



**Enrollment Checklist**  
For First-time Culinary Arts Students

Completion Date	Task
	Submitted application for culinary admissions.
	Contacted high school counselor to send official high school transcript to IUP Culinary Admissions.
	Made arrangements for SAT or ACT test scores (if taken) to be sent to IUP. Scores are often reported on high school transcript—check with your guidance counselor to be sure.
	Forwarded letters of recommendation (optional) to IUP Culinary Admissions.
	Forwarded personal essay (optional) to IUP Culinary Admissions.
	Received culinary admission decision letter.
	If admitted, paid \$150.00 tuition deposit to reserve space in class. <b>May 1 deadline</b>
	If you are interested in on-campus housing: Received, completed and submitted the housing contract and \$80.00 housing prepayment. <b>Contract is mailed in March to admitted students who have paid the \$150 tuition deposit.</b> Housing is available on a first-come, first-served basis to 60 first-year culinary students.
	If you are planning to live off-campus: Secured off-campus housing. <b>Guide to Off-Campus Housing</b> is available at <a href="http://www.iup.edu/admissions/culinary">www.iup.edu/admissions/culinary</a> (Select Housing Information from the menu).
	Applied for Financial Aid if applicable. <b>Apply at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> by December 15 of the year prior to your enrollment to ensure maximum consideration.</b>
	Requested final high school transcript to be sent to IUP Culinary Admissions once it is available.
	Received Culinary Orientation information and marked calendar to attend in August.
	Returned Health History Form with TB test results.
	Returned Advising and Testing Form (if you are requesting learning support services).
	Received and paid tuition bill.
	Received Culinary Development Class information and marked calendar to attend on Move-In Weekend.

Use this checklist to track your progress toward enrollment in Culinary Arts at IUP.  
Contact us at [culinary-arts@iup.edu](mailto:culinary-arts@iup.edu) or 800-438-6424 with your questions.