

Student Name	Student ID#	Telephone
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Assistant Director of Admissions	Admissions Coordinator	Financial Aid Officer
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STEP 1 A. Admissions essay due by: _____
Date Time

B. Admissions Paperwork due by: _____
 1. Enrollment Agreement Date Time
 2. Transfer Credit Form
 3. \$100.00 Administrative Fee
 4. \$50.00 Application Fee

STEP 2 A. Proof of high school graduation due by: _____
 1. Official High School Transcripts* Date Time
 2. Original GED transcripts*
 * acceptable proof of high school graduation

STEP 3 A. Request for Transcripts (if applicable) due by: _____
 Official College Transcripts Date Time
 List College Transcripts: (including year of graduation)

STEP 4 A. Your Placement Testing is scheduled for: _____
 (if applicable) Date Time
B. 2nd Interview with Audio is scheduled for: _____
 (if applicable) Date Time
B. Media Arts & Animation Portfolio is due by: _____
 (if applicable) Date Time
B. Graphic Design Assessment is due by: _____
 (if applicable) Date Time

STEP 5 A. Meet with the Admissions Coordinator

1. Bring your and your parents' current federal tax returns and W-2. If you are submitting an application for the summer semester, please bring your federal tax forms for the prior year as well. _____
Date Time

2. Complete FAFSA _____
Date Time

3. Health Insurance Enrollment / Waiver _____
Date Time

4. Complete Stafford loan applications and Lender Selection form _____
Date Time

5. Parent PLUS loan pre-approval form _____
Date Time

B. Your Financial Aid appointment is scheduled for: _____
Date Time

STEP 6 A. Immunization records due by: _____
Date Time

I understand that I must submit all requests for transfer credit from another postsecondary institution in the form of official transcripts or Advance Placement scores within 30 days after matriculation. If I do not apply for transfer credit within 30 days after matriculation, I will not be eligible to receive transfer credit for any courses I have completed elsewhere and I will be required to complete those courses at The New England Institute of Art. Furthermore, I understand that once I have attended a class at the Art Institute, I am no longer eligible to receive transfer credit for that class, regardless of the subsequent arrival of transcripts and/ or Advance Placement test scores. If I am expecting to receive transfer credit for specific classes that I have completed elsewhere, it is my responsibility to review my schedule and ensure that I am not enrolled in any classes at The Art Institute for which that transfer credit might subsequently be applied.

STEP 7 A. Start Date: _____ (Program)

I agree to demonstrate my commitment to The Admissions Department by meeting the agreed upon deadlines noted above.

Student Signature	Date	School Representative Signature	Date
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