



# Admissions Office Checklist

## FIRST TIME COLLEGE STUDENT

- \_\_\_ Fill out an application for admission.
- \_\_\_ Send **official** high school transcript (via mail or fax) or copy of GED with test scores.
- \_\_\_ Submit any transcripts of Advanced Placement Credit, BOCES or high school articulation credit.
- \_\_\_ Take placement test (VMCAAP) call 961-1861 to set up a date.
- \_\_\_ Immunization records (if born after 1/1/57) can be mailed or faxed to the Villa Health Office.

## TRANSFER (student who has previously attended college/s)

- \_\_\_ Fill out an application for admission.
- \_\_\_ If you do not have an Associate Degree or higher send **official** high school transcript (via mail or fax) or copy of GED with test scores.
- \_\_\_ Send **official** college transcripts for college credit transfer.
- \_\_\_ Immunization records (if born after 1/1/57) can be mailed or faxed to the Villa Health Office.

## RE-ENTRY (student who has previously attended Villa)

- \_\_\_ Complete re-entry application.
- \_\_\_ Complete Academic Appeal form if necessary.
- \_\_\_ Immunization records (if born after 1/1/57) can be mailed or faxed to the Villa Health Office.

## FINANCIAL AID

- \_\_\_ Apply for PIN number at [www.pin.ed.gov](http://www.pin.ed.gov)
- \_\_\_ Complete FAFSA forms online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . Villa’s school code is **002896**. If you do not qualify for these Grants, the College will help you file for Education Loans through a lender (unsubsidized, subsidized, or parent loans). For help contact the Financial Aid Office at 961-1850.
- \_\_\_ Apply for TAP at [www.tapweb.org](http://www.tapweb.org)

Look for upcoming Open House dates. Call the Admissions Office or visit our website – **villa.edu**

After completing admissions requirements you will be notified of the date for advisement and registration. This is where you sit down one-on-one with your advisor and create a schedule for the semester.

There is a mandatory Orientation at the start of each semester. It is important that every new student attends so that you are familiar with the college and are aware of the various support services available to you.

**Please call Admissions if you have any questions.**

### VILLA ADMISSIONS STAFF DIRECT PHONE AND E-MAIL ADDRESSES:

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