

From Decision to First Day: Every Step, Owner, and Deadline

Fall 2028 entering class — twenty-three weeks, eighteen offices, and the dates that cannot move

ADMITTED STUDENT Devin O. Marchetti-Ruiz	APPLICATION ID KU-2028-0184426	ENTRY TERM Fall 2028 (first-year, degree-seeking)	DECISION PLAN Regular Decision
ADMISSION COUNSELOR Alina Beauchêne-Osei · Territory 14 (Midwest, ST and two adjacent states)	DECISION RELEASED Mon Mar 20, 2028	REPLY DEADLINE Mon May 1, 2028	ENROLLMENT DEPOSIT \$400 — not yet submitted
AID PACKAGE Posted Fri Mar 24, 2028 — not yet accepted	ORIENTATION SESSION Not yet selected — selection closes Fri Jun 16, 2028	HOUSING APPLICATION Opens Fri May 12, 2028	CLASSES BEGIN Mon Aug 28, 2028

1. WEEKS 1 THROUGH 7 — DECISION RELEASE TO THE REPLY DEADLINE							
DATE	WEEK	TASK	OWNING OFFICE	WHERE IT IS DONE	COST	YOUR STATUS	WHAT TO KNOW
Mon Mar 20, 2028	Week 1	Decision released in MyKesterly at 4:00 p.m. ET	Undergraduate Admission	MyKesterly decision card	—	Complete	Read the conditions in the letter
Fri Mar 24, 2028	Week 1	Financial aid package posted for admitted applicants	Student Financial Services	MyKesterly aid card	—	Complete	Package is an estimate until verification, if selected, is finished
Sat Mar 25 – Sat Apr 15, 2028	Weeks 2–4	Admitted Student Days, three Saturdays on campus	Undergraduate Admission	Register in MyKesterly	Free	Registered — Sat Apr 8	Attendance is not tracked and does not affect any decision
Mon Mar 27, 2028	Week 2	Accept, reduce, or decline each aid item; loans require separate steps	Student Financial Services	MyKesterly aid card	—	Open	Declining a loan now does not prevent requesting it later in the year
By Fri Apr 7, 2028	Week 3	Aid appeal for changed family circumstances, with documentation	Student Financial Services	Form SFS-14 with attachments	—	Not started	An appeal is a review, not an adjustment
Sat Apr 15, 2028	Week 4	Waitlist opt-in deadline, if you were waitlisted elsewhere	Other institutions	Their portals	—	Not applicable	Deposit somewhere by May 1 even if you stay on a waitlist
By Mon May 1, 2028	Week 6	Confirm enrollment and submit the \$400 enrollment deposit	Undergraduate Admission	MyKesterly enrollment card	\$400	Open	May 1 is the National Candidates Reply Date; it is the earliest date we will require a commitment
By Mon May 1, 2028	Week 6	Deposit waiver request for demonstrated financial hardship	Student Financial Services	Form SFS-09	\$0 if approved	Not applicable	Submit before May 1, not after
Tue May 2, 2028	Week 7	MyKesterly student account and university email address issued	Information Technology	Automatic, 24–48 hours after the deposit posts	—	Pending	Every later step uses the university email address, not a personal one
Tue May 9 – Fri Jun 30, 2028	Weeks 8–16	Waitlist activity period for this cycle	Undergraduate Admission	MyKesterly	—	Not applicable	Waitlist offers are made only if space remains after May 1
May 1 is the National Candidates Reply Date, the widely used earliest date at which institutions ask admitted first-year students to confirm enrollment. Kesterly will not require a commitment before it, and nothing you do before May 1 is treated as a commitment.							

Dates that control other dates: Three things in this document are genuinely time-sensitive and are commonly missed: the enrollment deposit by Mon May 1, 2028, the housing application priority deadline on Thu Jun 1, 2028, and the orientation session selection closing Fri Jun 16, 2028. Each one is a gate for later steps — housing assignment follows the application timestamp, and first-term registration happens at the orientation session you select.

2A. WEEKS 8 THROUGH 16 — HOUSING, PLACEMENT, ORIENTATION, AND TRANSCRIPTS

DATE	WEEK	TASK	OWNING OFFICE	WHERE IT IS DONE	COST	YOUR STATUS	WHAT TO KNOW
Fri May 12, 2028	Week 8	Housing application and roommate profile open	Residential Life	MyKesterly housing card, \$300 prepayment	\$300	Not started	Assignment priority follows the application timestamp, not the deposit date
Thu Jun 1, 2028	Week 11	Housing application priority deadline, 11:59 p.m. ET	Residential Life	MyKesterly housing card	—	Not started	Applications after this date are assigned from remaining inventory
Thu Jun 1, 2028	Week 11	Housing accommodation request with supporting documentation	Accessibility Services	Form AS-03 with provider documentation	—	Not applicable	Submitted separately from the housing application and reviewed independently
Thu Jun 1, 2028	Week 11	Deferral request for a gap year, one year maximum	Undergraduate Admission	Form ADM-22 with a written plan	—	Not applicable	Deposit must be on file; requests are reviewed individually
Thu Jun 1, 2028	Week 11	International students: documents for Form I-20 issuance	International Student Services	Financial documentation and passport copy	—	Not applicable	Allow time for the SEVIS fee, the visa appointment, and travel
Thu Jun 15, 2028	Week 13	Mathematics, world language, and writing placement assessments	Center for Academic Advising	MyKesterly placement card	—	Not started	Results set which first-term courses you are eligible to register for
Fri Jun 16, 2028	Week 13	Orientation session selection closes; sessions run Jun 26 – Jul 24	New Student Orientation	MyKesterly orientation card	\$185	Not started	Sessions fill; a preferred session is not guaranteed
At your orientation session	Weeks 14–18	Advising appointment and first-term registration	Center for Academic Advising	On campus, or remote by arrangement	—	Scheduled	Course availability depends on the session date and on placement results
Mon Jul 10, 2028	Week 16	Final official secondary transcript with the graduation date	Your school counselor	Sent by the school to Brandt Hall 200	—	Not started	Admission is conditional until this posts and the conditions in the letter are met
Mon Jul 10, 2028	Week 16	Official college transcripts and exam scores for credit review	Testing agencies and colleges	Sent to Brandt Hall 200	—	Not applicable	Credit evaluation takes 10 business days after receipt

Every task after the deposit uses your university email address and the MyKesterly student account. Forwarding rules set on a personal address are the most common reason an admitted student misses the housing assignment notice or the billing notice.

2B. WEEKS 17 THROUGH 23 — HEALTH RECORDS, BILLING, ARRIVAL, AND THE FIRST DAY

DATE	WEEK	TASK	OWNING OFFICE	WHERE IT IS DONE	COST	YOUR STATUS	WHAT TO KNOW
Mon Jul 17, 2028	Week 17	Immunization record and health history	Student Health Services	Secure health portal	—	Not started	An incomplete record places a registration hold in the second term
Thu Jul 20, 2028	Week 17	Fall term bill posted to the student account	Student Financial Services	MyKesterly billing card	—	Pending	Accepted aid appears as anticipated credit, not as a payment
Fri Aug 4, 2028	Week 19	Federal loan entrance counseling and master promissory note	Student Financial Services	Federal student aid website	—	Not started	Loans do not disburse until both are complete
Sat Aug 12, 2028	Week 20	Fall term payment due, or payment plan enrollment	Student Financial Services	MyKesterly billing card	\$45 plan fee	Not started	Unpaid balances place a hold that blocks spring registration
Mon Aug 14, 2028	Week 21	Student identification card photo upload	Campus Card Office	MyKesterly card services	—	Not started	Late uploads are processed in person during move-in week
Tue Aug 22, 2028	Week 22	Residence hall move-in, by assigned arrival window	Residential Life	On campus	—	Pending	Arrival windows are assigned in August and are not exchangeable
Wed Aug 23 – Sun Aug 27, 2028	Week 22	Welcome week programming	New Student Orientation	On campus	—	Pending	Several sessions are required, not optional
Mon Aug 28, 2028	Week 23	First day of classes	Academic Affairs	On campus	—	Pending	Add and drop dates follow the academic calendar

August steps have the least slack in the entire timeline. A missed loan document or an unpaid balance in the week before classes is corrected under the same academic calendar as everyone else's, and the add and drop deadlines do not move for it.

3. ENROLLMENT CHECKLIST STATUS CODES

Not started	The task is open and nothing has been received.
In progress	Part of the task is received; the card lists what is still needed.
Submitted	Received and queued. Allow the posting lag before contacting the office.
Under review	Received and being evaluated — placement results, accommodations, credit evaluation.
Complete	Nothing further is required for this item.
Waived	The requirement does not apply to you, or it was waived in writing.
Past due	The deadline passed. Contact the owning office in Section 8 the same day.
Not applicable	The item belongs to a group you are not part of, such as international students.

The status shown on each MyKesterly card is authoritative. This document records the status as of Mon Mar 20, 2028 and is not updated automatically.

4. HOUSING SEQUENCE

DATE	STEP	OWNER	WHAT TO KNOW
Fri May 12, 2028	Application and roommate profile open	Applicant	Timestamp of a complete application sets assignment priority
Thu Jun 1, 2028	Priority deadline and prepayment due	Applicant	Complete applications after this date draw from remaining inventory
Fri Jun 9, 2028	Roommate group requests close	Applicant	All members of a group must name each other and must all have applied
Mon Jul 10, 2028	Learning community and substance-free housing selections close	Applicant	Space in each community is limited
Thu Jul 27, 2028	Assignments and roommate information released	Residential Life	Assignments are made by the office, not selected by students, for first-year halls
Fri Aug 4, 2028	Room change request window opens	Applicant	Changes depend entirely on available space and may not be possible
Tue Aug 22, 2028	Move-in by assigned arrival window	Residential Life	Early arrival requires approval and carries a nightly charge

Submitting the application and the prepayment makes you eligible for an assignment. It does not reserve a building, a room type, a roommate, or an assignment at all if demand exceeds available space.

5. DEPOSITS, FEES, AND REFUNDABILITY

ITEM	AMOUNT	DUE	REFUNDABILITY	HOW IT IS APPLIED	NOTES
Enrollment deposit	\$400	Mon May 1, 2028	Refundable in full if requested in writing on or before May 1, 2028; nonrefundable afterward	Credited to the fall term bill	Waiver available on form SFS-09 for demonstrated hardship
Housing prepayment	\$300	With the housing application, by Thu Jun 1, 2028	Refundable through Sat Jul 1, 2028	Credited to the fall term bill	Does not reserve a specific building, room type, or roommate
Orientation fee	\$185	With session selection, by Fri Jun 16, 2028	Refundable through Fri Jun 30, 2028	Charged to the student account	Covers materials, meals, and the advising appointment
Family orientation fee, optional	\$95 per guest	With session selection	Refundable through Fri Jun 30, 2028	Charged to the student account	Limit two guests per student
Payment plan enrollment fee	\$45 per term	At plan setup, by Sat Aug 12, 2028	Nonrefundable	Charged to the student account	Four installments, August through November
Late payment fee	\$125	Assessed Mon Aug 21, 2028	—	Charged to the student account	Assessed once per term on balances over \$500
Credential evaluation, international records	Varies, paid to the vendor	Before Mon Jul 10, 2028	Set by the vendor	Paid directly to the vendor	Required for non-U.S. secondary or college records
SEVIS I-901 fee, international students	Set by the federal government	Before the visa appointment	Set by the federal government	Paid directly to the federal government	Paid by the student, not by the university

Every deposit and fee on this page is stated as refundable or nonrefundable and by what date. Ask in writing before paying anything whose refundability you cannot find here, and keep the confirmation number for each payment.

6. INTERNATIONAL STUDENTS

STEP	DEADLINE	OWNER	WHAT TO KNOW
Financial documentation and passport copy for the Form I-20	Thu Jun 1, 2028	International Student Services	10 business days after a complete file
Form I-20 issued and sent electronically	By Fri Jun 22, 2028	International Student Services	Check the name spelling against the passport on the day you receive it
SEVIS I-901 fee payment	Before the visa appointment	Student	Keep the receipt; it is required at the interview
Visa appointment scheduled	As early as appointments allow	Student	Appointment availability varies widely by post and is outside university control
English proficiency evidence, if required	Mon Jul 10, 2028	Undergraduate Admission	Some placement results depend on it
Arrival and immigration check-in	Tue Aug 22 – Fri Aug 25, 2028	International Student Services	Required; a missed check-in affects the SEVIS record
International student orientation	Thu Aug 24 – Fri Aug 25, 2028	International Student Services	In addition to, not instead of, general orientation

Immigration documents, fees, and appointments are governed by federal agencies and by the consular post, not by the university. Kesterly issues the Form I-20 once the file is complete; the university cannot expedite a visa appointment or predict an outcome.

7A. IF YOU CANNOT MEET MAY 1

1. Contact your admission counselor before May 1, not after. Extensions are considered only when they are requested in advance.
2. State the specific reason and the date you can decide. A pending aid appeal, a delayed aid package, or a documented family circumstance is a reason we can act on.
3. Ask for the answer in writing in the portal. A verbal extension is not recorded.
4. If you need a deposit waiver rather than an extension, file form SFS-09 with Student Financial Services instead.
5. If no extension is granted and the date passes, the offer may be released to another applicant. Ask what, if anything, remains possible.

7B. DEFERRAL, WITHDRAWAL, AND RESCISSION

SITUATION	WHAT TO FILE	DEADLINE	WHAT TO EXPECT
Gap year deferral	Form ADM-22 with a written plan; deposit on file	Thu Jun 1, 2028	Reviewed individually; approval typically prohibits enrolling elsewhere for credit
Withdraw your enrollment	Written notice in MyKesterly	Any time	Deposit is nonrefundable after May 1; readmission is a new application
Change of entry term	Form ADM-22	Thu Jun 1, 2028	Spring entry depends on space and is not available for every major
Condition not met	Nothing to file; the office contacts you	After the final transcript posts	The offer is reviewed and may be changed or withdrawn
Discrepancy found in the application	Respond in writing when contacted	Within 7 days of the notice	A material discrepancy can result in a rescinded offer

8. CONTACTS AND RESPONSE TIMES

OFFICE	WHAT IT HANDLES	LOCATION	CONTACT	NORMAL RESPONSE	PEAK RESPONSE
Office of Undergraduate Admission	Application status, missing documents, decision letters, deferral and withdrawal requests, waitlist questions	Brandt Hall 200	(555) 042-7700 · admission@kesterly.example	2 business days	3–4 business days Jan 5 – Mar 20
Student Financial Services	FAFSA and KAS processing, verification, award letters, aid appeals, billing and payment plans	Brandt Hall 120	(555) 042-7730 · sfs@kesterly.example	3 business days	5 business days Feb 1 – May 15
Office of Residential Life	Housing application, room selection, roommate matching, accommodations	Tamblyn Commons 105	(555) 042-7810 · housing@kesterly.example	3 business days	5 business days Jun 1 – Aug 15
New Student Orientation	Orientation registration, session changes, family programming, fees	Tamblyn Commons 210	(555) 042-7845 · orientation@kesterly.example	2 business days	4 business days Jun 1 – Jul 31
Center for Academic Advising	Placement assessments, advising appointments, first-term registration	Weatherly Hall 340	(555) 042-7860 · advising@kesterly.example	3 business days	5 business days during orientation sessions
International Student Services	Form I-20 issuance, SEVIS records, visa questions, arrival check-in	Brandt Hall 315	(555) 042-7790 · iss@kesterly.example	3 business days	5–7 business days Jun 1 – Jul 15

If two offices give different answers, ask the office named as the owner in Sections 1, 2a, and 2b to confirm in writing through the portal. The owning office is the one whose record determines whether a step is complete.

9. DOCUMENT CONTROL

VERSION	EFFECTIVE	OWNER	CHANGE SUMMARY
4.2	Mon Mar 20, 2028	Enrollment Services Council (chair: R. Nakashima-Cole, Undergraduate Admission)	Fall 2028 dates loaded; housing priority moved from the deposit date to the application timestamp; deposit waiver route added to the reply-date section
4.1	Wed Mar 22, 2027	Enrollment Services Council	International steps separated from the general timeline; refundability stated for every fee
4.0	Mon Mar 21, 2026	Enrollment Services Council	Rebuilt as a single cross-office timeline replacing six office-specific mailings
3.6	Fri Jul 10, 2026	Residential Life (J. Okwuosa-Trent, Director)	Room change window added; arrival windows made non-exchangeable

Guide ADM-YIELD-4.2 · Reviewed each March at decision release and each August after move-in · Next scheduled review: Mon Aug 21, 2028 · Companion document: ADM-STAT-6.1, Application Status Guide.

What completing the checklist does not guarantee: Completing every step in this timeline confirms your intent to enroll and makes you eligible for the services listed. It does not guarantee a housing assignment, a specific residence hall, room type, or roommate; a particular orientation session; a seat in a specific course or section; entry into a restricted major, honors program, or learning community; a financial aid amount or the continuation of any award; or the issuance of an immigration document or visa. Your offer of admission remains conditional on the requirements stated in your decision letter, including receipt of a final official transcript showing graduation and continued academic performance. Where this timeline and the decision letter, the enrollment agreement, the housing contract, or published university policy disagree, those official documents control.

Kesterly University, the offices, staff names, applicant name, application identification number, portal status codes, territory assignments, deadlines, decision release dates, fees, deposit amounts, and telephone numbers shown here are invented for this specimen document. Week numbering, task owners, refund dates, fee amounts, form numbers, and processing times are illustrative and do not restate the requirements of any statute, regulation, professional association recommendation, or real institution's enrollment policy. This document is not an offer of admission, an enrollment contract, a financial aid award, a housing assignment, a visa document, or a statement of institutional policy, and it must not be used to make an enrollment or financial decision for any real applicant or institution.