

UIS Admitted Student Checklist

Congratulations on your admission to UIS! It is our goal to make your transition to UIS as easy as possible. Please use this checklist to guide you in your enrollment process. To ensure that everything goes as smooth as possible, please return all forms by their required deadlines. If you have any questions, give us a call any time.

In addition to this checklist, your Admissions Welcome Packet should contain:

- Welcome Letter
- Housing Application
- Certificate
- Admission Acceptance Form
- Business Reply Envelope

Admission

Return to the Admissions Office (using enclosed business reply envelope):

- ☐ Enclose your \$175 Enrollment Deposit and Orientation Fee or waiver request (The Enrollment Deposit is refundable until December 15 for Spring, May 1 for Summer and Fall, requests must be made in writing and postmarked by the above date)
- ☐ Completed Admission Acceptance Form

Housing

Housing assignments are made on a first-come, first-serve basis. Freshmen are required to live on campus in one of UIS' residence halls. Visit uis.edu/housing for more information about housing options, rates, and virtual tours.

Return to the Housing Office:

- ☐ Completed and Signed Application for Student Housing
- ☐ Non-Refundable Housing Deposit (separate from the Enrollment Deposit)

Financial Assistance

We strongly encourage everyone to complete and submit a Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st. The FAFSA is available at fafsa.ed.gov and is completed and submitted online. UIS' FAFSA code is 009333. To sign your FAFSA form online, students (and parents, if applicable) will need to sign up for a PIN at pin.ed.gov.

UIS awards merit scholarships automatically upon admission and will apply those to your account once you have started school. If you qualified for a merit award, the information is contained in your Admission Letter. Visit uis.edu/financialaid to apply for other scholarships.

Disability Services

If you anticipate needing accommodations for a disability, you must request accommodations through the Office of Disability Services at least 6 weeks before the start of classes. Visit uis.edu/disabilityservices for more information and procedures.

Orientation

Students who have submitted their Admission Acceptance Form and Enrollment Deposit will receive information regarding mandatory summer orientation at UIS. Visit uis.edu/studentaffairs/orientation for more information.

Immunizations

All students enrolled on-campus must provide proof of immunization prior to attendance. Have your physician or former educational institution send your records to UIS. Immunization forms can be found at uis.edu/healthservices/immunizations.



UNIVERSITY OF
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UIS Admission Acceptance Form

Congratulations on your admission to the University of Illinois at Springfield for Fall 2012. You must formally accept the offer of admission by completing this Admission Acceptance Form and submitting a **\$175 enrollment deposit*, by May 1, 2012 (postmark date)**. Deposits will be accepted in the order received until the class is filled. A separate application process is required to reserve your housing space; a housing application is enclosed for your convenience. Please submit your housing application with housing deposit directly to UIS Housing.

If you do not accept the offer of admission and submit the \$175 enrollment deposit by May 1, 2012 (postmark date), the offer of admission may be withdrawn. You may request a refund of the deposit in writing by May 1; the deposit is non-refundable after May 1 in all cases. If you are unable to pay the deposit, your high school guidance counselor may submit a written request for a waiver on your behalf to the Director of Admissions.

If you prefer to pay the enrollment deposit by credit card, please see our credit card form at <http://www.uis.edu/admissions/documents/UISEnrollmentDepositPaymentInformation.pdf>.

Please print the following:

Student Name

Last

First

Middle

Date of Birth

Month

Day

Year

UIN

Please check one:

_____ **Yes, I accept the offer of admission to the University of Illinois at Springfield for Fall 2012. My \$175 enrollment deposit or waiver request is enclosed. My tshirt size is _____.**

_____ **Yes, I accept the offer of admission to the Honors Program at the University of Illinois at Springfield for Fall 2012. My \$175 enrollment deposit or waiver request is enclosed. My tshirt size is _____.**

_____ **No, I do not wish to accept the offer of admission to the University of Illinois at Springfield; please cancel my admission. I plan to enroll at _____.**
Name of college or university

Student signature _____ Date _____

Please return this form and your deposit by May 1, 2012 (postmark date) to:

Office of Admissions
University of Illinois at Springfield
University Hall
One University Plaza, MS UHB 1080
Springfield, IL 62703-5407

* \$100 will be credited to your account and will be applied toward tuition, the remaining \$75 will cover the cost of orientation.



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