



# New Student Checklist

## Fall 2025


Congratulations on being accepted to Columbia International University!

This checklist is designed to help you become RAM READY!


Sections are divided into MONTHS when items can be worked on.

If you are accepted mid-year, just follow the steps in order.


AFTER ACCEPTANCE

**SECURE YOUR SPOT!**  [ciu.edu/deposit](https://ciu.edu/deposit)

- Submit \$100 Enrollment Deposit
- Submit \$100 Housing Deposit (Resident Students only)

**LOGIN TO MyCIU** (Student Portal)  [my.ciu.edu](https://my.ciu.edu)


- Your login/password and Student ID# were sent to your personal email upon acceptance.
- This will be your go-to place to find information about housing, financial aid, your bill, etc.

 Contact Admissions | [admissions@ciu.edu](mailto:admissions@ciu.edu) | 803.807.5024

DECEMBER

**COMPLETE FAFSA** (Free Application for Federal Student Aid)  [studentaid.gov](https://studentaid.gov)


- The 2025-2026 FAFSA is anticipated to open on or after December 1, 2024.
- Once available, please use CIU FAFSA code: 003429
- You may need help from your parent/guardian due to the specific tax/financial questions.
- This is how federal, state, and institutional aid is awarded from CIU.

 Contact Admissions | [admissions@ciu.edu](mailto:admissions@ciu.edu) | 803.807.5024

JANUARY


**ACCEPT FINANCIAL AID OFFER & COMPLETE DOCUMENTS**  [my.ciu.edu>My Financial Aid](https://my.ciu.edu/MyFinancialAid)

- You will receive an email detailing your financial aid offer within 3-4 weeks after the FAFSA is submitted.
- Login to MyCIU to accept/decline your awards and complete requested documents.

 Contact Financial Aid | [finaid@ciu.edu](mailto:finaid@ciu.edu) | 803.807.5036


**ACCOMODATIONS & RESOURCES**  [ciu.edu/academic-success-center](https://ciu.edu/academic-success-center)

- Our Academic Success Center provides personalized accommodations and assistance for students with physical impairments, learning disabilities, dietary restrictions, mental health needs, etc.
- Provides mentoring and tutoring services, a program for Hope Scholarship recipients and more!

 Contact Academic Success Center | [academicsuccess@ciu.edu](mailto:academicsuccess@ciu.edu) | 803.807.5611

**FEBRUARY** **HOUSING SURVEY**  [my.ciu.edu>Campus Life>Residence Life](https://my.ciu.edu/CampusLife/ResidenceLife)

- This is how you are housed and matched with a roommate based on your preferences.
- Once you are matched, find your roommate info on my.ciu.edu
- To live off campus, you must meet specific criteria. Request the Appeal Form from Admissions.

 Residence Life | [reslife@ciu.edu](mailto:reslife@ciu.edu) | 803.807.5488


 **REGISTER FOR AN ADMITTED STUDENT DAY**  [ciu.edu/admitted](https://ciu.edu/admitted)


- Required event for all new students offered Friday, May 16 or Friday, June 13.

 Contact Visit CIU | [visitciu@ciu.edu](mailto:visitciu@ciu.edu) | 803.807.5058


**MARCH** **LOGIN TO CIU EMAIL**  [outlook.office.com](https://outlook.office.com)


- You will receive an email with your CIU email address and password (on or after March 20).

 Contact Information Technology | 803.807.5199

 **REGISTER FOR CLASSES AFTER MARCH 15**  [my.ciu.edu>Academics>Advising](https://my.ciu.edu/Academics/Advising)

- Schedule an appointment with your Academic Advisor to plan your first semester courses.
- Instructions can be found at the link above.

 Contact Advising | [advising@ciu.edu](mailto:advising@ciu.edu) | 803.807.5625

 **SUBMIT FERPA** (Permission To Access Records)  [my.ciu.edu>Academics>Forms>FERPA](https://my.ciu.edu/Academics/Forms/FERPA)

- Gives permission for your parents/guardians to access your academic and financial records.
- You will need your CIU email and password to complete.

**MAY & JUNE** **ATTEND ADMITTED STUDENT DAY**  [ciu.edu/admitted](https://ciu.edu/admitted)

- Required event for all new students offered Friday, May 16 or Friday, June 13.
- Meet future classmates, register for classes, review financial offers.

 Contact Visit CIU | [visitciu@ciu.edu](mailto:visitciu@ciu.edu) | 803.807.5058

 **COMPLETE HEALTH FORM**  [ciu.edu/health-services](https://ciu.edu/health-services)

- PDF Form included with this checklist or can be found at link above. **DUE BY AUGUST 1**


 Contact Health Services | [sally.kennedy@ciu.edu](mailto:sally.kennedy@ciu.edu) | 803.807.5056

 **SUBMIT PHOTO FOR STUDENT ID**

- Take photo in front of white backdrop/wall.
- Email photo to [RamID@ciu.edu](mailto:RamID@ciu.edu) | Subject Line: Your FIRST & LAST NAME, STUDENT ID#
- You will receive an automated confirmation email that it has been received.
- ID will be ready for you in August during move in/check in.

**REVIEW & RESOLVE BILL**  [my.ciu.edu>Finances](https://my.ciu.edu/Finances)

- Bills will be ready by mid-July.
- If you select the interest free payment plan, your first installment must be paid by **AUGUST 14.**
- If you select to pay your bill in full, payment must be made by **AUGUST 14.**

 Contact Student Accounts | [ciuaccounting@ciu.edu](mailto:ciuaccounting@ciu.edu) | 803.807.5016

 **ADMITTED STUDENTS WEBINAR**  [ciu.edu/webinars](https://ciu.edu/webinars)

- Wednesday, July 16 at 4:00 PM (Registration link above).
- Helpful "Ram Ready" information for students and their parents.

 **REGISTER YOUR VEHICLE**  [my.ciu.edu>Campus Life>Home>Vehicle Registration](https://my.ciu.edu/CampusLife/Home/VehicleRegistration)

- Parking decals can be picked up at the Security Office when you move in/check in.

 Contact Security | 803.807.5555

 **READ STUDENT HANDBOOK**  [my.ciu.edu>Campus Life>Student Handbook](https://my.ciu.edu/CampusLife/StudentHandbook)


- Submit Digital Acknowledgement Statement at end of booklet.

 **SUBMIT FINAL TRANSCRIPT**  [parchment.com](https://parchment.com)

- Your final high school or college transcript needs to be submitted after you graduate or finish classes.
- You can do through the link above or contact your school directly.
- Official Transcripts should be emailed to [admissions@ciu.edu](mailto:admissions@ciu.edu)
- You will not be able to register for classes your second semester if these are not received.

 **SUBMIT TEST SCORES (AP/B/SAT/ACT/CLT If requested)**

- Have them emailed to [admissions@ciu.edu](mailto:admissions@ciu.edu)


 **MOVE IN (Resident Students)**  [ciu.edu/resident](https://ciu.edu/resident)

- New Student Move in will be mid-August. Check link above for specific dates and times.

 **CHECK IN (Commuter Students)**  [ciu.edu/commuter](https://ciu.edu/commuter)

- New Commuter check in will be mid-August. Check link above for specific dates and times.

 **START CLASSES MONDAY, AUGUST 25!**

- CIU Alert - Students are automatically registered for our campus emergency notification service.
  - Parents & Guardians can be added by signing into  [ciu.omnilert.net](https://ciu.omnilert.net)