

# NEW STUDENT ENROLLMENT CHECKLIST

STEP 1: Complete the online New Student Application

STEP 2: Gather all necessary documents to submit during enrollment:

Birth Certificate

School transcript if you received academic credit from a previous school.

**If you are enrolling as a diploma seeking 10th-12th grade student with Griggs, an official transcript is required.**

IEP/504 if applicable

Third party billing form if there is a conference or any other third party paying a portion or all of the tuition amount.

Passport-style photo of the student with a blank background

STEP 3: Complete the online enrollment form at <https://www.griggs.edu/enrollment/new-students>. Be sure to include all of the supporting documents from step 2.

STEP 4: Make an online payment here: <https://vault.andrews.edu/griggs-payment/>. You have the option of payment in full or payment the enrollment fees and setting up a payment plan for the tuition. (more details on the enrollment form).

STEP 5: Check your email. If all of the above has been submitted correctly and the enrollment is approved by our academic advisors, you will receive an enrollment confirmation email. If any documents or payment are missing, an email will be sent to notify you of what is needed to complete the enrollment.

STEP 6: Order books through our bookstore or a third-party book distributor such as Amazon.

STEP 7: Schedule and attend the student orientation. (K-8 or High School) at [griggs.edu/academics/orientation](https://griggs.edu/academics/orientation).