

Checklist of Important Items to Return & Deadlines

ITEM

On-Campus Housing Application; Application Fee; & Security Deposit

International Student Arrival Form

Tuition & Student Account Payments

On-Line Health Insurance Waiver Request (if applicable)

DEADLINE

As Soon As Possible
(On-campus housing is limited & available on a first-come, first-serve basis, so it is important to submit your Application, Fee, and Security Deposit as soon as possible.)

July 15 (Fall)
November 15 (Spring)

First Day of Classes
Mid-August (Fall)
Early-January (Spring)

Mid-September (Fall)
Late-January (Spring)

RETURN TO

Student Housing

Step 1: Complete the online Housing Application found at:

www.regent.edu/housing (Choose Regent Village or Commons, and click on “Application Process” on the left-hand column.)

Step 2: Submit the \$30 non-refundable Application Fee online to activate your application.

Step 3: Reserve your apartment by paying the \$350 Security Deposit within 5 days of accepting an apartment offer. Payments can be processed online at the following website: https://www.regent.edu/campus/housing/payments/misc_payments_form.cfm

Office of International Student Services
Fax Number: 1+(757) 352-4100
Phone Number: 1+(757) 352-4130

Business Office

1000 Regent University Drive
ADM 134
Virginia Beach, VA 23464
U.S.A.

Phone (International Calls): 1+877-386-9525
Fax: 1+(757) 352-4342

If you are interested in wiring the University your funds, please contact the Business Office directly to request the international wiring information (busoff@regent.edu).

Student Life & Business Office

Step 1: Email Ms. Carolyn Hughes, Director of Student Life, with your waiver request & alternate coverage details.
Email: chughes@regent.edu
Phone: 1+(757) 352-4867
Fax: 1+(757) 352-4100

Step 2: If approved by Ms. Hughes, purchase your health insurance plan, and submit your “Certificate of Coverage” to Ms. Hughes.

Step 3: Ms. Hughes will direct you to submit the online “Student Health Insurance Waiver Request” through the Business Office website so your Regent account will not be billed for the Student Health Insurance plan.