

# Your Summer Session Checklist

## Step 1: Read your Program Handbook and Residence Agreement

These are your guides to Stanford Summer Session, and all students who plan to study at Stanford for the summer must be familiar with the information they contain. Still have questions? Refer to the [FAQs](#) page at the Summer Session website.

## Step 2: Reply to your Offer of Admission and Complete your Acceptance Requirements

After accepting your offer of admission online, you must submit the following forms in order to complete the acceptance process and receive a Stanford ID number. **Remember, your spot in the program is not confirmed until you have received a Stanford ID number.**

### Three forms to submit online:

- Emergency Contact
- Housing/Accommodation Plan
- Office of Accessible Education Form

Once all acceptance requirements have been met, the Summer Session Office will generate your Stanford ID number. The process will take between three to five business days, and the ID number will be sent to you via email.

## Step 3: Use your Stanford ID Number to Establish your SUNet ID

Your SUNet ID is the “username” you will use to interact with Stanford’s online systems, and will also become part of your Stanford email address. Be sure to think carefully about your SUNet ID, for once selected, it cannot be changed. After receiving your Stanford ID number:

- Go to [accounts.stanford.edu](http://accounts.stanford.edu)
- Click the “Create a new SUNet ID” button
- Click the “I am faculty, staff, or student” button

Follow the instructions provided. **There is up to a 24-hour waiting period from when you create your SUNet ID to when you’re able to use it online.**

## Step 4: Log in to Axess

Up to 24 hours after creating your SUNet ID, you’ll be able to log in to [Axess](#). Axess is the University’s web-based enrollment tool. Become familiar with how it works. You’ll use Axess to enroll in courses, waive health insurance, apply for housing, pay your University bill, view grades and order transcripts, and more! The Stanford Registrar maintains an [Axess for Students](#) website that provides an excellent overview on how to use Axess.

## Step 5: Access Your Stanford Email Account

Your Stanford email address is generated as soon as you create your SUNet ID, and will be available for use up to 24 hours afterward. All official University correspondence will come to this address – oftentimes in advance of your arrival on campus. To access your Stanford email, go to [webmail.stanford.edu](http://webmail.stanford.edu). You should also set up [forwarding your Stanford email to your personal account](#) to ensure you will receive all messages. **Please note that your Stanford email account will be discontinued approximately 120 days following the end of Summer Quarter.**

## Step 6: Submit a Photo for Your Stanford ID Card

Your Stanford ID card serves as an identification card and an electronic key enabling you to access services and enter facilities on campus. Once you’ve created your SUNet ID and waited for 24 hours, go to the [Stanford ID Card Photo Submission](#) website to upload a photo for your Stanford ID card. Please take a moment to read the browser “NOTE” at the top of the page, and follow the instructions with care. The Summer Session Office will provide information on when your ID card will be available for pick-up. **Students who do not upload a photo by May 31, 2017 may not be able to pick up their ID card upon check in.**

**Step 7: Apply for On-Campus Housing (OPTIONAL)**

Apply for housing online via [Axess](#) (a Stanford ID number is required), beginning on April 12, 2017. Undergraduate students are guaranteed housing if they apply by the first-round deadline of May 8, 2017, and select all housing options for which they are eligible. First-round deadline for graduate, couple, and family housing is May 11, 2017. Continuous assignments will be made after the first-round deadline, but housing is no longer guaranteed. Confirmed students will be supplied with comprehensive instructions starting in early April. Additional information is available at the [Student Housing](#) website.

**Step 8: Enroll in Courses**

Start your search at our [Courses](#) page to identify the courses each department has approved as suitable for visiting students. Students who have received a Stanford ID number and created a SUNet ID can begin enrolling in courses on April 9, 2017. If you change your mind about a course, you can modify your enrollment up until the Final Study List Deadline of July 7, 2017.

**Step 9: Waive Cardinal Care Health Insurance by June 15, 2017 (OPTIONAL)**

**All students enrolled in courses at Stanford are required to have health insurance.** The University will automatically enroll students in Stanford's Cardinal Care health insurance plan and charge \$1,242 for the Summer Quarter. However, you are able to waive this fee by entering your current health insurance information in [Axess](#) at any time from April 20, 2017 until June 15, 2017. If you do not enter a waiver by the deadline, your insurance card will be mailed to your campus mailing address listed in Axess. If you have not entered a campus mailing address, the card will go to your home address. Questions? Submit a [HelpSU Ticket to the Health Insurance and Referral Office](#).

**Step 10: Check your University Bill and Pay Any Balance Due**

The University bill is generated by Student Financial Services around the 20th of each month and due in full by the 15th of the following month. If you register for courses by May 15, 2017, your first bill will be issued on or around May 20, 2017. This bill will be due by June 15, 2017 for undergraduate students, and July 15, 2017 for graduate students. After the May bill, all current charges will appear on your account on the 20th of each month and will be fully due and payable by the 15th of the following month. **Notice of your bill will be sent via email to your Stanford email account. You will not receive a bill in the mail.** Detailed information about billing is available on our [University Billing and Payment](#) webpage.

**Step 11: Rent a P.O. Box to Receive Mail on Campus**

In order to receive U.S. mail on campus, students living in undergraduate residences must rent a P.O. Box at the Stanford Post Office, located on campus. Review the [How to Receive Mail On Campus](#) webpage for detailed information about renting a P.O. Box, package delivery, correct addresses to use, and information for students living in graduate residences.

**Step 12: Get Ready to Arrive on Campus**

We're really excited that you have decided to spend your summer at Stanford! Please check your email frequently for messages from our office and monitor the **Important Documents to Read** section of your Acceptance Checklist. Residential student check-in is during the day on Saturday, June 24, 2017. More Welcome Weekend details will be emailed to confirmed students in June. In addition, you'll find answers to common questions at our [FAQs](#) page.

**Step 13: Submit Your T-Shirt Size**

Please refer to the [T-Shirt Sizing Guide](#) to determine what size shirt will best fit you. The size you indicate on the [Summer Session T-Shirt Form](#) will be the size you receive when you check in during Welcome Weekend, so please take the time to determine what size you would be most comfortable with receiving.