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: June 5, 2018
*MSUCOM Office of Admissions, 965 Fee, A136, East Lansing, MI 48824

Canadian and International Candidates who have received an 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 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

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
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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

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

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

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