

Kent State University • Transfer Center • Office of University Registrar, 330 672-8950  
**Transfer/Transition Student Referral Check List**  
**[explore.kent.edu/transfer](http://explore.kent.edu/transfer)**

- \_\_\_ Have your final transcript sent to the Office of Admissions, Kent State University, PO Box 5190, Kent, OH, 44242-0001 (330-672-2444) <http://www.admissions.kent.edu>. Your registration may be blocked until all transcripts are received.
- \_\_\_ Get a copy of the course description/syllabus for \_\_\_\_\_ Take to \_\_\_\_\_ for re-evaluation of credit. Get KAPS updated.
- \_\_\_ Get/pay your bill. Mail or pay in person at the Bursar's Office, 131 MSC (330-672-2626), or Go to <http://www.kent.edu/Bursar/> to pay online/view E-Bill using your Flashline ID.
- \_\_\_ Apply for a parking permit <http://www.finance.kent.edu/parking/>. You must be registered for classes to apply. (Parking Services, 330-672-4432),
- \_\_\_ Contact Student Financial Aid and Veteran's Affairs, 103 MSC (330-672-2972), <http://www.sfa.kent.edu> (School code 003051.)
- \_\_\_ Contact the Academic Success Center, 207 MSC (330-672-3190), <http://explore.kent.edu>, for tutoring.
- \_\_\_ Take COMPASS at Transfer Center or, if Exploratory, First Year Advising Center, Lake Hall (call 330-672-3676 for an appointment.) Subject(s) \_\_\_\_\_ Date \_\_\_\_\_
- \_\_\_ Apply for student employment at the Career Services Center, 261 MSC (330-672-2360.) Check <http://career.kent.edu/home/index.cfm> to learn what documentation you will need.
- \_\_\_ Contact Residence Services, Korb Hall (330-672-7000) <http://www.res.kent.edu/newres/>.
- \_\_\_ Remember to submit mandatory immunization form to University Health Services, DeWeese Health Center (330-672-2322 ext.53) <http://www.uhs.kent.edu>. Failure to do this results in a registration hold for next semester. (If born before 1957 or graduated after 1993 from an Ohio high school, you are exempt.)
- \_\_\_ Have your student ID made at FLASHcard Office, 104 Kent Student Center (330-672-2273) <http://www.flashcard.kent.edu/>.
- \_\_\_ Learn about student organizations/volunteering and leadership opportunities from Center for Student Involvement (330-672-2480) <http://www.kent.edu/campuslife/>. Also, contact the Commuter and Off Campus Student Organization (COSO) for information on rental possibilities as well as general commuter information and programming (330-672-3768) <http://coso.kent.edu/>.
- \_\_\_ Attend "Transition Day." You will be sent information by Center for Student Involvement (330-672-9292.)
- \_\_\_ Schedule an appointment with your academic advisor to discuss majors/major requirements, transfer credit and plan for the upcoming semester.
- \_\_\_ Set up your Flashline account at <http://flashline.kent.edu>. Call 330-672-HELP for assistance.
- \_\_\_ Purchase your books. Take your schedule to University Bookstore, 124 Kent Student Center (330-672-2762) or check prices/purchase on-line at <http://www.bkstr.com>.
- \_\_\_ Other: \_\_\_\_\_
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