WILLIAM PATERSON UNIVERSITY

FRESHMEN ADMITTED STUDENT CHECKLIST

Your Next…10 Steps

1. **Confirm Enrollment** :
    a. **Mail-In Option:** Complete your William Paterson University Enrollment Confirmation Form and mail with your <u>$125 non-refundable</u> Enrollment Deposit (Personal Check or Money Order Only) to:

        William Paterson University
        Office of Undergraduate Admissions/Admissions Hall
        300 Pompton Road
        Wayne, NJ 07470

    b. **On-Line Payment & Mail-In Option**: You can choose to pay your $125 Enrollment Deposit online by E-check or Credit Card (on or before the date specified in acceptance letter). When choosing this option, you must mail your Enrollment Confirmation Form separately to the admissions address listed directly above.

        E-check or Credit Card Payments: www.wpunj.edu/ebill
        ✓ Enter Student ID (your 9-digit 855# listed on acceptance letter)
        ✓ Enter Password (6 digit date of birth)
        ✓ Click on Deposit Tab at Top of Page
        ✓ Select the Term
        ✓ Select Enrollment Deposit

2. **Confirm Housing**:
    a. **Mail-In Option**: Complete your William Paterson University Housing Contract and mail with your non-refundable <u>$150 non-refundable</u> Housing Deposit to:

        William Paterson University
        Office of Residence Life
        300 Pompton Road
        Wayne, NJ 07470

    b. **On-Line Payment and Mail-In Option:** You can choose to pay your $150 Housing Deposit online - by E-check ONLY. When using this option, you must mail your Housing Contract separately to the residence life address listed directly above.

        E-check Payments: www.wpunj.edu/bill
        ✓ Enter Student ID (your 9-digit 855# listed on acceptance letter)
        ✓ Enter Password (6 digit date of birth)
        ✓ Click on Deposit Tab at Top of Page
        ✓ Select the Term
        ✓ Select Housing Deposit

c. **Housing Contract Instructions**:
   Complete Online Residence Life Housing Contract Request at
   http://www.wpunj.edu/housing

   Complete the contract (Type in info, Save and Print or Print and fill out form by hand)
   a. Signature required – NO Electronic Submission of this contract is available.
   b. All students must mail Housing Contract to Office of Residence Life to address on Housing Contract.

   c. **GUARANTEED HOUSING DEADLINE:** Deposit and contract MUST be received by **June 1st** for Fall and **December 1st** for Spring admission.

3. **Placement Testing**: Once you deposit, you will receive a test date in the mail. Questions or concerns relating to testing should be directed to the Office of Testing at 973-720-3095.

4. **File for Financial Aid**: Deadlines: (April 1st for Fall Semester, December 1st for Spring Semester)
   a. Submit the **F**ree **A**pplication for **F**ederal **S**tudent **A**id (FAFSA) at www.fafsa.ed.gov
   b. Get a **P**ersonal **I**dentification **N**umber (PIN) at www.pin.ed.gov to sign your FAFSA electronically. At least one parent must obtain a PIN if student is dependent. The FAFSA federal code for William Paterson is 002625.
   c. Contact 1-800-433-3243 if you need assistance completing the FAFSA.

   d. Estimated award letters are available once a FAFSA has been received by the Financial Aid Office; estimated award letter requests must be sent to the Office of Financial Aid at finaid@wpunj.edu (include student's name, SS# and Student Campus Identification Number (855*).

5. **Orientation!** You will receive your assigned date after your deposit is received *and* placement tests are finished.
   - The program runs once in June, July and August for Fall Admission.
     - The program runs in January for Spring Admission.
       - ✓ Freshmen class schedules are distributed at orientation.
       - ✓ Questions? Email us @ wpu-orientation@wpunj.edu

6. **Health Form**: Doctor must complete. Student submits to Health and Wellness Center
   http://www.wpunj.edu/healthform
   Deadlines: August 1 for Fall Semester
   January 2 for Spring Semester

OVER…………………..You're Almost Here!

7. **TIP Payment Plan**:
   - Once you are registered for classes, you will be able to enroll directly on-line at http://www.wpunj.edu/ebill
     - ✓ Enter Student ID (855#)
     - ✓ Enter Student PIN and select "Enroll in a Payment Plan".
     - ✓ HELP desk: 973-720-HELP.

8. **Tuition Payments**:
   - View your student account charges or pay your bill on-line at http://www.wpunj.edu/ebill.
     - ✓ Enter Student ID (855#)
     - ✓ Enter Student PIN.
     - ✓ HELP desk: 973-720-HELP

9. **Books**:
   - Bring your class schedule to the University Bookstore.
   - Bookstore: 973-720-3228

10. **Meal Plan:** http://www.wpunj.edu/mealplan