Now that you’re going to be a Landmark student, we need a little more information from you. So, we’d like you to set aside some time and fill out the following forms. Most of them are also available online at https://intranet.landmark.edu/orientation.

If you have questions about any of them, the information in the left-hand pocket will help you. Or give us a call. We look forward to welcoming you at the beginning of the semester!

**Required Forms:**

These are essential to our being able to welcome you to Landmark as a student. Please get them to us as soon as possible. You will probably need some assistance and/or additional signatures on forms marked with an asterisk (*).

1. **General Release and Acknowledgement of Consent***
   - Read it and sign this important legal document.
   - Note that your parents also need to sign this if you’re under 18.

2. **Responsible Payor Agreement Form***
   - Read it carefully, fill it out and sign it (this is another one of those important legal documents).
   - Note that your parents must sign too in most cases.

3. **Housing Preference Form**
   - Tell us a little about how you like to live so we can match you with a compatible roommate.

4. **Health Records***
   - Provide a complete health profile so we can be prepared to assist you if anything happens.
   - Ask for your doctor’s help with this.
   - 4a. Report of Health History
   - 4b. Physical Examination
   - 4c. Immunization Record

5. **Health Insurance Form***
   - Fill out this form, including any health insurance coverage you already have. Return it to us in the small envelope. Parents will need to fill out part of the insurance form if you’re covered by their policy.

**Recommended Forms:**

These are things that will make your life and learning experience at Landmark easier and more enjoyable. Again, you may need your parents’ help with forms marked with an asterisk (*).

6. **Notebook Order**
   - Read the Notebook Program brochure in the left hand pocket. Because the specifications are so specific, most students order their required notebook computers through this program (besides, it’s a great deal). Order online at www.landmark.edu/notebooks.
7. Co-Curricular Interest Form
Tell us about your interests! A lot of the college experience happens outside the classroom.

8. Telephone Application*
Fill this out if you want to have long distance service in your room (great for phoning home).
Local service is already provided, but you need to bring your own phone and cord.
You may want your parents to fill this out with you if they’re helping with the bill.

9. Bookstore & Café Debit Account Application*
Complete this form and it’ll be easier for you to buy books, supplies and snacks. Make sure you review the terms on the form. If your parents are funding the account, you’ll need some info from them.

10. Student Property Insurance Form* (small self-mailers)
These detail the special property insurance offered to our students. The plans are affordable and cover more losses than a standard homeowners policy. Things break or get misplaced or stolen; insurance is cheaper than replacing items yourself. We urge all students to select one of these plans and insure their property.

Optional Form:

11. Consent to Release Educational Information
Consider signing this form so we can track your progress once you leave Landmark. We won’t ever use your name when we publish statistics and you can revoke permission at any time.

Envelope
After you fill out all this stuff, put it in the envelopes and send it back to us—Health Insurance Form #5 in the small envelope, everything else in the big one.

Please return these forms by the deadline date: JANUARY 9, 2006