



# STEPS TO ENROLL

## ■ 1. Activate your BuckeyeMail account

- Activate your account at **my.osu.edu**. Your username is your lastname.# that can be found in your admission letter. On the left side of the page, click **change email delivery**. Select **create my buckeye account** and submit.
- It is important to activate your email as soon as possible. The university uses this email for all official communication. Information about orientation, housing, financial aid and athletic tickets will only be sent to your BuckeyeMail account.

## ■ 2. Submit your FAFSA

- All students are encouraged to file the FAFSA (**fafsa.gov**) by February 1.

## ■ 3. Pay your acceptance fee

- Students wishing to enroll at Ohio State Newark must pay a nonrefundable \$100 fee online in their Applicant Center. An acceptance fee statement with further instructions has been sent to your BuckeyeMail. Pay your acceptance fee by May 1 for early orientation and to be eligible for football tickets.
- All students are required to answer a question regarding felony history prior to paying the fee.

## ■ 4. Complete additional forms

- Financial Responsibility Statement (FRS): All students must agree to an FRS prior to registering for classes each term. You can find the FRS under My To-Do List at **buckeyelink.osu.edu**.
- Student Health Insurance (SHI): By default, students are enrolled in the SHI Benefits Plan. To waive SHI, go to **buckeyelink.osu.edu**. Under "Finances," locate "Student Health Insurance" and follow the directions. You must submit proof of insurance.



THE OHIO STATE  
UNIVERSITY

NEWARK

**newark.osu.edu**

740.366.9333



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## ■ 5. Register for orientation and placement testing

- Orientation and placement testing updates will be sent to your BuckeyeMail on a rolling basis after May 1. Register for an orientation date. Schedule required placement testing in English and math (foreign language testing is optional) prior to your orientation date.

## ■ 6. Submit your final high school transcripts

- After graduating high school, be sure to have your final high school transcripts (and college transcripts if you participated in College Credit Plus) sent to the Columbus campus of Ohio State.
- *The Ohio State University  
Undergraduate Admissions  
P.O. Box 182646  
Columbus, Ohio 43218-2646*



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[newark.osu.edu](http://newark.osu.edu)

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## ■ 7. Key deadlines

- **Feb. 1:** FAFSA priority filing date [fafsa.gov](http://fafsa.gov)
- **March 15:** Special scholarship applications [go.osu.edu/newarkscholarships](http://go.osu.edu/newarkscholarships)
- **April 1:** Learning Communities application [go.osu.edu/newarklc](http://go.osu.edu/newarklc)
- **Mid-April:** Housing application and deposit
- **May 1:** \$100 acceptance fee due for early orientation registration. Payment is accepted after this date. Directions are emailed to you.

