Transfer & Returning Student Checklist

This checklist is a guide to completing registration at Chicago State University.

Questions? Call: 773-995-2513 | Email: ug-admissions@csu.edu

Academic Year 2020

STEP 1: CLAIM YOUR ACCOUNT
The instructions for this were sent to you in an email with the subject: “Your Chicago State University Admissions Decision.” Claim your account here: https://www.csu.edu/itd/nw_claim_account.htm
Gwendolyn Brooks Library 1st Floor | 773-995-3963 | helpdesk@csu.edu

STEP 2: SUBMIT YOUR FAFSA
If you intend to use Financial Aid to pay for classes, please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. This process may take up to six weeks.
Visit: https://studentaid.gov
Please note: if you are not applying for financial aid to pay for coursework, you must set up a payment plan or pay in full.

STEP 3: MEET WITH YOUR ADVISOR
Students must meet with their Academic Advisor to discuss placement results, their degree plan, and learn how to register for classes. During the advising meeting, students will be provided with their Registration Advising PIN so they may be able to enroll via self-service through CSU X-Press:
https://www.csu.edu/csuxpress.htm

STEP 4: PAY YOUR TUITION & FEES
If you applied for Financial Aid, be sure to accept your Financial Aid award. If you do not receive Financial Aid, you must visit the Cashier's Office to pay for your classes or set up a payment plan.
Cook Administration Building, ADM 211 | 773-995-2029 | cashier@csu.edu

STEP 5: PURCHASE TEXTBOOKS
Students can purchase materials through our online bookstore at: https://www.csu.edu/dosa/booksandgear/

STEP 6: OBTAIN YOUR STUDENT ID
You can receive your student ID from ITD on the 1st floor of the Gwendolyn Brooks Library. You can also email them at: IDservices@csu.edu
Gwendolyn Brooks Library 1st Floor | 773-995-3963 | IDservices@csu.edu

STEP 7: SUBMIT YOUR IMMUNIZATION RECORDS
It’s an Illinois state law for students to submit their Immunization records. You can submit these via email or stop by our Health & Wellness Center for support in-person. ADM 131 | 773-995-2010 | wellness@csu.edu
Note: Illinois high school health records are acceptable.

STEP 8: PAY FOR A PARKING PASS (OPTIONAL)
For on-campus classes, we recommend purchasing a parking pass. This can be done at the Cashier's Office or online: https://www.csu.edu/campus/parking.htm
Cook Administration Building, ADM 211 | 773-995-2029 | cashier@csu.edu

Questions? We’re here to help! 773-995-2513. For the online admitted student checklist visit:
https://www.csu.edu/admissions/admitted_students.htm