NEW STUDENT ENROLLMENT CHECKLIST

STEP 1: Complete the online New Student Application

STEP 2: Gather all necessary documents to submit during enrollment:

- Birth Certificate
- School transcript if you received academic credit from a previous school.
  If you are enrolling as a diploma seeking 10th-12th grade student with
  Griggs, an official transcript is required.
- IEP/504 if applicable
- Third party billing form if there is a conference or any other third party
  paying a portion or all of the tuition amount.
- Passport-style photo of the student with a blank background

STEP 3: Complete the online enrollment form at
https://www.griggs.edu/enrollment/new-students. Be sure to include all of
the supporting documents from step 2.

STEP 4: Make an online payment here: https://vault.andrews.edu/griggs-
payment/. You have the option of payment in full or payment the enrollment
fees and setting up a payment plan for the tuition. (more details on the
enrollment form).

STEP 5: Check your email. If all of the above has been submitted correctly
and the enrollment is approved by our academic advisors, you will receive
an enrollment confirmation email. If any documents or payment are
missing, an email will be sent to notify you of what is needed to complete
the enrollment.

STEP 6: Order books through our bookstore or a third-party book
distributor such as Amazon.

STEP 7: Schedule and attend the student orientation. (K-8 or High School)
at griggs.edu/academics/orientation.

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