

NYU Wagner Accepted Student Checklist

Welcome to NYU and New York! You're invited to [join us for one of our NYU Wagner events](#) and to learn more about [NYU and living in NYC](#). We're thrilled to have you be a part of our community!

Step 1. Activate your NYU Net ID

Due Date: As soon as you receive your accept letter

Your Net ID provides you access to a number of student resources and services. Your NYU Net ID is a unique alphanumeric code found in your acceptance letter. It is not your University ID. Your University ID is different and looks like a 9-character ID number starting with a capital "N".

Once this is complete, you can visit [NYU Home](#) for access to a variety of student resources. Your username is your Net ID and the password you have just created.

For help completing this step, contact ITS Help Desk: 212-998-3333 or email 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 on to your NYU Home account with your NYU Net ID and password you set in Step 1.
- b. Select the "Academics" Tab
- c. Select the "Albert" login link and login 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 to accept or decline the Admission offer
- g. Click either the "Accept Offer" or "Decline Offer" button

Once you accept, you will be asked to submit a non-refundable deposit of \$1000 USD. You can pay this 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 U.S. 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, must indicate proof of graduation, 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 call (212) 998-7414 or email us at 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 [I-20 application page](#).

Step 5. Set up your NYU Email account:

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

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

Contact ITS at AskITS@nyu.edu if you encounter any problems.

Step 6. Apply for Federal Financial Aid - U.S. 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.

Please call the NYU Office of Financial Aid at (212) 998 - 4444 with any questions.

If you have questions, please call (212) 998-7414 or email us at wagner.admissions@nyu.edu.