

2017-2018 Pre-matriculation Checklist

MSUCOM Office of Admissions

DEADLINE

Steps required to secure your offer:

U.S. candidates who have received an offer of admission:

- *Log in to your MSUCOM secondary application.
- *Follow the prompts in the ACCEPT OFFER TAB to secure your offer.
- *Offers expire at 5:00 pm EST on the deadline date provided.
- *Regularly review the Class of 2022 link provided with your offer for updates and events.
- *Send official paper transcripts from all schools attended to:
- *MSUCOM Office of Admissions, 965 Fee, A136, East Lansing, MI 48824

Varies/as soon as possible

June 5, 2018

Canadian and International Candidates who have received and offer:

- *Follow the Canadian/International-specific directions in your offer letter and in the Accept Offer tab in the MSUCOM secondary application.
- *To initiate your student visa application, provide your Financial Proof/ Bank statement (if self-supporting) to Tonya McFadden at mcfadde9@msu.edu. If sponsored, provide a copy of the Affidavit of Support with sponsor's name, dollar amount and date.
- *For questions, please contact the MSUCOM Office of Admissions
Phone: (517) 353-7740
Email: com.admissions@hc.msu.edu

Varies

After you have completed the steps to secure your offer, you will begin working with the following:

MSUCOM Office of Scheduling and Student Activities

- *Follow Class of 2022 link for information about processing your orientation orders.
- * To process your orientation orders go to <http://bit.ly/2hT0cRI> then scroll down to Merchandise Store.
- *For questions, please contact (517) 355-4608, or Beth Courey at Beth.Courey@hc.msu.edu or Jennifer Miller at JenniferMiller@hc.msu.edu

February 28, 2018

MSU Human Resources

- *Review student insurance coverage. If eligible to waive coverage,
- *Please contact (800) 353-4434 or visit SolutionsCenter@hr.msu.edu

June 1, 2018

MSU Medical Financial Aid Office

- *Review MSUCOM Scholarship opportunities and financial aid at www.com.msu.edu/Students/Financial_Aid/Financial_Aid.htm
- *Extensive budget, financial aid information and process to apply for aid is also available at: <https://finaid.msu.edu/med/default.asp>.
- * For further assistance schedule a financial aid advising appointment with the

Varies/As soon as possible

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Medical Financial Aid (continued)

Medical Student Financial Advising Office.

Phone: (517) 353-5940

web site: <https://finaid.msu.edu/med/medcontact.asp>

DEADLINE

MSU Student Accounts

*MSU graduates-if you have holds on your MSU student account clear those as soon as possible. A hold will prevent your enrollment.

Immediately

*For questions about account holds, please contact:

Student Accounts 517-355-5050, web site: <http://ctrl.msu.edu/COSudentAccounts/>

MSUCOM Office of the Registrar

Phone: 517-353-7740 Email: Osteomedreg@hc.msu.edu

*MSUCOM Office of the Registrar will enroll you in courses and you will receive and enrollment email.

Mid-March

*Locate **PID/PAN** from the enrollment instructions found in the Admit Offer tab, located at admissions.com.msu.edu.

Mid-March

*Read the **welcome letter** associated with the PID/PAN link to process the following: (Former MSU graduates should also follow these steps.)

Mid-March

1. Complete the **3 release forms** on the PID/PAN tab and upload the forms

2. Using your PID/PAN numbers, set up your **MSU NET ID & email address** at <https://tech.msu.edu/students/>

3. After you acquire your MSU NET ID, **log into STUINFO** to view your fees/ bill at stuinfo.msu.edu.

As soon as available

4. Confirm your attendance (**every semester!**) & accept financial aid (if receiving) or pay tuition bill by due date.

By bill due date

*View directions to complete **fingerprinting and background checks** at

<https://com.msu.edu/Students/Registrar/Compliances.htm>

Immediately

1. First, register both items at Castlebranch at:

<https://portal.castlebranch.com/MI37> (use ID number 81237M)

Immediately

2. Background check is done online, Fingerprinting can be completed at any IdentoGo location within the U.S. For questions, please contact Castlebranch at 888-723-4263 x7196 or 888-850-4314

June 1, 2018

*Review Immunization requirements (often differ from PCP requirements, especially Hepatitis B and TB) at:

<http://com.msu.edu/Students/Registrar/Immunizations.htm>

As soon as enrolled

*Submit immunizations directly to University Physician (UPHYS) at

fax: 517-355-0332 or email uphys@msu.edu

As soon as enrolled

*Follow up with UPHYS to confirm documentation received.

Day after submission

Contact: 517-353-8933, fax 517-355-0332; uphys2msu.edu

Profile link: <http://hcpimmunize.msu.edu/>