



FINAL ACCEPTANCE Checklist

all forms can be found at
www.citadel.edu/root/admissions-secure-spot

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

The following forms and items are required to secure your spot:

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. The Citadel's Medical Forms

Last day to submit your medical is 1 May.

You must be **MEDICALLY APPROVED**

NLT 15 July to Matriculate in August.

www.citadel.edu/root/admissions-secure-spot

Date Approved:

___/___/___

Date Submitted:

___/___/___

3. Drug Test Consent Form

(Please read, initial, and sign)

Drug Test consent form can be found at:

www.citadel.edu/root/admissions-secure-spot

Date Submitted:

___/___/___

4. Official FINAL high school transcript

Due 1 July after student has graduated.

Must include high school graduation date with senior year grades.

****TRANSFER students only:**

Official FINAL college transcript

*** Due 1 July**

Date Submitted:

___/___/___

5. Proof of Legal Presence

The state of South Carolina requires all state colleges and universities 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

Fax: (843) 953 - 7036

****Please keep copies for your records****

POINTS OF CONTACT – Around Campus

Office of the Registrar

www.citadel.edu/registrar

(843) 953-6969 or registrar@citadel.edu

Office Hours: Monday – Friday, 830 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

(843)953-5187 or financial_aid@citadel.edu

Office Hours: Monday – Friday, 830 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

(843)953-9824 or va_benefits@citadel.edu

Office Hours: Monday-Friday, 830 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 2021-2022 academic year.

Office of the Treasurer

www.citadel.edu/treasurer

(843)953-5254 or 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

(843)953-6773 or csi@citadel.edu

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