



## FINAL ACCEPTANCE Checklist

[www.citadel.edu/root/admissions-secure-spot](http://www.citadel.edu/root/admissions-secure-spot)

### **Congratulations on your acceptance and welcome to the Class of 2026!**

The following forms and items are required to secure your spot **after** academic acceptance:

Date Submitted:

\_\_\_/\_\_\_/\_\_\_

**1. \$300 Enrollment deposit**

Log into [Lesesne Gateway](#) to pay online.

If paying by check please mail to:

The Office of Admissions  
171 Moultrie Street  
Charleston, SC 29409

*(Refundable until 1 May – must submit request in writing via email, fax, or mail)*

Date Submitted:

\_\_\_/\_\_\_/\_\_\_

**2. Medical History & Physical Exam Forms\*\***

**\* Due within 90 days of acceptance**

You must be **MEDICALLY APPROVED**

**NLT 15 July** to Matriculate in August.

**Date Approved:**

\_\_\_/\_\_\_/\_\_\_

Date Submitted:

\_\_\_/\_\_\_/\_\_\_

**3. Drug Test Consent Form \*\***

(Please read, initial, and sign)

Drug Test consent form can be found at:

[mighty.citadel.edu/root/images/admissions/pdf/drugtest.pdf](http://mighty.citadel.edu/root/images/admissions/pdf/drugtest.pdf)

Date Submitted:

\_\_\_/\_\_\_/\_\_\_

**4. Official FINAL high school transcript**

**Due by 1 July** after student has graduated.

Must include high school graduation date with senior year grades.

\*\*TRANSFER students only:

Official FINAL college transcript

**\* Due by 1 July**

Date Submitted:

\_\_\_/\_\_\_/\_\_\_

**5. Proof of Legal Presence**

The state of South Carolina requires all state colleges and universities to verify each student's legal presence in the United States.

Please provide a copy of one of the following documents as soon as possible:

- U.S. birth certificate
- Passport or visa
- SC Driver's License

*Note: If the information presented in your admission portfolio changes after it is submitted, you must immediately inform the Office of Admissions in writing. This includes changes in academic coursework, medical/physical status, conduct, etc. Failure to do so may result in revocation of any offer of admission.*

Office of Admissions  
171 Moultrie St.  
Charleston, SC 29409

Office: (843) 953 -5230

[admissions@citadel.edu](mailto:admissions@citadel.edu)

Fax: (843) 953 - 7036

## **POINTS OF CONTACT – Around Campus**

### Office of the Registrar

[www.citadel.edu/registrar](http://www.citadel.edu/registrar)

(843) 953-6969 or [registrar@citadel.edu](mailto:registrar@citadel.edu)

Office Hours: Monday – Friday, 8:30 AM – 5 PM

- Reviews all college transcripts for credit
- Creates schedules for all incoming cadet freshman (May-July)
- Residency

### Office of Financial Aid & Scholarships

[www.citadel.edu/finaid](http://www.citadel.edu/finaid)

(843)953-5187 or [financial\\_aid@citadel.edu](mailto:financial_aid@citadel.edu)

Office Hours: Monday – Friday, 8:30 AM – 5 PM

- Reviews all FAFSA for students (use code 003423 at <https://fafsa.ed.gov/>)
- Automatically filters all applications for additional merit based scholarships & aid

### Office of Military and Veterans Services

[www.citadel.edu/va-benefits](http://www.citadel.edu/va-benefits)

(843)953-9824 or [va\\_benefits@citadel.edu](mailto:va_benefits@citadel.edu)

Office Hours: Monday-Friday, 8:30 AM – 5 PM

- Assists service members, veterans, and their dependents in managing their veteran educational benefits
- The Citadel is a member of the [Yellow Ribbon Scholarship](#) program for the 2019-2020 academic year.

### Office of the Treasurer

[www.citadel.edu/treasurer](http://www.citadel.edu/treasurer)

(843)953-5254 or [TRSR@citadel.edu](mailto:TRSR@citadel.edu)

Office Hours: Monday – Friday, 9 AM – 5 PM

- Maintenance of information regarding monthly installment plans and other ways to finance a student's education
- Collection of all monies regarding tuition to The Citadel

### Citadel Success Institute (CSI)

[www.citadel.edu/csi](http://www.citadel.edu/csi)

(843)953-6773 or [csi@citadel.edu](mailto:csi@citadel.edu)

- Summer program designed to help incoming freshmen (knobs) better transition to college-level work as well as to The Citadel before formal matriculation in August.
- Registration begins in the spring.
- The total cost for CSI is based on 4 credit hours, room and board. Limited scholarships are available to families with demonstrated need.