2017-2018 Pre-matriculation Checklist

MSUCOM Office of Admissions

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

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

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 the Prematriculation and Orientation link for information about processing your February 28, 2018 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

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

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
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Medical Financial Aid (continued)

Medical Student Financial Advising Office.
Advising Team: Angelene Patton and Teresa Halliburth
Phone: (517) 353-5940
web site: https://finaid.msu.edu/med/medcontact.asp

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://ctlr.msu.edu/COSudentAccounts/

MSUCOM Office of the Registrar

*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.  
  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)
  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/
  For questions, please contact Tess Zdenahlik at Teresa.Zdenahlik@hc.msu.edu