



January 18, 2021

Dear Resident Student—

Our move in weekend, January 29-31 is coming quickly! If you haven't done so already, please be sure to carefully read our [Move In Procedures](#) email from January 6, 2021. This email details what you should expect for your move in day, and the steps you will need to take to ensure things run smoothly.

Step one: please visit your [Residence Life Self-Service Portal](#) to sign up for your move in date and time.

Step two: You must take a COVID test no more than 3-5 days prior to your return to campus and submit the results to [covidtestresults@kings.edu](mailto:covidtestresults@kings.edu). The full details of the College's pre-semester testing plan can be found in the information shared by the Student Health Center in late December.

Once you submit your test results, you will receive a confirmation letter from the Student Affairs Office. *You must bring this confirmation letter with you on move in day.*

Step three: If you have successfully submitted your COVID test results prior to your move in day and have received your confirmation letter, you may report directly to the lobby of your residence hall or apartment building on your scheduled move in day. You will be met by a member of the Residence Life staff, who will be checking three things that you must have with you:

- Your confirmation email, either a printed copy or an electronic copy on your phone
- Your King's College Student ID Card
- Your completed green badge health check from the Campus Shield app

Once checked in by the Residence Life staff, you will be able to move back into your room/apartment as scheduled.

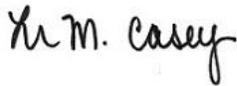
If you do not submit your COVID test results by your move in day, you will need to report directly to the College's centralized check in location, located at the Penn Ave Building. The GPS address for this building is 169 N. Pennsylvania Avenue Wilkes-Barre, PA 18701. Once you arrive, you will be directed to park your car, and only the student will be permitted to enter the Penn Ave. building to complete the check in process. Students must be able to show their green badge health check from the Campus Shield app at the door. Students who are cleared at the central check-in location will be provided a hard copy of the confirmation letter from Student Affairs and will then be able to proceed to their residence hall/apartment building, following the steps above. Students who do not clear the check in process will not be permitted to stay on campus.

Students new to King's who need to pick up their room key and King's College ID card can visit the Office of Residence Life, located on the main level of the Sheehy-Farmer Campus Center, before reporting to their residence hall/apartment building. We will be open throughout the weekend for those who need to stop in and speak with us.

Thank you for your assistance with this check in process. The information in this letter, and the letter from early January, are very important, and we appreciate your efforts to adhere to all instructions contained within.

If you have any questions, please don't hesitate to let us know. Our office is open Monday-Friday, 8:30a-4:30p. We can be reached via phone at 570-208-5856 or [reslife@kings.edu](mailto:reslife@kings.edu).

Sincerely,

A handwritten signature in black ink that reads "M. Casey". The signature is written in a cursive, flowing style.

Megan M. Casey  
Associate Dean of Students for Residence Life