



Student Services Checklist 2018-2019

This checklist was developed to assist entering students manage the necessary forms and procedures that need to be completed prior to arrival at William James College. Please read it over carefully, and be sure to complete all the items as noted.

PREREGISTRATION

- If you plan on applying for financial aid, please file your FAFSA application on www.studentloans.gov. For private loans, be sure to apply through www.elmselect.com. If you already filed your FAFSA and you haven't received an award letter yet, please be sure to contact the [Financial Aid Office \(FinancialAid@williamjames.edu\)](mailto:FinancialAid@williamjames.edu).
- Return your award letter with your loan request, and complete the two steps on page two of your award letter.
- Please refer to the Tuition and Fees Section of the website (<http://www.williamjames.edu/admissions/tuition.php>) for information on tuition payment due dates, payment plans, refunds, and policies.
- Please complete the Financial Responsibility Agreement, please [HERE](#) to download.
- If not done yet, you **must** request an official transcript to be sent from your institution showing degree conferred.

REGISTRAR'S OFFICE FORMS REQUIREMENTS

Please complete the following required forms and return to the **Registrar's Office by June 30, 2018**

- [FERPA Initial Consent Form](#) (**Required**)
- [ADA Accommodation Request Form](#) (Optional)
- [Incoming Student Information Form](#) (**Required**)
- [Authentication Form](#) (**Required**)
- [HIPAA Form](#) (**Required**)
- [Immunization & Vaccination Exemption Form](#) (Optional)
- [Religious Immunization Exemption Form](#) (Optional)
- [Immunization Form](#) (**Required**)
- [SEVIS Form](#) (**Required** by Non-US Citizens)

- If you wish to transfer credits, you must submit a completed [Petition for Transfer of Credit](#) (see above listed forms) to the Registrar's Office as early as possible upon acceptance.
- More information regarding the Registrar's Office can be found [HERE](#)

MILITARY COMMUNITY

- If you plan on using educational benefits through the Veteran's Administration go to <http://www.williamjames.edu/community/military-veterans-psychology/resources.php> Please make sure you forward your **Certificate of Eligibility** to debra_boyce@williamjames.edu.
- If you are a **Yellow Ribbon** recipient, please fill out the Yellow Ribbon application which you can download by click [HERE](#). If you would like more information, please contact Ms. Debra Boyce - debra_boyce@williamjames.edu

HEALTH INSURANCE

- Student health insurance is **required** in the state of Massachusetts. The plan year runs from August 25, 2018 – August 24, 2019. You have the option to choose the school's offered insurance plan or provide waiver information to the school. Please look for upcoming information from debra_boyce@williamjames.edu regarding this year's plan.