



**METROPOLITAN
STATE UNIVERSITYSM**
OF DENVER
Immigrant Services

New Student Checklist

If you have any questions about this checklist, please email us at immervices@msudenver.edu or schedule an appointment by scanning QR code.

Complete your financial aid steps at the same time or even prior to completing your admission steps.

Items in red font are high priority!

ADMISSION

- 1. Apply for admission
- 2. Wait for admission decision notification
- 3. Apply for in-state tuition
- 4. Submit transcripts, AP/IB, and/or college credits

My Student Number is:

90-__ __ __ __ __

My MSU E-mail is:

_____@msudenver.edu

REGISTRATION

- 5. Log in to your MSU Email
- 6. Get the Microsoft Outlook app on your phone
- 7. Sign up for orientation!
- 8. Take the placement test (if needed)
- 9. Attend Orientation
- 10. Register for classes

GETTING READY FOR CLASSES!

- 1. Opt-out of health insurance (Optional)
- 2. Authorize your College Opportunity Fund
- 3. Get your RTD pass (optional)
- 4. Pay tuition or Sign Up for Payment Plan

IMPORTANT DEADLINES – Spring 2026

- Jan 19 Semester Begins!
- Jan 26: 100% Refund Deadline
- Feb 5: Census Date: February 5
 - Last day to drop classes with 50% refund.
 - Last day to correct your tuition classification to in-state tuition
 - Last day to opt-out from health insurance
- Mar 22-28: Spring Break
- TBD: Last day to withdraw from classes and get a “W” with no refund

FINANCIAL AID & SCHOLARSHIPS

- 1. Complete CASFA or FAFSA
- 2. Apply for the College Opportunity Fund (COF)
- 3. Apply for MSU Denver Scholarships (Scan QR code on the back)
- 4. Apply for private scholarships
- 5. Review outstanding requirements on 'My Financial Aid' portal

Checklist Item Description

Text in red font represent high priority items

Admission

1. Go to msudenver.edu/apply/ to apply for admission
2. Wait for admission decision. This can take about a week, but in some cases it may take longer. Admission letter will include your student number, and MSU Email.
3. You will receive a notification letting you know of your assigned tuition classification. If you are assigned the Non-Resident rate, please contact us to review your eligibility for in-state tuition.
4. Submit transcripts. Instructions on how to submit can be found online at msudenver.edu/sendit/ . Transcripts must be sent directly from the school to admissions@msudenver.edu

Register

You must be admitted to MSU Denver to complete steps 5-8

5. Locate your MSU Denver Email on the admission letter, then follow instructions to login to your MSU email by going to msudenver.edu/myfirstlogin/
6. Download the Microsoft Outlook app on your phone and check your new MSU Denver email on a regular basis. Expect emails from financial aid and instructions to sign up for new student orientation
7. You'll get instructions to sign up for new student orientation on your MSU Denver inbox. Students with transfer credits can do a self-guided online orientation
8. Go to www.msudenver.edu/testing to find out if you need to complete placement testing

Financial Aid

1. Complete CASFA or FASFA. Schedule an appointment with Immigrant Services Program if you need assistance. **Note: You can begin this step even if you have not applied to MSU Denver**
2. Apply and/or authorize your college opportunity fund at MSU Denver by going to msudenver.edu/cof
3. Apply for MSU Denver Scholarships by scanning the QR code below. You must be an admitted student to submit the scholarship application. The general scholarship application opens every year in December 1. The priority deadline is March 1.
4. Scan QR code below to access a list of private scholarships available to immigrant students.
5. On your Student Hub, scroll to the Financial Aid section, and click on "My Financial Aid" to review your award information, and check for any outstanding requirements

Getting Ready for Classes

1. Health insurance is required for all MSU Denver student taking 9 or more credits. Students are automatically enrolled on the university's Student Health Insurance Plan (SHIP) until they opt-out by providing health insurance information. **If you don't have insurance, please contact the Immigrant Services to review your opt-out options**

