

College Move-In Checklist

A step-by-step checklist for a smooth college move-in day.

Before move-in day

- Confirm your assigned move-in date and time window.
- Review parking, traffic and unloading instructions.
Many schools enforce strict time slots — plan to arrive on time.
- Map your route and a backup in case of closures.
- Coordinate large or shared items with your roommate.
- Label every box with your name and room number.
- Charge your phone and any devices the night before.

Pack the vehicle

- Load heavy and bulky items into the vehicle first.
- Keep your first-night box easy to reach.
- Bring a hand truck or dolly if you have one.
- Pack a small toolkit for assembling furniture.
- Bring water, snacks and comfortable shoes.
- Keep documents and keys in a bag with you.

Arrival and check-in

- Arrive within your assigned move-in window.
- Check in and pick up your room key or access card.
- Collect any move-in packet or paperwork.
- Note where to park and the unloading time limit.
- Locate elevators, stairs and the nearest entrance.
- Find out where move-in carts are available.

Unload and carry up

- Unload the vehicle quickly to free the spot.
- Move heavy items first while energy is high.
- Stage boxes in the room before unpacking.
- Keep walkways and doorways clear for others.
- Have a helper guard items during trips.
- Break down empty boxes and recycle them.

Set up the room

- Make the bed first so you can rest later.
- Set up your desk and charge your devices.
- Unpack toiletries and your first-night essentials.
- Arrange storage and put clothes away.
- Test electronics, outlets and the internet.
- Add a few personal touches to feel at home.

Paperwork and wrap-up

- Complete the room condition or inventory form.
Document existing damage to protect your deposit.
- Photograph any damage you find on arrival.
- Save housing, RA and maintenance contacts.
- Confirm your meal plan and ID card work.
- Note quiet hours, laundry and trash rules.
- Say goodbye to family and attend any welcome events.