

VERMONT TECH

Accepted PN Student Check List

Your acceptance packet contains multiple items, most with important deadlines. For your convenience, we have made a check list to help you keep track of these items and several others you will need to do over the next few months. Please contact the Admissions Office at 800-442-8821 if you have any further questions.

| DONE | DEADLINE | TASK |
|------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Immediately | Activate your Portal Account if you have not done so https://portal.vsc.edu |
| | ASAP | Complete FAFSA form at https://fafsa.ed.gov/ (if you are applying for Financial Aid) |
| | ASAP | Go to www.vtc.edu/accepted-students to view a list of required documents |
| | Varies | Attend site information session– details will be emailed at a later date |
| | Varies | Notify work |
| | Varies | Arrange child care and/or other life needs |
| | May 1 | MANDATORY – Pay \$200 tuition deposit no later than May 1 or you will be withdrawn from the program– see reverse for details |
| | May 1 | Pay \$100 housing deposit and complete housing form – if living on campus—see reverse for details |
| | June 1 | MANDATORY – Complete CastleBranch Criminal Background Check & Fingerprinting online – see enclosed sheet for further instructions. Students who do not begin this process by June 1 may be withdrawn from the program. Proof of package purchase must be provided to Admissions by June 1 via email. |
| | Varies | Order books online – Registrar’s Office will email notification once you’ve been scheduled for classes – usually by mid-July |
| | June 1 | Send digital photo for Student ID – see back of sheet for details |
| | June 1 | Submit Vermont Tech Health Forms (4 complete pages) – go to https://www.vtc.edu/accepted-students to obtain a copy of the form * |
| | July 1 | Order Student Lab Kit online – see order form on website |
| | July 1 | Submit copy of current BLS Card (BLS for Healthcare Providers or BLS for Professional Rescuer valid thru at least June 2021. BLS certification must be issued by the American Heart Association or the Red Cross . Other provider certifications will not be accepted.) |
| | July 15 | Order needed uniform items – see form from JoAnn’s Uniforms |
| | TBD | Attend 1 day College Orientation – date, time & location will be sent later |
| | TBD | Online – Pay fall semester bill – complete health insurance waiver form (if applicable) |
| | TBD | First day of class |
| | | |
| | | |

*A copy of your health form **MUST** be uploaded onto the Background Check website **BEFORE** mailing form

See additional information on reverse →

Your seat in the class will not be secure until you follow these steps:

1. Complete your **Admitted Student Reply Form** by logging into your **Applicant Status Page** at <https://apply.vtc.edu/status>
2. Pay your tuition deposit (and housing deposit if you will be requesting on-campus housing)
 - a. Log into your **Applicant Status Page** by going to <https://apply.vtc.edu/status>
 - b. Underneath the **Payment Due** click the link to **Submit Payment**
 - c. Follow the instructions from there to submit your deposit
 - d. If you are unable to pay electronically, please contact Admissions for alternative options. 800-442-8821

Submitting a Digital Photo for your Student ID:

In an effort to reduce/eliminate the time spent standing in line on Orientation day, we would like you to submit a digital image of yourself so we can produce your college ID prior to your arrival. Please use the following guidelines:

1. Use a digital camera.
2. Student (subject) should be 3-4 feet away from the camera for the photograph; no selfies.
3. The photograph should have the student centered, include the head and stop at mid torso (upper chest).
4. *Background **must be** a plain white or very pale colored wall with no other objects in the frame.*
5. Please email the photo as an attachment to idphoto@vtc.edu no later than June 1 or as soon as possible thereafter. The email **must include** the student's **first name, middle initial, and last name** as well as your **student ID#** and your **nursing site** (example: Bennington Campus, Brattleboro Campus).