

What's Next?

Important to-dos for new international students

This timeline is designed to help you prepare for your start at Chatham this fall. Please carefully review this packet. Completing all necessary forms and familiarizing yourself with this information is a sure step toward your success at Chatham University.

Welcome to Chatham, and we look forward to seeing you in August!

WHEN ACCEPTED

- Pay your tuition deposit of \$150 US at chatham.edu/deposit.
- Sign up to attend a **New Student Registration Day** at chatham.edu/undergrad-events. Earlier registration provides premium housing choices and best selection of courses! At a New Student Registration Day, you will register for classes, learn how to set up your student ID, set up your Chatham e-mail account, and meet members of the Chatham community.
- Pay your SEVIS I-901-fee online and plan your visa interview appointment at the nearest US Consulate or Embassy as soon as you receive your admissions packet and I-20.
- Reserve your place in on-campus housing at my.chatham.edu > My Tools > Student Housing. A \$150 housing reservation fee (paid at this same site) is required to reserve your place and fill out the housing application. *Note: you must be a deposited student in order to complete the housing application.*
- **Application for Commuter Student Status:** Chatham University has a two-year residency requirement that requires students to reside in on-campus housing their first two years at Chatham. Exceptions to this policy can be found at chatham.edu > Housing & Dining > Undergraduate Housing. Students who wish to commute and not live-on campus must complete the Application for Commuter Student Status. Applications can be found at my.chatham.edu > Services & Departments > Residence Life. Once approved, commuter students are able to apply for a parking pass through my.chatham.edu.
- Complete your Laptop Choice Form at chatham.edu > Academics > Support & Services > Technology Resources (opens April 1).
- R.I.S.E.: Retain. Involve. Strengthen. Excel. is a retreat and community-building experience for students of color transitioning to Chatham. Learn more and register at chatham.edu/student-experience > Diversity, Equity & Inclusion.

MAY

The enrollment deposit deadline has been extended from May 1 to May 15 and will be accepted on a rolling basis to allow time for financial aid review.

- **Housing Application & Reservation Fee Priority Consideration Deadline:** Housing applications are accepted on a rolling basis, however housing is only guaranteed for students who deposit by May 15 and apply for housing by June 1. Students applying between May 1-June 1 will receive housing information by July 1. Students who apply for housing after June 1 will be placed on a space available basis. The housing application can be found at my.chatham.edu > My Tools > Student Housing.
- Ensure that your appointments are scheduled to meet with your physician to complete your medical forms via Med+Proctor.

Health/Immunization Record Information

You are required to submit health information and immunization record information **by August 1, 2024**, through a secure web-based software platform called Med+Proctor. A list of required and recommended vaccinations can be found at my.chatham.edu > Services & Departments > Student Health Services. We recommend starting this process as soon as possible.

Create your account at secure.medproctor.com by selecting New Users-Register and using your Chatham e-mail address. **If asked to pay for a Pro Account, select No Thank You.** Med+Proctor is a free service, and the Pro account is not needed at any point during this process.

Documentation MUST be uploaded to Med+Proctor; we cannot accept records via fax, mail, or e-mail. If you have technical issues, contact Med+Proctor directly at help@medproctor.com or by visiting support.medproctor.com.

Watch for information about TouchNet: a new online student bill payment and refund processing system which will be launching in summer 2024!

JUNE

- Notify your admission counselor and the Office of Financial Aid of any additional outside scholarships you receive. You'll want to make sure that you have funds sent to the Office of Financial Aid to credit your account before tuition bills are sent out.
- Students applying between May 1-June 1 will receive housing information by July 1.

JUNE 1

- **Guaranteed Housing Application Deadline:** Students who apply after this date will be placed on a space available basis.
- **Living Learning Community (LLC) Application Deadline:** If you are interested in being considered for one of our Living Learning Communities, complete the LLC section of your housing application by today. Learn more about LLCs at my.chatham.edu > MyTools > Student Housing.
- **Roommate Request Deadline:** If you would like to request a specific roommate, roommate requests are due today. Roommate request must be mutual, meaning a request must be sent by both students and accepted through the online housing application. Chatham attempts to honor all roommate requests, but they are not guaranteed and are dependent upon space availability. Visit my.chatham.edu > MyTools > Student Housing.
- **Housing & Dining Medical Accommodation Request Deadline:** Students who would like to submit a medical accommodation request related to student housing or their meal plan are encouraged to do so by June 1. For instructions and application information, visit my.chatham.edu > Services & Departments > Residence Life

JULY

- Tuition statements mailed July 1 to all registered students
- Families can begin their payment planning with the Office of Student Accounts. 10-month and 8-month plans are offered.
- The Office of Admission needs to receive the following information to complete your file:
 - Final official transcripts from your high school and all colleges attended.
 - Advanced Placement (AP) test scores, if applicable
 - Dual enrollment/Post-Secondary Education Option (PSEO) college transcripts, if applicable.
 - International Baccalaureate Diploma/Certificate, if applicable.

- Confirm with Chatham Office of International Affairs that you are attending.
- Apply for your student visa as soon as you receive your 1-20. Do not purchase your flight until you have received your Visa.
- **Meal Plans:** be sure to register for your meal plan. On-campus residents will select a plan when they complete the online housing application. Commuter students will be sent an e-mail in August with the option to sign up for a meal plan.

2024-25 Meal Plans	Cost per term
Chatham Anytime	\$3,400
Chatham 14	\$2,700
Chatham 10	\$2,100

All first-year residential student are required to purchase the Chatham Anytime plan. Transfer students living on upper campus must purchase one of the three Chatham plans.

Apartment Plan: Premium	\$1,750
Apartment Plan: Primary	\$1,050

Transfer students living in Chatham-owned apartments must purchase one of the Chatham or Apartment plans.

Orchard Hall Residents	Cost per term
Eden Hall Plan	\$3,000

Orchard Hall residents must purchase the Eden Hall Plan.

Commuter Meal Plans (2024-25)	
25 meals	\$250
50 meals	\$450

Meal plans begin with breakfast on Friday, August 23. For more details on the meal plan options, visit chatham.edu > [Student Experience](#).

- Deposited students who are registered for fall classes can **begin enrolling in Student Health Insurance coverage** after July 1 on my.chatham.edu. Direct questions regarding Student Health Insurance to the Office of Student Accounts at studentaccounts@chatham.edu or 412-365-2718. **All students are required to have insurance coverage.**
- **Submit information for your student ID card** at chatham.edu/orientation. You will receive your ID when you come to campus for orientation. For more information, contact OSA@chatham.edu.
- **Airport pick-up** is arranged on specific dates. Please check your Chatham e-mail for more information. The deadline to request airport pickup for students living on campus is August 1.
- Begin to research book purchasing options for fall classes. If you know your course schedule, you can find required textbooks at bkstr.com/chathamstore.

JULY 15

- **10-month payment plans: First tuition payment is due today.** Five monthly installments beginning on July 15 for the fall term and December 15 for the spring term.

AUGUST

- Register for New Student Orientation at chatham.edu/orientation. Contact the Office of Student Affairs at osa@chatham.edu with questions.
- If you have not done so yet, **complete your Laptop Choice Form** at chatham.edu > Academics > Support & Services > Technology Resources
- Work on completing the **AlcoholEdu and Sexual Assault Prevention modules**. Instructions and module due dates were sent to your Chatham e-mail in late July.

AlcoholEdu and Sexual Assault Prevention

AlcoholEdu and Sexual Assault Prevention are mandatory online programs.

AlcoholEdu, a nationally recognized program, is designed for all students—whether you are a frequent drinker or a non-drinker. This educational tool will help prepare you for college life and will provide the University with important data, which can help Chatham gain grants and offer better program opportunities for students.

The widespread impact of sexual violence presents an urgent and pressing challenge for our nation's campuses. **Sexual Assault Prevention** addresses the critical issues of sexual assault, relationship violence, and stalking, which impact countless college students across the country.

AUGUST 1

- **Health/immunization records due today** via Med+Proctor. If you have not yet completed this requirement, you must do so before you arrive to campus later this month.
- **Airport arrival form is due** by today to the Office of International Affairs.

AUGUST 15

- **8-month payment plans: First tuition payment is due today.** Four monthly installments beginning on August 15 for the fall term and December 15 for the spring term.



FOLLOW THE OFFICE OF STUDENTS AFFAIRS ON INSTAGRAM!

[@chathamstudentaffairs](https://www.instagram.com/chathamstudentaffairs)

The account will be posting about everything from Chatham events to Chatham news, and even feature some giveaways! It's a great way to stay connected to Chatham over the summer.

MOVE-IN

Specific information about exact move-in times will be provided by early July. Please contact the Office of International Affairs at internationalaffairs@chatham.edu to determine the best arrival time and schedule your arrival. OIA will request flight & airport arrival information from you

- New International Students

Friday, August 16 and Saturday, August 17
New incoming international students move in.

- New & Transfer Student Move-In

Wednesday, August 21
Incoming first-year and transfer students move into their residence hall or apartment and begin New and Transfer Student Orientation. A move-in time will be assigned to you prior to your arrival. Fall student athletes may move in prior to this date and will be notified accordingly.

- Returning Students

Saturday, August 24
Returning students move in.

ORIENTATION

Additional information will be sent over the summer.

Both orientations are required for all new and transfer international students. Save these dates!

INTERNATIONAL STUDENT ORIENTATION

Tuesday, August 20

NEW AND TRANSFER STUDENT ORIENTATION

Wednesday, August 21 through Sunday, August 25

SEPT

SEPTEMBER 15

- Consider applying for **campus employment opportunities** on Handshake at chatham.joinhandshake.com/login. Use your Chatham Username and Password to set up your account, click on **Jobs**, and apply the **On Campus** filter.

We are looking forward to seeing you in August!

Save the Date for New and Transfer Student Orientation: August 21-25

Watch for additional information this summer.



Download the ChathamU mobile app

Visit your app store and search Chatham University to find and download the Chatham U app. Learn about upcoming events, involvement opportunities, general campus information, and more.



Download for Apple



Download for Android

Contact the **OFFICE OF STUDENT ENGAGEMENT** to learn more about opportunities to get involved on campus in student organizations, activities, community service, leadership opportunities, and more.
StudentEngagement@chatham.edu
412-365-2990
[@chathamstudentengagement](https://www.instagram.com/chathamstudentengagement)

CHATHAM ACTIVITIES BOARD's main focus is creating a lively and collaborative programming atmosphere on campus with specific focus on late night and weekend events. Check us out on Instagram for upcoming events and fun giveaways!

CHATHAM TECHNOLOGY REQUIREMENT

For new students, there are **two computer program options** to ensure you have a laptop computer that meets Chatham's technology requirements. You may purchase a discounted and preconfigured device from Chatham's online store or bring your own device that meets the minimum requirements set by the University. *Note: Some majors may have specific laptop or technology requirements to enroll in the program.*

During New Student Orientation, you will bring your laptop to IT Support Services for assistance installing the latest Microsoft software, setting up security and virus protection, and connecting to the University network. You will also receive important information on technology resources, services, and support at Chatham.

For additional information on Chatham's laptop requirements, the online store, and technology resources, please visit chatham.edu > [Academics](#) > [Support & Services](#) > [Technology Resources](#).

OPPORTUNITIES TO GET INVOLVED

- **Join a club or organization:** Throughout orientation you will be able to meet up and learn about clubs and activities at Chatham. You can also check out the ChathamU Mobile App for more information.
- Think about Leadership Opportunities!
 - **Chatham Undergraduate Student Government (CSG)** elections for Class of 2028: Look for information the first week of classes
 - Be on the lookout over the summer for information regarding the **Emerging Leaders Retreat**, which occurs during the first few weeks of classes and is designed specifically for first-year and sophomore students.

CONTACT INFORMATION

Office of Enrollment Management	412-365-1825	undergraduate@chatham.edu
Office of Student Affairs	412-365-1286	osa@chatham.edu
Counseling Center	412-365-1282	counselingcenter@chatham.edu
Student Health Services	412-365-1714	studenthealth@chatham.edu
New & Transfer Student Orientation	412-365-1281	osa@chatham.edu
Residence Life	412-365-1518	reslife@chatham.edu
Student Engagement	412-365-2990	studentengagement@chatham.edu
Academic & Accessibility Resources	412-365-1523	oaar@chatham.edu
Athletics	412-365-1625	athletics@chatham.edu
Career Development	412-365-1209	careers@chatham.edu
Dining Services	412-365-1506	parkhurst@chatham.edu
Diversity, Equity & Inclusion	412-365-2776	odei@chatham.edu
Information Technology Services	412-365-1112	helpdesk@chatham.edu
International Affairs	412-365-1388	internationalaffairs@chatham.edu
Public Safety	412-365-1230	publicsafety@chatham.edu
Student Employment	412-365-2762	studentemployment@chatham.edu
Student Services Center	412-365-2797	
Financial Aid	412-365-2781	financialaid@chatham.edu
Registrar	412-365-2963	registrar@chatham.edu
Student Accounts	412-365-2719	studentaccounts@chatham.edu