SUNY ENROLLMENT CHECKLIST

Applied to SUNY? Here are some steps for: (1) checking on your admissions status, (2) confirming your "seat", and (3) enrolling at a SUNY institution.

☐ **Check on Your Application Status:** You may check online for the status of a submitted application by returning to the applySUNY portal. The status of your application will be shown in the "Application Details" section of the portal. **Pro TIp:** Nervous that you may have missed a field in your application? If you have completed all of the required fields, you would have been directed to make arrangements for payment of your application fee. You will know your application has been submitted for processing if you reached the "Next Steps" page within the application.

☐ **Review Admission Decisions:** Admissions decisions can be shared via mail, email, and/or individual colleges' student portals. After applying to SUNY colleges, you will begin to receive emails from each college to begin claiming your student portal. Keep in mind, each SUNY will contact you using the email address that you indicated on your SUNY application.

☐ **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 SUNY college, 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:** Review your admissions notice to locate the steps for accepting your admissions to the SUNY college. Keep in mind, some colleges might have an "Accept Admissions" form in addition to a mandatory commitment deposit. Deposits can usually be submitted by check or via an online portal. For options for waiving a deposit, contact your college's respective Admissions Office.

☐ **If you applied and were accepted to a EOP program:** Follow up with any EOP to-do list items. This could include:
- Signing & submitting EOP documents for accepting your seat within the program
- Submitting contracts or acknowledgments of your EOP Summer Program requirement
- Meeting with your EOP advisor
- Noting your EOP 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!