

Accepted Student Checklist

Welcome to NYU and New York! We're thrilled to have you be a part of our community. Please complete the following steps as soon as possible to accept our offer of admission.

Step 1. Activate your NYU Net ID

Due Date: As soon as you receive your acceptance letter

Your NYU Net ID provides you access to a number of student resources and services. It is a unique alphanumeric code found in your acceptance letter. It is different from your University ID, which is a 9-character number starting with a capital "N."

Once you've complete this step, you can visit [NYU Home](#) for access to a variety of student resources. Your username is your Net ID.

For help completing this step, contact the NYU ITS Help Desk at 212.998.3333 or AskITS@nyu.edu.

Step 2. Submit your enrollment deposit and accept our offer of admission

Please formally accept or decline our offer of admission. To do this, follow these steps:

- a. Log in to your NYU Home account with the NYU Net ID and password you set in Step 1
- b. Select the "Academics" tab
- c. Select the "Albert" login link and log in with your NYU Net ID and password
- d. Go to the "Admissions" section and select the "Application Status" link
- e. Click the "Admission Offer" button at the top of the page
- f. Click the "Accept/Decline" link
- g. Click either the "Accept Offer" or "Decline Offer" button

Once you accept, you will be asked to submit a non-refundable deposit of \$1,000 USD. You can pay via e-check or credit card.

If you are mailing a check, please make the check out to "New York University" and mail the check to:

**NYU Wagner Office of Admissions
295 Lafayette Street, 2nd Floor
New York, New York 10012**

The check or money order must be in US funds only and include your University ID number in the memo section. Once the Office of Admissions receives your tuition deposit, the "Admission Offer" button will no longer be available to you online.

Step 3. Submit your sealed, official transcripts

The transcript must be sent to us directly from your school and must be in English, indicate proof of graduation, and include the institutional seal, your name, and signature of the institution's registrar.

If your transcript and proof of degree completion are not in English, you are required to submit both the official record and an authorized English translation. Both the official transcript and translation should be submitted in sealed envelopes.

Step 3 continues on next page.

If you have questions, please contact us at 212.998.7414 or wagner.admissions@nyu.edu.

Step 3. Submit your sealed, official transcripts (*Continued*)

Transcripts should show the following:

- Dates of enrollment
- Courses taken
- Credit units or time allotment to each class
- Grades or ratings in each class
- Degree earned and date awarded

Submit original, sealed envelope from your institution to:

**NYU Wagner Office of Admissions
295 Lafayette Street, 2nd Floor
New York, NY 10012**

Students completing their final term of their undergraduate degree in Spring 2015 must submit a final transcript with proof of degree conferral immediately upon graduating. You will not be able to register for classes until we receive your final transcript.

For more information, visit our [transcript page](#).

Step 4. Submit your I-20 application to OGS (International students only)

Due Date: ASAP; Final deadline June 1, 2015

International applicants may need a visa before beginning graduate work at NYU Wagner. The NYU Office of Global Services (OGS) cannot process your I-20 visa application if you have not completed Step 2. **As soon as you submit your enrollment deposit**, international students should reach out to NYU's Office of Global Services to complete the visa application.

For instructions, visit our [visa application page](#).

Step 5. Set up your NYU Email account

Due Date: 24-48 hours after your enrollment deposit is received

Within 24-48 hours after your deposit has been received, log back into [NYU Home](#) and follow the screen prompts to activate your email account.

If you encounter any problems, contact the NYU ITS Help Desk at 212.998.3333 or AskITS@nyu.edu.

Step 6. Apply for Federal Financial Aid (US students only)

Due Date: ASAP

File your [FAFSA](#) as soon as possible. Once you have submitted your FAFSA, you can check your financial aid status online by logging into [ALBERT](#).

List "New York University" as a recipient and include our federal school code number 002785 when completing your FAFSA.

If you have any questions, please contact the NYU Office of Financial Aid at 212.998.4444.

If you have questions, please contact us at 212.998.7414 or wagner.admissions@nyu.edu.