INCOMING CHECKLIST

✔️ **Upload Your Immunization Records**

Submit your immunization information to Student Health Services (SHS) by uploading your immunization record form the **patient portal** on the **SHS website**. Immunization Record Forms are due by August 1, 2025. If you have questions, please contact Student Health Services at **immunize@gmu.edu**.

✔️ **Review Scalia Law's Technology Requirements**

Scalia Law School has a mandatory laptop requirement for all incoming students. Verify that your laptop meets the school's technology requirements. More information can be found on the **Computing Information for Incoming Students** page.

✔️ **Send Your Final Transcripts to Scalia Law School**

Ask your undergraduate institute to submit your final transcript to Scalia Law School's **lawapps@gmu.edu**. Your transcript verifying your degree must be submitted to Scalia Law School by the first day of orientation.

✔️ **Notify the Admissions Office of New Character and Fitness Issues**

Continue to notify must the Admissions Office of any new character and fitness issues. Refer to the character and fitness section of your application.

✔️ **Order Your Parking Pass (if applicable)**

If you plan to park on campus, you must pay for a parking permit. Parking permits for 2025-2026 will be available for purchase at **parking.gmu.edu** starting July 28 at 8 am. Parking permits are sold on a semester basis. Semester and daily/weekly/monthly parking permit rates are posted on the **Parking and Transportation website**.

✓ Purchase Your Books and Review Your Syllabus

Your professors will start posting their syllabi information on the **Academics web page**. Books may be found by reading the syllabi for each course.

✓ Pay Tuition & Fees

You must pay your tuition in full no later than the first day of classes. Details regarding how to pay tuition, how to set up a payment plan, and direct deposit instructions are available on the Student Accounts Office website and **Payment Guide**. Please note that, if you have a scholarship, it will appear on your student account in late summer.

✓ Sign Up for Direct Deposit

To receive your student loans quick, you should sign up for direct deposit. If you do not sign up for direct deposit, you will receive your loans via USPS check.

✓ Alert Mason of Accommodations (if applicable)

If you require accommodations for studying, classroom lectures/ activities, or exam-taking, please contact the Office of Disability Services at **ods@gmu.edu** and complete the necessary forms available at **https://ds.gmu.edu/forms/**.

✓ Complete Records Intake Forms

The Records Office requires students to fill out intake forms prior to classes beginning. Please fill out the necessary forms at **Intake Form – JD Programs**. You will need to have your two-factor authentication set up in order to access the form. If you have not yet set up two-factor authentication, please visit **https://its.gmu.edu/service/two-factor-authentication/**.

✓ Upload Mason ID Photo for Mason Mobile ID

Your Mason ID card is your official university ID card and your key to campus life! Students are encouraged to submit their photo and sign-up for the Mason Mobile ID before orientation. You may find more information **here**.

✓ Submit a Photo for Scalia Law's Class Profile

In the fall, Scalia Law publishes a Profiles book with photos and short bios of the new class. It is also used as a class roster for professors. Please submit the form **here**.

✓ Attend Orientation

You must attend mandatory student orientation. Orientation starts on August 6.