

## 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. Varies/as soon as possible
- \*Offers expire at 5:00 pm EST on the deadline date provided.
- \*Regularly review the Prematriculation and Orientation link provided with your offer for updates and events.
- \*Send official paper transcripts from all schools attended to: June 5, 2018
- \*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. Varies
- \*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](mailto: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 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](mailto:Beth.Courey@hc.msu.edu) or Jennifer Miller at [JenniferMiller@hc.msu.edu](mailto: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](mailto: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](http://www.com.msu.edu/Students/Financial_Aid/Financial_Aid.htm) Varies/As soon as possible
- \*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

## 2017-2018 Pre-matriculation Checklist

### 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](mailto: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](http://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](http://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](mailto: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](mailto:uphys2msu.edu)

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