

CHECKLIST

esu.edu/admissions



Accept Your Offer of Admission

- All newly admitted first-year and transfer students must pay or defer a \$300 enrollment fee to finalize admission and secure a space in the incoming class. Early submission is recommended for priority orientation, class registration and housing selection.
- Visit esu.edu/enrollmentfee to submit the enrollment fee. Log in with your ESU student ID number (provided on your offer of admission letter) and your birth date as your six-digit PIN (for example, if your birth date is July 5, 2005, use 070505). Select the Deposits tab and follow the instructions.
- Enrollment fee refund requests will not be honored after May 1 for fall students, and December 1 for spring students.



Activate Your ESU Email Account

- Within a few days of submitting your enrollment fee, you will receive an email with information on how to set up a password for your ESU email account. You will also receive instructions for setting up your myESU portal. **Your ESU email is the only officially recognized email address for enrolled students and is the official method of communication with students.** Check your ESU email and myESU portal regularly to ensure all important communications are received.



Set Up Your myESU Account - Your Dashboard to Remaining Checklist Items

- myESU (myesu.esu.edu) is a single sign-on portal that helps you manage your University business by providing access to your educational records, financial aid, housing application, and other important campus information and resources.
- Your user name is the portion of your ESU email that precedes the @ sign (for example, if your email address is ewarrior2@live.esu.edu, use ewarrior2).
- Once in the myESU portal, you can view your student profile. If needed, update your contact information and that of your emergency contact.



Apply for Financial Aid

- Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov and include ESU (**school code 003320**) as a recipient of the information. The FAFSA can be completed beginning December 1.
- Pennsylvania residents: Your FAFSA must be completed by May 1 to be considered for the PA State Grant. Please visit pheaa.org for more information.
- Once your FAFSA is complete, financial aid awards will be mailed via USPS starting in mid-March. Financial aid award information will also be visible in the myESU portal once you have paid the enrollment fee.
- Visit esu.edu/financialaid or call **570-422-2800** for more information.

Register for New Student Orientation

- Orientation registration for fall students opens at the end of November. We will send notifications via email when reservations open, so monitor your inbox! Preview dates are available at esu.edu/orientation. If you have questions, please email newtoesu@esu.edu.

Apply for Housing

- Entering first-year and transfer students (who have fewer than 60 earned credits) by the first day of classes at ESU are required to live in University housing.
- Exceptions to this policy include those first-year or second-year students who reside full-time within the home of their parents or legal guardians within 45 miles of campus, those who are 21 years of age or older, and/or those who are legally married.
- Apply for housing via myESU to secure your room or apartment.
- Visit esu.edu/reslife to view our Housing Residency Requirements.

Your Academic Schedule

- Once you submit your enrollment fee, your academic advisor will create your first ESU academic schedule. Your academic advisor's name can be found in the myESU portal under the Student tab by selecting the term you plan to begin (Example: fall 2023). Your advisor will be listed under *Advisors*.

Transfer Credit Evaluation (TCE)

- A transfer credit evaluation will be sent to those students who have college-level coursework as part of their previous educational experience. The TCE is a course-by-course evaluation to inform you on how your courses from prior institutions will transfer to ESU. This document will be sent to the email address that was listed on your admission application.

SAT / ACT Scores are Optional

- If you have SAT or ACT scores, these scores can be used for course placement.
- Those students who do not provide test scores will be required to take the English Accuplacer Exam and/or Basic Mathematical Skills Competency Exam.
- The ACT code for ESU is **3700**.
- The College Board (SAT) code for ESU is **2650**.

Credit for Prior Learning

- If you have taken Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) exams, you should request that your scores be sent directly from the originating testing agency to ESU's Office of Admissions. Please be aware these credits may count towards general education requirements, prerequisites, or electives for your major.

Send Final Transcript(s)

- Submit your required final, official high school transcripts (with graduation date shown) and/or college transcripts (with grades from your most recent term(s) included) to:

Electronic Documents:

admission@esu.edu

Mailed Documents:

**East Stroudsburg University
Office of Admissions**

200 Prospect Street
East Stroudsburg, PA 18301-2999

Need Help?

Contact the Office of Admissions

admission@esu.edu or **570-422-3542**

