

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 receive your fall class schedule, receive your student ID, learn how to set up your Chatham e-mail, 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.*
- 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.

- **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.
- **R.I.S.E.: Retain. Involve. Strengthen. Excel.** is a retreat and community-building experience for all students transitioning to Chatham who are interested in joining our multicultural student organizations. Learn more and register at chatham.edu/student-experience > Diversity, Equity & Inclusion.

MAY

- **Housing Application & Reservation Fee Priority Consideration Deadline:** Housing applications are accepted on a rolling basis, however housing is only guaranteed for students who deposit and apply by June 1.

Students applying between May 1-June 1 will be notified of their housing placement by mid-July. 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.
- **Meal Plans**
 - **All first-year residential students** must purchase the Chatham 21 Plan. After the first year, residential students have the choice of meal plans, depending on whether they live on upper or lower campus.
 - **Transfer students living on upper campus** must purchase the Chatham 21, 14, or 10 Plan.
 - **Transfer students living in Chatham-owned apartments** must purchase one of the Chatham or Apartment plans.

- **Commuter students** can sign up for a meal plan by clicking on the link within the commuter application.

2025-26 Meal Plans	Cost per term
Chatham 21	\$3,502
Chatham 14	\$2,775
Chatham 10	\$2,350
Apartment Plan: Premium	\$1,800
Apartment Plan: Primary	\$1,200
Commuter Meal Plans (2025-26)	
25 meals per term	\$275
50 meals per term	\$475

Meal plans begin with breakfast on Friday, August 22. For more details on the meal plan options, visit chatham.edu > [Student Experience](#).

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.

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
- Chatham offers 2, 3, 4, and 5-month payment plans during the fall and spring terms. Monthly installments are due on the 15th of each month. The final payment for fall plans is November 15, and the final payment for spring plans is April 15. Enrollment dates for the fall term are as follows:
 - 5-month plan: July 1-July 14
 - 4-month plan: July 15-August 14
 - 3-month plan: August 15-14
 - 2-month plan: September 15-October 14
- 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 Global Engagement 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.
 - 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.**
 - If you did not already pick up your student ID card at a New Student Registration Day, **submit information for your student ID card** at orientation.chatham.edu. You will receive your ID when you come to campus for move-in or orientation. For more information, contact OSA@chatham.edu.
 - Begin to research book purchasing options for fall classes. If you know your course schedule, you can find required textbooks at chatham.ecampus.com.

JULY 15

- **5-month fall payment plan: 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 Global Engagement.

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

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 Global Engagement at globalengagement@chatham.edu to determine the best arrival time and schedule your arrival. Global Engagement will request flight & airport arrival information from you.

- New International Students

Friday, August 15 and Saturday, August 16

New incoming international students move in.

- New & Transfer Student Move-In

Wednesday, August 20

Incoming first-year and transfer students move into their residence hall or apartment and begin New and Transfer Student Orientation. Fall student athletes may move in prior to this date and will be notified accordingly.

- Returning Students

Saturday, August 23

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 19

NEW AND TRANSFER STUDENT ORIENTATION

Wednesday, August 20 through Sunday, August 24

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 20-24

Watch for additional information this summer.



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 out Student Engagement Instagram for upcoming events and fun giveaways!

CHATHAM TECHNOLOGY REQUIREMENT

New students will need to purchase a laptop that meets Chatham's technology requirements. Some majors may have specific laptop or technology requirements for their academic program. Please check the program-specific requirements before purchasing a new computer. We recommend buying from a reputable source and to consider an extended warranty for the time you will be at Chatham (if that length of time it is not already covered under the manufacturer's warranty).



During New Student Orientation, IT Support Services will be available to help with installing software, troubleshooting any account issues, and connecting any devices to the University network. Online resources are also available to offer help in setting up a variety of technologies related to Chatham.

Scan this QR code for new student tech resources, including laptop requirements.

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 2029: Look for information the first week of classes
 - Be on the lookout this fall for information regarding the **Emerging Leaders Retreat**, which occurs during the spring term 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 Success Center		
Academic & Accessibility Resources	412-365-1523	oaar@chatham.edu
Academic Advising		advising@chatham.edu
Career Development	412-365-1209	careers@chatham.edu
Student Employment	412-365-1209	studentemployment@chatham.edu
Global Engagement	412-365-1388	globalengagement@chatham.edu
Athletics	412-365-1625	athletics@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
Public Safety	412-365-1230	publicsafety@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