

KCKCC Student Housing Move In Checklist

Name _____ Room _____

Use this list as a guide to make sure you have completed all of the requirements that are needed before you are able to move into student housing.

_____ Submit 2018-2019 KCKCC Housing Application

<http://www.kckcc.edu/campus-life/student-services/student-housing>

_____ Payment of Non-Refundable Application Fee (\$100) and Housing Deposit (\$100)

- Date: _____
- The sooner this is paid, the more likely your requests will be granted for roommate(s) and/or room layout.
- The Application Fee is non-refundable and the Housing Deposit is refundable.
- You may call the Business Office at 913-288-7620 or visit the Business Office to pay the application and the deposit fee.

_____ Create an account with CastleBranch <https://portal.castlebranch.com/KD34>

- Pay for Background Check and Medical Document Manager. \$76.76 paid to CastleBranch
- Follow the steps in CastleBranch to complete the required Background Check
- Submit all necessary documentation to CastleBranch

_____ Immunization and Health History Form

- Complete form and upload under each section of immunizations in your CastleBranch account.

_____ Tuberculosis Questionnaire

- Complete form and upload to your CastleBranch account.

_____ Copy of Semester Schedule (must be enrolled and maintain enrollment in at least 12 credits)

- Visit with an advisor to register for classes
- Print a copy of your schedule
- Upload your schedule to your CastleBranch account.

_____ Renters Insurance (student must provide one of the items below)

- Show proof that you purchased renter's insurance or Complete the Waiver of Liability form
- Upload one of the above options to your CastleBranch account.

_____ Financial Aid Form

- You must pay in full, have enough financial aid to cover housing, or sign up for the payment plan.
- Take the Financial Aid Form to the Financial Aid Office for their signature and upload the form to your CastleBranch account. *(note: this does not apply to international students)*

_____ Current Picture (one of the below)

- Taken by KCKCC Staff
- Provided by student