



## Next Steps: New Graduate Student Checklist

A Guide to Completing Your Enrollment at Seattle University

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Congratulations on your acceptance to Seattle University for graduate study! Following the detailed steps below will help you complete the enrollment process:

### Step 1

Taking these initial actions below is important to establish your Seattle University student status and privileges.

- Respond** to the offer of admission on your [application status](#) page.
  - Log in with the same credentials you used to apply.
- Activate** your Seattle University [accounts](#) and receive important information from the University.
  - The new password you created to access [mySeattleU](#) will be the same password used to access your Seattle U email. For a password re-set or assistance with your account, contact Seattle University's Help Desk at (206) 296-5571 or [helpdesk@seattleu.edu](mailto:helpdesk@seattleu.edu)
  - Your Seattle U email is the primary tool used by the University to officially communicate important information such as registration, deadlines, financial aid, new policies, and general announcements. Check your email frequently as you will receive important information and updates.
- Familiarize** yourself with your [mySeattleU](#) account and [Quicklinks](#).
  - Log in using your Seattle University ID and password created when setting up your credentials.
  - Update your address and phone number.
  - Search for classes...and much more.
- Explore [Redhawk Service Center](#)** for information about financial aid, student employment and student billing accounts.
  - All eligible admitted students are encouraged to complete the [FAFSA online application](#) and search for external funding.

- Submit** confirmation deposit to secure your place in your academic program, if required. The deposit will be applied toward your first quarter tuition costs.
    - Once you return the Candidate Reply form noting acceptance of the offer of admission, you will be notified if your program requires a confirmation deposit, including instructions about how to access the deposit form on your [application status](#) page. Please check with your department regarding the due date. [Campus directory](#)
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## Step 2

The advising, orientation and registration processes will vary based on your academic program. New students should complete the following actions prior to registering:

- Contact** your department and/or advisor for advising and orientation details. Some programs have a required orientation and/or an initial advising appointment before you register. [Campus directory](#)
  - Register** for courses through [mySeattleU Student Planning](#) any time after your assigned registration time.
    - After you confirm your acceptance, look for your registration appointment time in Student Planning. If registration for your first quarter has begun, up to two business days may be required for you to receive your registration time.
    - Some circumstances warrant a registration hold that is also accessible through Student Planning so you may act accordingly.
  - View** your bill and any financial aid on [mySeattleU](#).
    - Invoices become available for view approximately one week after registration.
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## Step 3

Whether starting remotely or in-person, you are encouraged to learn more about Seattle University and the [services](#) available to you.

- Access** the online new student orientation, once the invitation has been sent, from our online learning management system, [Canvas](#).

### For International Students:

- a. **Provide** a copy of your admission letter for your visa interview if seeking a student visa.  
You can print a pdf copy from your admission status page under 'Status Update'.
- b. **Contact** the English Language Learning Center ([ELLC](#)) if you have been admitted through the English Language Cultural Bridge program or if you need support on specific English skill development.
- c. **Explore** [on-campus](#) and [off-campus housing](#) options and tools.
- d. **Determine** whether you need to purchase [student health insurance](#).
- e. **Check-in** with the International Student Center.

- [New students](#) attending on an F-1 visa must check-in with the [International Student Center](#) (ISC).
  - A new student workshop will be held just prior to the start of the quarter.
  - Contact the ISC for any immigration-related questions.
- Attend** the New Graduate Student Welcome and program orientations. Additional information about these events will be sent directly to you.
- Submit a digital photo** for your Seattle University student I.D. or [campus card](#). Pick up your card from Reprographic Services during operating hours if you are on campus. Watch for an email with photo guidelines and instructions to upload your I.D. photo.
- Sign up** for Timely Warning Notification, a notification system that allows for mass dissemination of critical information via text and e-mail to all Seattle University students, faculty and staff.
- Learn** about academic, student services and technology resources that support your success:
- [Student Support Center](#)
  - [Lemieux Library](#)
  - [Writing Center](#)
  - [Disability Services](#)
  - [Career Engagement](#)
  - [Counseling & Psychological Services](#)
  - [Graduate Student Council](#)
  - [Commuter Student Life](#)
  - [Off-Campus Housing Resources](#)
  - [Vi Hilbert Hall and The Douglas Apartments](#)
  - [University Recreation](#)
  - [Student Health Center](#)
  - [Redhawk Service Center](#)
  - [Seattle U Student Email](#)
  - [Campus Card](#)
  - [Information Technology Services](#)
  - [Technology Help Desk](#)
  - [Transportation & Parking Services](#)
  - [Public Safety](#)
  - [Veteran Resources](#)

#### Step 4

You are almost done! These final actions will prepare you to successfully begin your first quarter of graduate study at Seattle University:

- Finalize** [tuition payment](#) arrangements.
- Purchase or rent** course materials at Seattle U's Campus Store [online](#) or in-person at 12<sup>th</sup> & Madison adjacent to the VI Hilbert Building.
- Reference** your admission letter for any provisional documents and **arrange** to have them sent to Seattle University Graduate Admissions at the address below within your first term of enrollment.
  - Registration for future quarters is contingent upon meeting the conditions of your admission.
  - Current Seattle University students should contact Graduate Admissions when final degree posted transcripts are ready.

**Congratulations and welcome to Seattle University!**

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206-220-8010 | [grad-admissions@seattleu.edu](mailto:grad-admissions@seattleu.edu)