

# ADMITTED STUDENT CHECKLIST

## UPON ADMISSION

1. **Connect with us.** Schedule a campus tour, meet with an admissions counselor, or attend one of our upcoming open house events found here: [lawadmissions.law.stetson.edu/visit-campus](http://lawadmissions.law.stetson.edu/visit-campus). Have questions about Financial Aid or Housing? Schedule a time to meet with our Student Financial Planning team or Residential Life, to have your questions answered.
2. **Pay your seat deposit by the deadline on your admission letter/email** – You will need your Stetson University ID Number (a nine-digit number beginning with 800) which was emailed to you shortly after admission. You can also access that number by checking your application status through your LSAC account at <https://os.lsac.org/>. If you are unable to locate this number, contact us at [lawadmit@law.stetson.edu](mailto:lawadmit@law.stetson.edu).
  - a. Pay on-line with credit card or eCheck at [Stetson.edu/LawSeatDeposit](http://Stetson.edu/LawSeatDeposit)
  - b. Pay by check/money order and clearly label the memo line as your "seat deposit payment" and add your Stetson University ID Number. Hand-deliver to the Business Office or mail to:  
Stetson University College of Law  
Attn: Business Office  
1401 61st Street South  
Gulfport, FL 33707

## BY JULY 15<sup>TH</sup>

1. **Complete the Financial Aid Process** – If you plan to borrow student loans, complete the FAFSA (Stetson's Code: E00342), calculate a living expense budget, and review your financial aid award. Instructions to obtain aid are located on our Student Financial Planning webpage: [stetson.edu/law/financial-planning](http://stetson.edu/law/financial-planning).
2. **Submit Dean's Certification Form** to your Undergraduate Institution – This form is included in your admission packet (U.S. degree-conferring institutions only). Your school will complete their section and send the form to us. Some schools have developed online "Dean's Certification" requests through their portals which allow you to upload the Dean's Certification Form with your sections filled out.
3. **Submit Final Transcripts to LSAC** – Final, official transcripts must show the conferral of your bachelor's degree or foreign equivalent.

## PRIOR TO ORIENTATION

1. **Review Orientation Information and Complete Assignments** – In May or June, incoming students will receive an email detailing their **Pre-Matriculation Requirements** (to be completed online before you arrive) and information about Orientation. In early August, incoming students will receive their assigned On-Campus Orientation dates.
2. **Classes for new students will begin in August 2025** – Your class schedule is assigned to you and available via the **myStetson portal** ([my.stetson.edu](http://my.stetson.edu)), typically by the end of July or early August. The Registrar's Office will announce when class schedules have been assigned.
3. **Buy or Rent Books** – Once your class schedule is assigned, you will be able to search for and buy or rent your books at the Stetson Law Bookstore ([bkstr.com/stetsonlawstore/home](http://bkstr.com/stetsonlawstore/home)) or your preferred retailer.



**DEAN'S CERTIFICATION FORM**  
*Required prior to enrollment. Please read carefully.*

**TO BE COMPLETED BY THE ADMITTED APPLICANT:**

By July 15<sup>th</sup>, please fill out the information in the spaces below then submit this Form to the **Dean of Students, Judicial Affairs Officer, or Administrative Officer** who has access to your student disciplinary records at your undergraduate degree-granting college.

**Do not mail this form to Stetson without the signature of the appropriate school official.**

I hereby authorize release of the information below to Stetson University College of Law. *Initial:* \_\_\_\_\_

I hereby waive my right to access the contents of this Form once it is received by Stetson. *Initial:* \_\_\_\_\_

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Applicant's Signature

Date

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Applicant's Full Legal Name (please print)

Undergraduate Degree-Granting College

Dates of Attendance

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LSAC Number (*Used for identification purposes only*)

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**TO BE COMPLETED BY THE DEAN OF STUDENTS OR ADMINISTRATIVE OFFICER:**

*Undergraduate Degree Granting School (U.S. degree-conferring institutions only)*

The above-named student is admitted to Stetson University College of Law. Completion of this questionnaire is required as part of the enrollment process. We appreciate your response to the following questions regarding this student's undergraduate record. Only statements concerning disciplinary matters or information relevant to the student's character are requested. Academic ability should not be assessed.

If you prefer to respond by letter or by supplying relevant records, please feel free to do so. Unless the rights afforded by the Family Educational Rights and Privacy Act of 1974 are waived by the student or because in certain instances disclosure may be otherwise required by law, the College of Law cannot assure the confidentiality of your comments. Thank you for your assistance.

To your knowledge, do the undergraduate records of this student contain information regarding disciplinary action?

☐ Yes    ☐ No (If yes, please describe in comments.)

Do the undergraduate records contain any information which might reflect adversely on this student's character?

☐ Yes    ☐ No (If yes, please describe in comments.)

COMMENTS: \_\_\_\_\_

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Signature

Title

Date

Please mail, fax or email the completed form directly to: **Stetson University College of Law, Office of Admissions and Student Financial Planning, 1401 61st Street South, Gulfport, Florida 33707; Fax (727) 562-7670; LawAdmit@law.stetson.edu.**



STETSON LAW

# FINANCIAL AID TO DO LIST

Stetson University College of Law strives to educate students about funding their legal education and borrowing wisely. The College of Law partners with AccessLex Institute to help students learn about loan terms and conditions, repayment plan options, debt reduction, credit management, and more. Please be a wise borrower.

## Key Resources:

- Student Financial Planning ([stetson.edu/law/financial-planning/index.php](http://stetson.edu/law/financial-planning/index.php))
- Federal Student Aid ([studentaid.gov/](http://studentaid.gov/))
- AccessLex Institute ([accesslex.org/accessconnex](http://accesslex.org/accessconnex))

1. **Look for Free Money:** At the time of admissions, all entering students are considered for merit scholarships. If you are awarded a Stetson merit scholarship, it will be included with the offer of admission. Please contact Darren Kettles, Director of Admissions directly with questions about scholarships ([DKettles@law.stetson.edu](mailto:DKettles@law.stetson.edu)).

You do not need to complete the FAFSA for a scholarship consideration. Many outside agencies and non-profit groups offer scholarships. Take time to research and apply, but never pay to be considered! More information regarding outside scholarships can be found at [stetson.edu/law/financial-planning/scholarships-outside-opportunities.php](http://stetson.edu/law/financial-planning/scholarships-outside-opportunities.php).

2. **FAFSA Time:** Complete the Free Application for Federal Student Aid (FAFSA) each year if you plan to borrow federal loans ([studentaid.gov/h/apply-for-aid/fafsa](http://studentaid.gov/h/apply-for-aid/fafsa)). The 2025-26 FAFSA is expected to be available in December 2024. Stetson Law's federal school code to include on the FAFSA is E00342. Remember you do not have to wait to file your taxes to complete the FAFSA. It is based on your prior year's taxes. Also, you do not have to include your parent's information on the FAFSA regardless of whether they claimed you as a dependent on their taxes.
3. **Review Your Financial Aid Package:** Once you have been admitted and we receive your FAFSA, we will email your offer to you. Your offer will outline your estimated cost of attendance, your full aid eligibility, and the additional steps you will need to complete to insure timely disbursement of your aid. You do not have to accept the full amount of aid offered to you and should only borrow what you need. Your Student Financial Planning Team along with our partner, [accesslex.org](http://accesslex.org), can help you strategize your financial and borrowing goals.
4. **Pay Close Attention to All Communications from the Office of Student Financial Planning:** Stetson's Financial Planning personnel will endeavor to have your approved funds available at the start of each semester, but you must do your part, too. Remember to pay close attention to all communications from our office.

**A tip:** Sign up for direct deposit for faster access to your financial aid disbursement! Contact the Business Office to sign up at [stetson.edu/law/offices/business](http://stetson.edu/law/offices/business).

5. **Stay in Touch:** Please contact us with questions or concerns. You can reach the Office of Admissions and Student Financial Planning, at (727) 562-7813 or [Finaid@law.stetson.edu](mailto:Finaid@law.stetson.edu).



# INFORMATION TECHNOLOGY - LAPTOP REQUIREMENTS

**The following recommendations are based on our ability to support Stetson-supplied software on your device (such as Microsoft 365 and Exemplify.)**

**Manufacturer:** You may purchase your laptop computer from the store or from the manufacturer of your choice. We recommend you choose a well-known and respected brand name from a reputable retailer. We recommend an extended warranty that provides coverage for the length of time you expect to be enrolled.

**Operating System:** The operating system (OS) requirement is Windows 11, or Apple Mac OS Ventura and above, (Chromebooks and Windows 11 S are not supported).

**Processor:** Any Intel i5-i9 processor or AMD processor (2 GHz or faster) is strongly recommended. Trusted Platform Module (TPM) 2.1 highly recommended.

**Memory (RAM):** 8 GB or more for Windows 11 and Mac operating systems. In general, more memory will provide faster response from your laptop.

**Hard Drive:** A minimum of 250 GB for programs, documents, media, and spare storage. An SSD drive will make your computer run much faster.

**Anti-Virus Software:** We provide Microsoft Defender for Endpoint at no additional charge. It is compatible with all College of Law provided software and it is available to you once you register your laptop with Stetson during the Technology Orientation session. All student laptop computers must have an up-to-date, actively running antivirus program installed, and have a valid subscription for obtaining updates regularly. You may opt to use your own antivirus program, but I.T. will not be able to provide any support for it and you must make sure that it is compatible with Exemplify.

The Office of Information Technology reserves the right to deny network access to any computer that does not meet this requirement.

For questions, please contact the Office of Information Technology at [it@law.stetson.edu](mailto:it@law.stetson.edu) or (727) 562-7323.

