

Off to College Checklist



DORM ROOM

- Complete all housing information, deposits, and surveys.
- Coordinate with roommates or suitemates on who brings what (mini fridge, microwave, coffeemaker)? Is there a theme to the room?
- FaceTime roommate before move-in.
- Purchase dorm necessities, leaving optional items until after move in.
- Find dimensions of housing (on university website) and what items are provided (eg, desk chair, floor lamp...) to students, find out if the beds are loft or bunk beds.
- Find out what items are banned in the dorm.
- Read over the housing agreement to learn about the dorm rules.
- Get dorm or apartment insurance, if required.



LEGAL

- Complete medical and financial power of attorney and HIPAA forms.



HEALTH AND WELLNESS

- Find local mental health providers, if needed.
- Find local health care providers, if needed.
- Will prescriptions need to be changed if they are out of state?
- Contacts/glasses prescriptions.
- Complete any health care forms.
- Check about opting out of college health insurance by providing proof of family's health insurance (missing this opt out can mean unnecessary insurance costs).
- Health and dental insurance documents.
- Check that all vaccines are up-to-date.
- Have physical and dental exams before leaving home.
- Locate the closest ER and urgent care facility and put phone numbers into phone.
- Create an Uber/Lyft account in case they need a ride to a doctor.
- Create a complete First Aid kit.



MOVE-IN

- Get familiar with all move-in day procedures.
- Arrange transportation.
- Determine available parking and times before arriving on campus.
- Pack with small dorm room space in mind** (avoid hard sided luggage—luggage that can be flattened - duffel and IKEA bags - are ideal).
- Pack winter items and leave at home if they are to be sent later.
- Arrange flight, hotel and car rental as soon as you know move-in day.



DOCUMENTS

- Lock box for documents (and prescription medications), if needed.
- Social security number.
- Passport, check renewal date.
- Driver's license, check renewal date.
- Copy of birth certificate.
- Move voter registration if needed or get an absentee ballot.
- Make copies of credit cards to leave at home.
- COVID-19 vaccine card, if needed.



ACADEMIC ACCOMMODATIONS

- Send AP scores if a student is trying to get credit or placement.
- Check that the final transcript was sent.
- Complete summer reading, if assigned.
- Take placement tests for fall classes.
- When is course registration and has the student selected courses?
- Meet with your academic advisor, or exchange emails.
- Review graduation/major requirements to pick classes.
- Determine technology requirements for courses.
- Send transcripts from any community college courses.
- Request accommodations, if needed.
- Map out class schedule before the first day of classes.



SOCIAL MEDIA

- Follow social media for any teams or campus groups you hope to join, lots of campus clubs/Greek life use Facebook groups.
- Join social media for your incoming class to meet classmates.



FINANCIAL

- Make sure that all deposits and first semester payments are made.
- Check in with the Financial Aid office, if there are any questions.
- Check limits on credit cards.
- Check with insurance company about lowering car insurance while teen is away.
- Create a semester budget.
- Complete any paperwork for college loans or financial aid.
- Open Venmo or another online paying account.
- Check the list of available scholarships from the college.
- Make sure students have at least some cash (around \$200) and aren't only relying on credit/debit cards.

NOTES:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

