

# NEXT STEPS CHECKLIST FOR TRANSFER STUDENTS



Now that you've been accepted to The University of Toledo, what are your next steps?

## SET UP YOUR UTAD ACCOUNT.

### Set up your MyUT (UTAD) account

MyUT (also called your UTAD account) is your personalized account that allows you to log in to use UT's online resources including e-mail, financial aid services, orientation and much more. It's very important you do this as soon as possible after you are accepted to UT.

### How to activate your UTAD account

1. Visit [myutaccount.utoledo.edu](http://myutaccount.utoledo.edu) and enter your Rocket ID. This is your student ID, and it is found on your acceptance letter from UT. If you do not know your Rocket ID number, enter your Social Security number. You will also need to enter your eight-digit birth date (no spaces between numbers).
2. Click on the button that says "Find Account."
3. The next screen will say "Terms & Conditions." Read this information and then click "I agree" at the bottom.
4. After clicking "I agree", the next screen will ask you to set your password. Make sure you read and follow the guidelines for setting your password.
5. The next screen will ask you to choose a security question. Choose one and type in the answer. Press "set".
6. At the next screen, press "confirm" and wait until your account is activated.
7. After your account is activated, your myUT username and Rocket ID number will appear to the left in a box titled "Your Account (Brief)".
8. Be sure to remember your username, password, and your security question.

### YOUR UTAD ACCOUNT AND UT E-MAIL ACCOUNT

Your UT e-mail account is activated once you are admitted. You will be given a [rockets.utoledo.edu](mailto:rockets.utoledo.edu) e-mail address. It is important to start checking your e-mail frequently, as this is the main way that UT will communicate with you once accepted.

### SERVICES AVAILABLE THROUGH YOUR MYUT ACCOUNT:

- "New Student" tab – this will give you access to placement test and orientation information
- Look up classes/register for classes
- Request parking permit
- Accept financial aid
- View and pay bill
- Transfer credit evaluation and degree audits
- Much more!



**If you need assistance setting up your UTAD account, please contact Information Technology at 419.530.2400.**

## ORIENTATION AND ADVISING:

As a transfer student, you have the option of a face-to-face orientation or an online version. Please follow these steps depending on which you choose.

### Face-to-face:

1. Register for date through the "new student tab" in the MyUT portal
2. Take any needed placement tests
3. Attend orientation, which includes advising and course registration.

## ONLINE:

1. Complete online orientation through the "new student lab" in the MyUT portal.
2. Take any needed placement tests
3. Schedule advising appointment with admitted college
4. Schedule classes through MyUT portal

\*Be sure to bring copies of all transcripts from previous institutions with you to the advising appointment with your admitted college.



- PLACEMENT TESTS** - Contact your admitted college to see if any are needed. Placement testing is available Monday-Friday from 9 a.m.-4 p.m. in Memorial Field House Room 1080. No appointment is needed. Bring a photo ID and your Rocket ID number. For more information, call 419.530.2011.
- YOU CAN** visit [transfer.org](http://transfer.org) to get a preliminary report on what will transfer to UT. We also have Course Equivalency Guides available on our Web site at [utoledo.edu/admission/transfer](http://utoledo.edu/admission/transfer).

\*Contact numbers for colleges:

College of Adult and Lifelong Learning	419.530.3142
College of Business and Innovation	419.530.2087
College of Engineering	419.530.8000
College of Languages, Literature and Social Sciences	419.530.2671
College of Natural Sciences and Mathematics	419.530.2671
College of Nursing	419.530.2673
College of Pharmacy and Pharmaceutical Sciences	419.530.2010
College of Visual and Performing Arts	419.530.2671
Judith Herb College of Education, Health Science and Human Service	419.530.2495
Transition Program	419.530.1250

### Other Important Steps:

- FAFSA** – Be sure to transfer your FAFSA information to UT. If you already completed your FAFSA for this school year, simply log in and add UT’s code of 003131. Be sure your current institution knows not to disburse funds for the coming semester when you will start at UT. If you are filing a new FAFSA for this year, just send it to UT.
- SEND FINAL TRANSCRIPTS** – If you are currently finishing a term somewhere else, be sure to send a final transcript with this term’s grades and your final cumulative GPA to us at: Mail Stop 300, The University of Toledo, 2801 West Bancroft St., Toledo, Oh, 43606.

### Optional Steps:

- VISIT CAMPUS** – if you would like to visit campus before starting with us, please visit: [utoledo.edu/admission/undergraduate/campus](http://utoledo.edu/admission/undergraduate/campus) to schedule a time. We have visits Monday-Friday, Saturday mornings, and select evening hours.
- HOUSING** – if you are interested in living on campus, please visit [residencelife.utoledo.edu](http://residencelife.utoledo.edu) or call 419.530.2941 for more information.

If you have any questions, please contact us at 800.5TOLEDO, tweet @UTadmission, visit: [facebook.com/utoledo](http://facebook.com/utoledo) or **e-mail** [enroll@utoledo.edu](mailto:enroll@utoledo.edu).

