May:

Items below should already be done or near completion. It is important that these items be completed first.

- Onboard your myLynn student account
- Submit housing form
- Log into your E-SAS account and complete your Statement of Financial Responsibility and Credit on Account forms in order to accept your scholarship
- Submit your I-20 requirements, if you require an F-1 student visa
- Register for courses, if eligible
- Provide or update your personal email address
- Mark your calendar to attend the Onboarding Program on August 21, 2019

June:

- Submit official final transcripts
- Request final score reports be sent to Lynn University
- Prepare for payment of your first semester bill
- Familiarize yourself with the academic calendar

July:

- Submit health and immunization forms
- Visit myLynn to prepare for onboarding program
- Check for student account holds
May

myLynn student account

myLynn is the student portal for housing, course registration, orientation schedule, financial aid documents, tuition payments, grades, your Lynn email and all other Lynn University information. Now that you are officially a Lynn student, communication will be sent to your Lynn email address from various departments so it is important that you check your Lynn email regularly.

- You should have received an email after you made your enrollment deposit with step-by-step instructions on how to Onboard your myLynn account.
- After you Onboard your myLynn account with your username and new password, be sure to take time to familiarize yourself with myLynn.
- Your Lynn email address is: username@email.lynne.edu.

Housing form

Submit your 2019-2020 Housing Preferences and Contract for university housing placement. Housing assignments on campus are awarded on a first-come first-served basis. As housing on campus fills up, offsite Lynn University housing will be utilized. Notification of your confirmed residence hall/location and roommate(s) assignments will be issued the first week of July to your Lynn email.

You must submit your Request for Release form if you qualify for and are living off-campus.

All forms are located on myLynn under Mandatory Forms.

E-SAS Account and Statement of Financial Responsibility and Credit on Account Forms

E-SAS (Electronic Student Aid System) is the portal to student financial aid information and is where you can view your up-to-date financial award amounts. In order to accept your scholarship, you must access your E-SAS account via myLynn and complete both the Statement of Financial Responsibility and Authorization Regarding Credit on Account forms.

Step-by-step details on how to access your E-SAS account is in the Student Financial Services welcome packet which you will be receiving from student financial services directly.
I-20 Requirements

Students who require an F-1 student visa to study at Lynn receive an email from Ms. Sheila Sheppard (ssheppard@lynn.edu) or the International Student Services office (ISS@lynn.edu) regarding the I-20 required documents. The I-20 Form is required in order to apply for the F-1 student visa.

In summary, the documents required include:

- I-20 Document Required form
- Copy of passport
- Bank letter or statement
- Copy of visa page (students currently holding other visa types; i.e., A, E, G, H or L)
- F-1 transfer form (students already holding an F-1 visa from another institution)

Register for courses

First-year and transfer students for fall 2019 who submitted their enrollment deposit by May 6, 2019 are able to register for courses. If you are one of those students, you should have received an email on May 13, 2019 introducing your academic adviser and pertinent information regarding how to select your courses for the fall and spring semester. These emails are sent to your email.lynn.edu email address so you should make sure that you have successfully Onboarded your myLynn account and have your Lynn email address.

Please make sure to contact your adviser and register for classes by May 31, 2019.

First-year and transfer students for fall 2019 who submit their enrollment deposit between May 7 and June 3, 2019 will receive registration information in early June.

Provide your personal email address

Over the summer, emails will be sent from various offices on campus to your new Lynn email. The Office of Admission however needs your personal email address in order to stay in touch and send important reminders to you. If we have a secondary or high school email address on file for you, we will need an updated email as soon as possible.

Onboarding program

The Onboarding Program is hosted by the Office of Student Involvement and begins Wednesday, August 21, 2019. This is mandatory for all new Lynn international students. The program continues through Welcome Weekend. During the onboarding program, you will meet with your academic adviser, finalize your course registration and learn more about the Lynn University learning experience.
If you are a U.S. student living abroad, we invite you to move in on August 21, 2019. The check in process on this day will provide you with ample time to settle in and participate in programs with international students. If you will not move in on this day, please let your admission counselor know.

Arrival and check-in information is available on my.lynn.edu.
JUNE

Official final transcripts

Official final transcripts showing your high school graduation date are required and due by July 1, 2019. Enrollment is not complete until the Office of Admission receives all official final transcripts and test score(s).

Score reports and transfer credits

If you have taken AP, IB, AICE or CLEP exams, you must have official score reports sent to the Office of Admission (admission@lynn.edu) prior to Welcome Weekend.

Students transferring from other colleges or universities must submit final transcripts from their prior institutions in order to receive an updated Transfer Credit Evaluation.

Prepare for payment of your semester bill

Payment for the fall semester is due by August 1, 2019. It is important to pay the full balance of your first semester bill on time as there may be fees associated with late payments. As a new student for fall 2019, you will receive your first bill via physical mail in June. Moving forward, bills will only be available online. You can view your bill on myLynn under Student Finances.

If you are interested in enrolling in the five-month payment plan, families must enroll by July 1, 2019. Your first payment installment and nonrefundable $35 registration fee is due at the time of enrollment.

Information and step-by-step details on how to pay your bill or how to enroll into the payment plan is in the Student Financial Services welcome packet.

Familiarize yourself with the academic calendar

The 2019-2020 academic calendar is where you can find dates and plan for final exams, short breaks and extended holiday travel. When reviewing the calendar, recognize that you are classified as a “Day Undergraduate” student.
JULY

Health forms

Prior to orientation, you must complete and submit the following health forms:

- Immunization Record
- Physical Examination Record
- Health History Authorization for Treatment

All forms are located on myLynn under Mandatory Forms.

Prepare for onboarding program

Check your myLynn for the most up-to-date schedule for the Onboarding program which begins Wednesday, August 21, 2019. Remember that this is mandatory for all new Lynn international students including U.S. students living abroad. The program continues through Welcome Weekend.

Check for student account holds

A hold on your student account occurs when you have not completed or fulfilled certain requirements. Failure to provide immunization records, pay your bill or check-in and register with International Student Services (ISS) upon arrival to campus will result in holds on your account. Certain holds can prevent you from being able to attend classes, move in to your residence hall and may even delay the disbursement of your scholarship monies. Please make sure to complete and fulfill all that is required of you.