

Checklist Items for Incoming Students

1. **CREATE A NEW PID** (Allow 24 hours before completing the remainder of this checklist) <https://accounts.it.vt.edu/>
2. **ENROLL** in the 2-Factor Authentication with Duo.
3. **DOWNLOAD** the DUO Mobile App on your personal smartphone and enroll the device.
4. **ACCESS, READ, USE** your VT Email daily. Your VT Email is how the college and your academic advisor will communicate with you.
5. **ADD** your VT email to your personal smartphone.
6. **COMPLETE** the Free Application for Federal Student Aid (FAFSA) if you wish to apply for financial aid. <http://www.finaid.vt.edu>
7. **COMPLETE and SUBMIT** the immunization history form
http://www.healthcenter.vt.edu/new_student/required_immunizations.html
8. **COMPLETE** the housing/dining contract (requirement for first-year students)
http://housing.vt.edu/contracts/apply/first_year_students.html
9. **SEND** your official transcripts (high school) to the Office of Undergraduate Admissions once you have final grades.

- Office of Undergraduate Admissions, 925 Prices Fork Road, Blacksburg, VA 24061

11. SEND all AP, IB, CLEP, and Cambridge scores to Virginia Tech's Office of the University Registrar. AP & CLEP must be sent to VT from CollegeBoard (they will not process copies of scores).

- Virginia Tech Registrar, Student Services Bldg, Suite 250, 800 Washington Street, Blacksburg, VA 24061. Use School Code #5859

12. SEND official transcripts for dual enrollment courses or courses taken at other universities to Virginia Tech's Office of Undergraduate Admissions. Virginia Tech will not process transfer credit for dual enrollment courses on high school transcripts; we must receive official copies from the community college or university where the course was taken.

- We can receive official transcripts through mail or electronic transfer (for example, through Parchment). If sent by mail, transcripts can be sent to the address below:
- Office of Undergraduate Admissions, Virginia Tech, 925 Prices Fork Road Blacksburg, VA 24061

13. LOOKUP how courses may transfer to Virginia Tech

- AP, IB, CLEP, Cambridge: <https://www.registrar.vt.edu/Transferable-Credit.html>
- Transfer or Dual Enrollment from other colleges: <https://transferguide.registrar.vt.edu>

14. VERIFY receipt of AP, IB, CLEP, Cambridge, transfer credits on Hokie Spa at anytime <http://www.hokiespa.vt.edu/>

- Click Hokie Spa
- Click Grades Menu
- Click Transfer and Other Additional Credits

15. COMPLETE virtual orientation modules (Deadline July 31, 2024):

https://students.vt.edu/transition/virtual_orientation.html

16. SETUP ZOOM: <https://virginiatech.zoom.us>

All advising appointments during the summer Virtual Academic Advising & Course Registration process will be held on ZOOM.