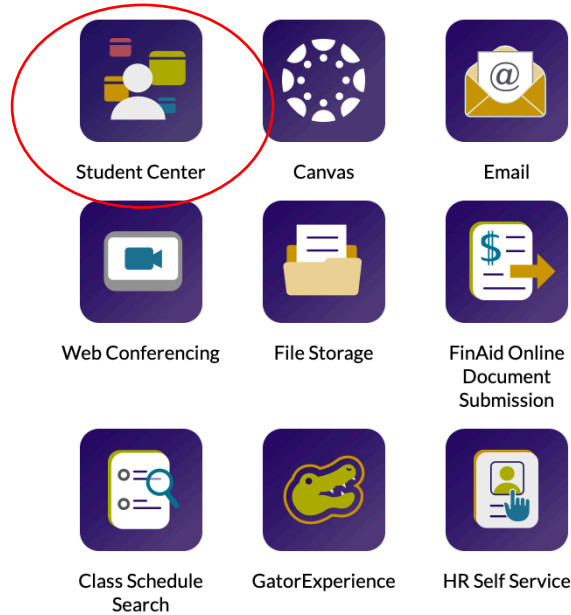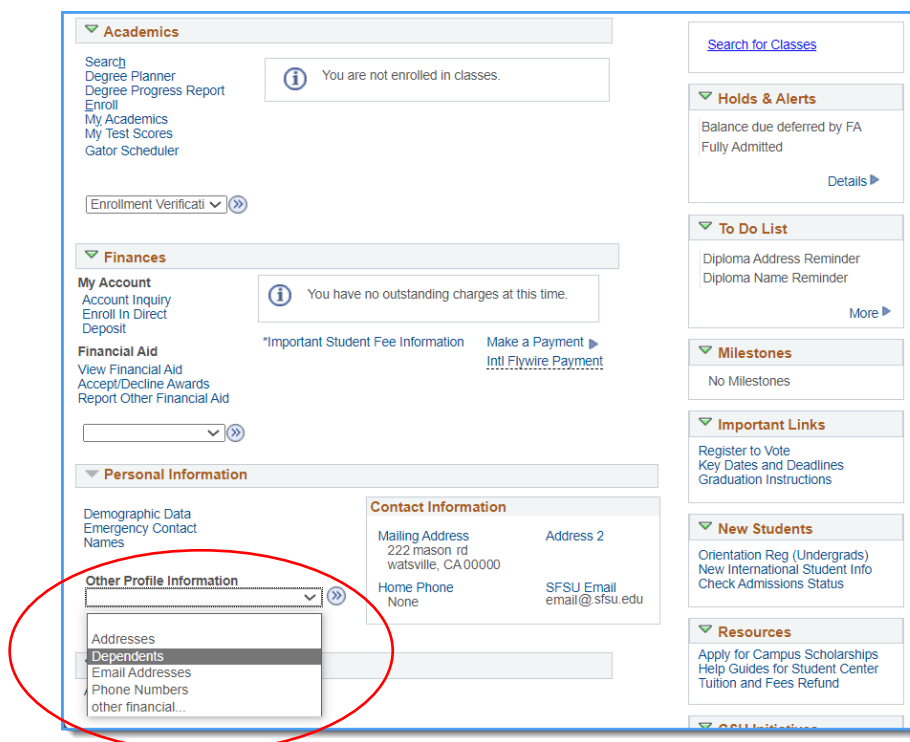# Self-Certification of Dependents Step-by-Step

Self-Certification of Dependents must be completed by **Wednesday, October 25th** to receive an early registration appointment for the Spring 2024 semester. If you miss this deadline, you can still submit your self-certification so you can receive early registration for Fall 2024.

1. Log into your Student Center on Gateway

2. Under the **"Personal Information"** section click on the "**Other Profile Information**" drop down menu and select "**Dependents**"

3. Click on the "Dependents Tab" and self-certify if you have dependents and age of youngest child, then hit "Submit"

4. Once completed you should get a confirmation message.

5. When priority registration appointments are assigned, you will receive an email from the Registrar with your appointment information. Appointment assignments will be sent out for **Spring 2023 priority registration on November 3rd, 2023**.