



# UNDERGRADUATE FRESHMEN CHECKLIST

From Applying to Enrolling, these are all the steps you'll need to complete. Always call the Admission Office at 608-796-3010 when you have questions, or email us at [admission@viterbo.edu](mailto:admission@viterbo.edu).

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## **Apply**

- Fill out a paper or online application (visit [www.viterbo.edu](http://www.viterbo.edu))
- Contact your high school guidance office to send your transcripts
- Visit [www.act.org](http://www.act.org) or [www.collegeboard.com](http://www.collegeboard.com) to send your ACT or SAT scores or sign up to take a test. Viterbo's school codes, ACT:4662 SAT:1878
  - Haven't taken the ACT or SAT? Please let us know!
  - Once you're accepted, you'll receive an acceptance letter.

## **Financial Aid**

- Complete and submit a Financial Aid Estimator (optional and only available from Sept. – Dec 31)
- Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to file the Free Application for Federal Student Aid (FAFSA) – can only be done after Jan. 1 the year you'll start college. Best to finish it by **March 15**. Viterbo School code: 003911
- Submit an Institutional Data Form (IDF) to Viterbo (completed with FAFSA).
  - Some students will need to provide more information in order to receive a financial aid award package. Please work with our financial aid office – 608-796-3900 to complete the necessary requirements.
  - Missing some paperwork? Let us know!

## **Deposits**

- Tuition: Once you're accepted, you can make a \$100 tuition deposit to reserve a place in our classes.
- Housing: If you decide to live on-campus, you'll also need to make a separate \$100 housing deposit.
  - Forms are required for both of these.
  - You can write one check for both deposits if you'd like.
  - Both deposits can be sent to the Admission Office.
  - Deposits can be retracted by June 1 without penalty.

## **Registration**

- Sign up for registration. There are four dates you can pick from in June.
- Complete your placement testing if you haven't participated in a test and interview. Placement testing is completed online. You will be granted access once you sign up for a registration date.
  - Can't make it to a registration date? Let us know we can arrange something for you!
  - When you attend a registration date, there are forms you'll need to complete prior to attending. Visit [www.viterbo.edu](http://www.viterbo.edu) and make sure you have all the necessary paperwork.

## **Financial (the final steps)**

- Send back your final approved draft of your financial aid award package.
- Send in the applications for various loans you plan to take out.
- Send in the promissory notes for your loans.
- Be prepared to make a \$500 down payment on your tuition the first week of classes. (If your bill is covered completely, be sure to verify that with the business office when you start classes).

## **Fun Stuff**

- Find out how you can get in contact with other incoming freshmen students (ask your counselor!)
- Make a list of things you'll need to buy and bring!