

# TRANSFER STUDENT CHECKLIST

Complete the following items before classes start

## BEFORE ATTENDING ORIENTATION

- Login to myView** If you have not already done so, log into GV's myView portal – <https://myView.grandview.edu> – using your GV Account. You should have received an email from Admissions providing your GV Account username and initial password. If you do not have this information, email [helpdesk@grandview.edu](mailto:helpdesk@grandview.edu).
  - Enrollment Deposit** You will have received an email from Admissions with information on how to do so following acceptance.
  - Intended major confirmation** Confirm your intended major with your admissions counselor.
  - Health Form** Go to [www.grandview.edu/gv-checklist](http://www.grandview.edu/gv-checklist) for instructions. A copy of your immunization record and insurance card are required for all residential, international, athlete and nursing/pre-nursing students.
  - Release of Information** Go to [www.grandview.edu/release-form](http://www.grandview.edu/release-form).
  - Get Inclusive** You will receive a link to the required training in your Grand View email prior to your scheduled orientation.
  - College Course Credit** Request final official college transcripts be sent to the Admissions Office for any course taken for college-level credit. Information on high school transcripts is not sufficient for awarding credit. Coursework taken may affect your placement in certain courses.
  - Advanced Placement Credit** Request official AP scores be sent to the Admissions Office for credits to be added to your record. Coursework taken may affect your placement in certain courses.
  - FAFSA** Complete a Free Application for Federal Student Aid (FAFSA) online at [fafsa.ed.gov](http://fafsa.ed.gov). If you don't plan on applying for financial aid, notify your admissions counselor.
  - Student ID** Go to: myView > Campus Life > Campus Services > Campus ID. Select the MyPhoto link and follow the prompts to upload your photo. You will receive your Grand View student ID at Orientation.
  - RSVP and Attend Orientation** RSVP at [www.grandview.edu](http://www.grandview.edu).
- 

## BRING TO ORIENTATION

- License plate number, make, model and year of your car** If you plan to have a vehicle on campus. If no vehicle, fill out an exemption form.
  - Work-study Eligible Students** Driver's license and an original social security card or birth certificate.
  - List of Exams taken for College Credit** Even if you haven't received scores for Advanced Placement exams, bring along a list of the specific exams that you have taken.
- 

## AT ORIENTATION

- Purchase Books** Visit the Bookstore or order online at [www.bookstore.grandview.edu](http://www.bookstore.grandview.edu). We recommend students begin purchasing book at least three weeks prior to the start of school.
- List of Courses Currently Enrolled in** Even if you haven't completed your current college courses, bring along a list of the specific courses you are enrolled in.

# TRANSFER STUDENT CHECKLIST, CONTINUED

## ATHLETIC (for athletes only)

- Insurance card** Copy of the front and back of the card.
  - Assumption of Risk Form** You will receive an email with a link to complete or a notice will appear when you log into your myView account.
  - PlayNAIA Registration** Complete at: [www.playnaia.com](http://www.playnaia.com)
- 

## HOUSING

- Housing Application and Deposit or Housing Exemption** You will have received an email from Admissions with information on how to do so following acceptance.
- 

## FINANCES

- Financial Aid Award Letter** View and accept your financial aid package by logging into myView > GV Self Service App > Financial Aid. Make sure you sign your offer letter and take action on all outstanding checklist items.

### If participating in GV Complete

- GV Complete Financial Plan** Participate in a GV Complete meeting to create an initial plan. Decide which version of the plan will be your first Active Financial Plan and **sign the summary page** with your completion coach.
- GV Complete Online Participation Agreement** Go to: myView > Notices > click "Accept."

- Payment Plan** To set up a payment plan to cover your remaining out-of-pocket costs, go to: myView > Finances > Business Office > Payment Due Dates & Payment Plan. **In order to have a 6-month payment plan, you must enroll by July 4, 2021.** The first payment will be due July 5, 2021. The Business Office can assist you in setting up a plan. Contact the office at 515-263-2807 or [studentaccounts@grandview.edu](mailto:studentaccounts@grandview.edu).
  - Financial Responsibility** Accept financial responsibility for tuition. Go to: myView > Finances > Business Office > Authorizations > Financial Responsibility Statement.
  - Financial Aid Authorization** Authorize Grand View to credit financial aid to any miscellaneous charges. Go to: myView > Finances > Business Office > Authorizations > Apply Financial Aid to Misc Charges Authorization.
  - Federal Direct Loan Online Promissory Note & Entrance Counseling** *If you will be taking out a Federal Direct Loan,* complete online at [www.studentaid.gov](http://www.studentaid.gov).
  - Federal PLUS Loan** *If you will be applying for a Federal PLUS loan,* your parent needs to apply online and complete a Master Promissory Note at [www.studentaid.gov](http://www.studentaid.gov). Your parent will need an FSA ID. For more information, go to: myView > Finances > Financial Aid > Loan Information > Federal PLUS Loan.
  - Private Loan** *If you will be applying for a private loan,* notify your completion coach which loan you decide to take, including the amount and terms of the loan – so we may update your Active Financial Plan. For more information on private loans and to access the private loan list link, go to: myView > Finances > Financial Aid > Loan Information > Private Loans > FASTChoice.
- 

## MISCELLANEOUS

- myView Notices** Continue to monitor the upper left corner of myView homepage for missing documentation and alerts. When you log in, you will see the following and it will direct you to complete required forms:



• You have (5) notices