

HOTCHKISS

Summer Portals

Summer Portals Checklist

- ◇ Sign (electronically) the **Enrollment Contract** and submit the **Enrollment Fee upon acceptance** into Summer Portals. Enrollment Contract is 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](https://payment.flywire.com/pay/payment).
<https://payment.flywire.com/pay/payment>

- ◇ Complete the Supplemental **Insurance Form** on the status page of your account. We strongly recommend the Supplemental Insurance for all international students.
- ◇ Complete the **Health Form** and include a copy of Immunization Records (a standard form from the doctor's office is acceptable) and copy of your Insurance Card (both sides).

Please submit a copy of the Covid-19 vaccination card with the health form.

Please submit the Health Form to our office via email (summer@hotchkiss.org) or regular mail. The Health Form can be found on our [Enrollment webpage](https://www.hotchkiss.org/our-school/summer-programs/enrolled-students).
<https://www.hotchkiss.org/our-school/summer-programs/enrolled-students>

- ◇ Complete the online **Travel Form** on your status page as soon as your travel plans are confirmed. Detailed instructions regarding transportation can be found on our [Enrollment webpage](https://www.hotchkiss.org/our-school/summer-programs/enrolled-students). <https://www.hotchkiss.org/our-school/summer-programs/enrolled-students>
- ◇ 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.

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

- ◇ **Submit Tuition Balance Due payment by June 1st.**

If you are accepted into a program after June 1st, full program tuition payment is due immediately upon acceptance.

The completed forms can be returned to our office via:

Email: summer@hotchkiss.org

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