information on missing items and your final admissions decisions. Some colleges choose to notify their candidates of any application updates and admissions decisions via the email address listed within the original application so check your email regularly!
- ☐ **Review Financial Aid Award Letters For Your Admitted Colleges:** Remember, making your college choice also includes understanding the financial commitment associated with attending. Review each colleges' financial aid award letter to make a decision that is manageable for you and your family. **Need an easy way to compare financial aid packages?** Click [here](#) for a comparison tool through our partners at uAspire. Here are some other things to keep in mind:
 - You might be selected for financial verification and will be notified by the college. You should submit your verification documents as soon as you can using the secure document upload feature offered by each college. Your financial aid award is estimated until this review is completed.
 - Once you have decided on a college and if it is a college located in New York State, log into your HESC account and update your TAP Code for your selected college.
 - You will need to accept your financial aid package for your selected college once all details are updated.
- ☐ **Accept Your Admissions "Seat" and Waive or Submit Commitment Deposit:** Most colleges will ask you to log into their student portal to accept your admissions and pay/waive your commitment deposit. When in doubt, always reference your acceptance notice for details on securing your seat.
- ☐ **If you applied and were accepted to a HEOP program:** Follow up with any HEOP to-do list items. This could include:
 - Signing and submitting HEOP documents to accept your seat within the program
 - Submitting contracts or acknowledgments of your HEOP Summer Program requirement
 - Meeting with your HEOP advisor
 - Noting your HEOP Summer Program start date and attending
- ☐ **Wrap Up!** If your college requires it, complete your **placement test** as soon as possible so you can move forward with **orientation, registration, advisement, and, if applicable, housing** once those steps are made available to you. Monitor your email for up-to-date notifications on these and other items that are required for enrollment. Note, one of these additional items will be submitting **immunization forms and proof of insurance** so check your emails and student portal regularly!

