

# NEW STUDENT CHECKLIST

Start Date

Student ID#

## Congratulations on your enrollment!

These are the steps to prepare for a successful start at UTI and we're ready to help you along the way! Students starting after July 1, 2022, can start the FAFSA process October 1, 2021.

### Step 1

- Apply for FSA ID at <https://fsaid.ed.gov>.

✓ Complete

- Within 7 days of your enrollment, you must complete your FAFSA at [FAFSA.ed.gov](https://fafsa.ed.gov) or by downloading the myStudentAid app on your smartphone. For questions or assistance completing your application, attend a Zoom meeting: <https://uti.zoom.us/join/zoom/register/tZAvce6vrDwsH9Z26nWsiMMkzHHCW2RSkV>, schedule an appointment with UTI's FAFSA assistance team at [uti.edu/fafsasupport](https://uti.edu/fafsasupport) or by calling 1-844-338-0032.<sup>1</sup>

Due Date:

Campus code:

Due Date:

### Step 2

Set up your new student email account at [portal.office.com](https://portal.office.com)

Due Date:

Download the Student Portal App: **UTI Go**

- **iOS:** Go to the Apple Store and download the application titled 'UTI Go'
- **Android:** Go to the Google Play Store and download the application 'UTI Go'
- **Desktop:** Desktop access is also available without downloading the App at [utigo.uti.edu](https://utigo.uti.edu)

### Step 3

Apply for scholarships by accessing the UTI GO app.

Due Date:

### Step 4

Submit a copy of your high school diploma or GED.<sup>2</sup> Students attending the NASCAR Tech campus must provide official high school transcripts.

Fax to \_\_\_\_\_ or

Mail to \_\_\_\_\_

Due Date:

### Step 5

We recommend you tour the campus you will attend as soon as possible if you haven't done so already.

Tour or Open Shop Date:

Campus phone: \_\_\_\_\_

### Step 6

Ensure all housing arrangements are fully secured no later than 90 days prior to your scheduled start date. You can find helpful information by accessing the UTI GO app.

Due Date:

### Step 7

Save living expense money to start school –  
\$ \_\_\_\_\_ recommended if relocating.

Due Date:

### Step 8

**Attend mandatory Future Student Workshop**

- Discuss expectations for obtaining a part-time job.<sup>3</sup>
- Finalize housing arrangements, get roommate and arrange carpools.
- Scholarship test and information:

Workshop Date:

### Step 9

Attend mandatory Orientation & Registration (lab and meter fees due).  
Scheduled dates and information available on the UTI GO app.

Date:

### Step 10

Additional items:

Date:

Admissions Representative: \_\_\_\_\_

**Remember:** Any time you call a department and get voice mail, please leave your complete name, your seven-digit student ID number, and the best telephone number and time to reach you. We are here to help you with every step of this process, so please do not hesitate to contact us if you find yourself stuck at any point. Also, please be sure to return our calls, emails and texts promptly so we can ensure you are ready to start school.

<sup>1</sup>Financial aid and scholarships are available to those who qualify. Awards vary due to specific conditions, criteria and state. <sup>2</sup>Prior to starting or re-enrolling, Tennessee residents attending the Orlando or Houston campus must provide official high school transcripts, GED scores or state-authorized equivalent exam scores. In addition, all students attending the NASCAR Tech campus must provide official high school transcripts, GED scores or state-authorized equivalent exam scores prior to starting or re-enrolling. <sup>3</sup>UTI is an educational institution and cannot guarantee employment or salary. For important information about the educational debt, earnings and completion rates of students who attended this program, visit [www.uti.edu/disclosures](https://www.uti.edu/disclosures).