

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	May 1	MANDATORY – Pay \$200 tuition deposit no later than May 1 or you will be withdrawn from the program– see reverse for details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 Students who do not begin this process by June 1 may be withdrawn from the program.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 15	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	Submit copy of current BLS Card **
	July 15	Send digital photo for Student ID – see back of sheet for details
	July 15	Order needed uniform items – see form from JoAnn’s Uniforms
	July 29	Order Student Lab Kit online – see enclosed order form
	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

BLS for Healthcare Providers or BLS for Professional Rescuer valid thru at least June 2019. BLS certification must be issued by the **American Heart Association or the Red Cross. Other provider certifications will not be accepted.

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 **Student 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 **Student 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 July 15th. 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).