

## 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.*