

Continuing Undergraduate Student Checklist

If you are a continuing undergraduate student, it is important to stay on top of your financial and business needs each year. Our checklist for each semester will help you to maintain good financial and administrative standing while at GW.

Summer Activity Checklist:

- [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](#).
- 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](#).
- Review the [withdrawal and refund policy](#) before the start of the Fall Semester.
- If you are a junior or senior, request a [parking permit](#).
- Explore the option of [purchasing tuition insurance](#) to protect your tuition investment.
- Update your current address 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.
- If you plan to [study abroad](#) in the spring, be sure to meet with a Study Abroad advisor regarding programs and costs of studying abroad.
- If you plan to live [off-campus](#) in your senior year or reduce your number of credit hours for your final semester as a senior, be sure to submit the [Undergraduate Change Form](#) to the [Office of Student Financial Assistance](#).
- Be sure to check for financial and registration [holds](#) prior to your designated time to register.
- If you are graduating in the Fall, submit your [Application for Graduation](#) online by November 15th. Please note the deadlines for making name and address changes.
- Submit your [Free Application for Federal Student Aid](#) (FAFSA) and be sure to utilize the [IRS Data Retrieval Tool](#).
- 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:

- Make sure [Free Application for Federal Student Aid](#) (FAFSA) has been submitted.
- Check for financial and registration [holds](#) prior to your designated time to register.

- [Register](#) for your Fall courses in April.
- [Check the status](#) of your required financial aid award documentation in [GWeb](#) to make sure that all of your requirements are satisfied.
- Submit all of your required [financial aid documentation and forms](#) to the [Office of the Student Financial Assistance](#) by the [priority deadline](#) of March 1.
- If you are graduating in the Spring or "walking" in the graduation ceremony, submit your [Application for Graduation](#) online by March 15th. Please note the deadlines for making name and address changes.
- 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.