New Undergraduate Student Checklist

Welcome to GW! Making sure you are ready for school is not just about signing up for classes -- you need to stay in good administrative and financial standing throughout the year. Keep track of what you have to do every semester with our checklist.

**Summer Activity Checklist:**

- Register for New Student Orientation, which occurs before classes start in August. Find the registration link in your GW applicant portal.
- If you want to grant your parent(s) access to your financial, GWorld, and educational records, be sure to submit your FERPA Student Consent Form.
- Submit all of your required documentation and forms to the Office of Student Financial Assistance to receive your confirmed financial aid award.
  - Please note that you only need to submit the documentation and forms listed as requirements in your Financial Aid Menu in GWeb.
- Check the status of your required financial aid award documentation in GWeb to make sure that all of your requirements are satisfied.
- Register for your Fall courses. Students will have a virtual meeting with an academic advisor over the summer to plan for fall courses.
- Accept your financial aid award in GWeb.
- Arrange for your bill to be paid in full by the first day of the Fall semester, or sign up for the Monthly Payment Plan.
- Enter your bank account information into Student Account eBill to make electronic payments and receive credit refunds.
- Set up your parent(s) as an authorized user(s) in Student Account eBill so they can view your student account activity and make payments to your account.
- Learn about your GWorld card and meal plan.
- Explore the option of purchasing tuition insurance to protect your tuition investment.
- Review the withdrawal and refund policy.
- Make sure your current address is in GWeb.

**Fall Activity Checklist:**

- If you have an organization paying your bill (such as an embassy or employer), submit your sponsor authorization to Third-Party Billing by mid-September.
- Sign into MyGW or GWeb in mid-October to see if you have any financial, academic or immunization holds on your account that might prevent you from registering for your Spring courses.
- Register for your Spring courses in early November.
Arrange for your bill to be paid in full by the first day of the Spring semester, or sign up for the Monthly Payment Plan.

The first semester can be an exciting but challenging time. If you know someone who needs a little bit more support, the CARE Network can help connect him or her to the right resources.

Be sure to check for financial and registration holds prior to your designated time to register.

If you are already covered by a medical insurance policy, you may be eligible or consider waiving the Student Health Insurance Plan (SHIP). The deadlines for waiving SHIP are August 1 through September 12 for the Fall Semester.

Spring Activity Checklist:

Submit your Free Application for Federal Student Aid (FAFSA) for the upcoming school year.

Check your Financial Aid menu in GWeb if you have any requirements to complete for next year's financial aid application, which is due by April 30.

Review the Continuing Undergraduate checklist for more details about the upcoming year.

Be sure to check for financial and registration holds prior to your designated time to register.

If you are already covered by a medical insurance policy, you may be eligible or consider waiving the Student Health Insurance Plan (SHIP). The deadlines for waiving SHIP are December 1 through February 1 for Spring Semester.

Do you still have questions? Do not understand the process? Cannot find what you are looking for? We are happy to help, just let us know! You can also call at 202-994-9000.

This checklist is not all encompassing, please check with your department for additional requirements.