

**Checklist for *Transfer Students* coming to the  
MLS Clinical Year at Andrews University**

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- Read your letter of acceptance completely.
- Fill out and return the Acknowledgement Form.
- Contact Student Finance (269-471-3334) to make financial arrangements.
- Contact the housing department to make the necessary arrangements:  
<https://www.andrews.edu/life/housing/>
- Contact Dining Service:  
<https://www.andrews.edu/undergrad/orientation/dining/>
- Send the Mandatory TB Screening Form to [undergrad@andrews.edu](mailto:undergrad@andrews.edu)
- If you are an international student on an I-20 visa, contact the AU International Student Services Officer at [iss@andrews.edu](mailto:iss@andrews.edu).
- Submit official transcripts of all your previous college/university.
- Submit proof of health insurance.
- Make plans to come a few days before classes begin (either summer or fall). Check with housing directly to make sure they know when you are coming and that your apartment/room is ready.
- If you need transportation from the airport or bus depot, call/email the Transportation Department at least 5 days before your arrival to make arrangements. There is a fee for this service (Phone: 269-471-3519 or E-mail: [trans@andrews.edu](mailto:trans@andrews.edu))
- Complete class registration. Go to the MLS Department in Halenz Hall room 218.

*Questions?*

Call the Medical Laboratory Sciences (MLS) Department  
at 269-471-3336 or email [mls@andrews.edu](mailto:mls@andrews.edu)