



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.

○ Apply

- Fill out an online application (visit www.viterbo.edu). ***It's free!***
 - ***Please provide a valid email address that you check regularly.*** Once you are accepted, we will send you an email with information on how to access your new Viterbo University email account. All further information (financial aid, registration, etc.) will be sent to your Viterbo email account.
 - Once accepted, you can access your username and password at: www.viterbo.edu/username.
- Contact your high school guidance office to send your transcripts.
- Visit www.act.org or 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
 - If you have not taken the ACT or SAT, let us know!

○ Financial Aid

- After Jan. 1 the year you will start college, visit www.fafsa.ed.gov to file the Free Application for Federal Student Aid (FAFSA) –Priority filing deadline is **March 15**. Viterbo School code: **003911**
- Also submit an Institutional Data Form (IDF) to Viterbo.
 - This form will be mailed to you after January 1 of the year you will start college.
 - If more information is needed to complete your financial aid package, the Financial Aid Office will notify you of the documents needed. If you have any questions about the status of your award, please contact the Financial Aid Office at (608) 796-3900 or financialaid@viterbo.edu.

○ Deposits

- Tuition: Once you are 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 would like.
 - Both deposits can be sent to the Admission Office, 900 Viterbo Drive, La Crosse, WI 54601.
 - All deposits can be retracted by **May 1** without penalty.

○ Registration

- Sign up for **S**tudent **T**ransition **A**nd **R**egistration (**STAR**). There will be four dates to pick from in June.
- There is an optional Spanish placement test available and is completed online. Once you sign up for STAR, information on how to access this test will be sent to you.
 - There are no other placements tests required. Your math placement will be based off of your ACT Math sub-scores.
 - If you cannot 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 will need to complete prior to attending. These forms can be found on the STAR website.

○ Financial (the final steps)

- Accept/Reject your financial aid award letter. Your award letter will be sent electronically via your Viterbo email account. Included will be information/instructions pertaining to your individual awards.
- Complete the Master Promissory Note(s) and Entrance Counseling as instructed by the Financial Aid Office
- Be prepared to make a \$500 down payment on your tuition the first week of classes. (If your bill is covered completely by your financial aid, be sure to verify that with the business office when you start classes. In this case, you won't need to make a \$500 down payment.)

○ Housing

- You'll receive your housing assignment in mid-July.