

HOTCHKISS

Summer Portals

Checklist

- ◇ Sign (electronically) the **Enrollment Contract** and submit the **Enrollment Fee upon acceptance** into Summer Portals. Enrollment Contract is an online document available on the status page of your account once the Decision Reply Form is completed and submitted. <https://apply.hotchkiss.org/apply/status>

*Fees can be sent to our office by a check payable to The Hotchkiss School and mailed to Summer Portals, 11 Interlaken Road, Lakeville, CT 06039. We are not able to accept credit card payments for tuition.

International students may submit any fees by using [Flywire](#).

- ◇ Complete the Supplemental **Insurance Form**. This required online form is available on the status page of your account. We strongly recommend the Supplemental Insurance for all international students.
- ◇ Complete the **Health Form** and submit any necessary documents such as copy of Immunization Records (a standard form from the doctor's office may be submitted) and copy of your Insurance Card (both sides). Please submit the Health Form to our office via email (summer@hotchkiss.org), fax (860-435-4413), or regular mail.
**The forms can be found on our [website](#).*
- ◇ Complete the online **Travel Form** (available on the status page of your account) as soon as your travel plans are confirmed. Detailed instructions regarding transportation can be found on our [website](#).
- ◇ If a student photo has not been submitted with the Summer Application, please email a current photo (*head shot, 200 x 250 pixels in JPEG format*) to our office. Please be sure to send the photo as a JPEG file for the Student Identification Card. Student ID cards are used as dorm entry access cards as well as the student bank cards.

If you have attached a photo during the application process, we will use that photo for the Student ID card, you do not need to email us another photo.

- ◇ **Submit Tuition Balance Fee payment by May 1st. If you are accepted into a program after May 1st, full program tuition payment is due immediately upon acceptance.**
- ◇ Read the Summer Portals Student Handbook from our [website](#) before arrival on campus.

The completed forms can be returned to our office via:

Email: summer@hotchkiss.org

Fax: 860-435-4413

Mail: Summer Portals, 11 Interlaken Road, Lakeville, CT 06039