Checklist for Guest Students from affiliated schools coming to the MLS Clinical Year at Andrews University

☐ Read your letter of acceptance completely.
☐ Fill out and return the Acknowledgement Form.
☐ Contact Student Finance (269-471-3334) to make financial arrangements. Remember to tell them you will be attending AU as an MLS guest student.
☐ Contact the housing department to make the necessary arrangements: https://www.andrews.edu/life/housing/
☐ Contact Dinning Service: https://www.andrews.edu/undergrad/orientation/dining/
☐ Send the Mandatory TB Screening Form to undergrad@andrews.edu
☐ International student on an I-20 visa, contact the International Student Services Officer at your school so they know of your plans and can inform the U.S. Government.
☐ Submit official letter from the Records office at your school stating that you have COMPLETED all requirements except the Clinical Year classes you will be taking at Andrews 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)
☐ 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

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