PRATT COMMUNITY COLLEGE
STUDENT CHECKLIST

- [ ] **VISIT CAMPUS** » Schedule a campus visit at **www.prattcc.edu/tour.**

- [ ] **APPLY FOR ADMISSIONS** » Complete the free online application on **www.prattcc.edu/apply.**

- [ ] **LOG INTO PCC MICROSOFT 365 ACCOUNT** » Log in to your Microsoft 365 account to access required FERPA and TB forms as well as other forms.

- [ ] **COMPLETE THE FINANCIAL AID APPLICATION - FAFSA** » Complete the Free Application for Federal Student Aid - FAFSA at **www.studentaid.gov.**

- [ ] **REGISTER FOR BEAVER BUILDING DAY - ENROLLMENT DAY** » Sign up to attend a Beaver Building Day. Registration opens the first Monday of January. If at all possible, try to attend in person, but if you can't, phone enrollment is an option.

- [ ] **COMPLETE THE FINANCIAL AID APPLICATION - FAFSA** » Complete the Free Application for Federal Student Aid - FAFSA at **www.studentaid.gov.**

- [ ] **COMPLETE THE STUDENT HOUSING APPLICATION**
  - » Complete the new student residence hall application and submit the required $200 deposit. The application opens the first Monday of February.
  - » Uploaded needed immunizations to **Etrieve.**

- [ ] **COMPLETE THE SCHOLARSHIP APPLICATION** » Log in to Etrieve and complete the PCC Scholarship Application.

- [ ] **COMPLETE ANY NEEDED PLACEMENT TESTING** » Contact Student Success at 620-450-2156 if you have questions on whether placement testing is required for your area of study. Some programs no longer require any placement tests.

- [ ] **COMPLETE THE STUDENT HOUSING APPLICATION** » Complete the new student residence hall application and submit the required $200 deposit. The application opens the first Monday of February.

- [ ] **REQUEST OFFICIAL TRANSCRIPTS** » Request your final/official high school transcript, GED, college transcript(s) and/or military credit to be sent electronically to **registrar@prattcc.edu.**

- [ ] **ATTEND BEAVER BUILDING DAY** » Meet with an advisor, finalize housing, get your student ID picture taken, set up a payment plan, and more. Our goal is for you to leave feeling completely prepared and confident for move-in!

- [ ] **SET UP A PAYMENT PLAN/PAY STUDENT BALANCE**
  - » A payment plan or payment in full must be completed before a student is allowed to move into the residence halls.
  - » The earlier you set up a plan, the more flexible your payment options will be.
  - » **This can be done in person on Beaver Building Day or by using your Self-Service Account.**

PRATT Community College

INTERNATIONAL CHECKLIST

☐ **APPLY FOR ADMISSIONS** ≫ Complete the free online application on **www.prattcc.edu/apply.**

SEMESTER DEADLINES:

- Fall: **June 1**
- Spring: **November 1**
- Summer: **April 1**

*Formal acceptance is dependent on completion of all items required and prepayment.

☐ **SUBMIT REQUIRED DOCUMENTS TO START I-20 PROCESS** ≫ Send all documents to **PCCINTERNATIONAL@PRATTCC.EDU**

☐ Request Final/Official Secondary School (High School) and/or College Transcripts
Pratt Community College
Send from the sending institution electronically in English to **pccinternational@prattcc.edu *or* mail it to: ≫ **c/o International Student Admissions**
348 NE ST Road 61, Pratt, KS 67124

☐ Copy of valid passport

☐ Completed **Certificate of Financial Support**

☐ Completed **FERPA** and **TB questionnaire** forms

☐ Submit **English Proficiency** documentation

☐ Completed **New Student Housing Application** ≫
- Requires $200 deposit

☐ Submit Required Student Immunizations ≫

☐ **REQUIRED PREPAYMENT** ≫ Estimated cost statement will identify the following:

- First semester cost - the adjusted first semester costs is the prepayment and will be identified as such

Prepayment **does not include the $200 housing deposit

☐ **I-20 ISSUED TO OBTAIN F-1 VISA** ≫ Contact **pccinternational@prattcc.edu** with any questions or concerns.

☐ **ENROLLMENT & PLACEMENT TESTING** ≫ Contact the Student Success office to schedule testing and enroll in classes.
- Student Success Office: **ssc@prattcc.edu** or **620-450-2217**

☐ **SCHOLARSHIP APPLICATION** ≫ Complete the scholarship application in the etrieve forms.

PRATT
Community College