

# Admission Application Worksheet

## for General Freshman Applicants

### » DO NOT MAIL THIS WORKSHEET!

To apply to CUNY you must complete and submit an Undergraduate Admission Application online at [www.cuny.edu/apply](http://www.cuny.edu/apply). See the table at left for deadlines.

#### APPLICATION POSTMARK DEADLINES

The Admission Application, application processing fee and all supporting documents must be postmarked by the date indicated. Applications and documents received after this date may be considered on a space-available basis.

#### General Freshman Admission

**Fall:** February 1

**Spring:** September 15

For more information on application deadlines and admission decision notification dates please visit [www.cuny.edu/deadlines](http://www.cuny.edu/deadlines)

#### APPLY EARLY!

CUNY operates on a rolling admission basis; however, colleges and programs may close before the application postmark deadlines above.

#### APPLYING AS A VETERAN OR FUTURE VETERAN?

Be sure to check out our **Quick Guide to Apply for Veterans and Future Veterans** at: [www.cuny.edu/prepare](http://www.cuny.edu/prepare)

#### NEED HELP?

#### AskCUNY

Visit [www.cuny.edu/askcuny](http://www.cuny.edu/askcuny)

#### Contact our

#### Help Desk for Students

Email: [aonline@mail.cuny.edu](mailto:aonline@mail.cuny.edu)

### Admission Application

You are considered a **general freshman applicant** if you have completed high school/secondary school but have never attended a college, university and/or any postsecondary institution within or outside the United States since graduating high school.

If you are currently in high school/secondary school, please use the **Admission Application Worksheet for High School Students** available at [www.cuny.edu/prepare](http://www.cuny.edu/prepare).

**General Freshman Applicants:** As a general freshman applicant, you can apply to up to six CUNY colleges with one application and one non-refundable application-processing fee. **You must list your college choices in order of preference.**

**Selective Programs:** Please note that programs such as the BA-MD at Brooklyn College, the Sophie Davis School of Biomedical Education, the Architecture program and the Engineering program at The City College require a supplemental application. For details and specific deadlines please visit [www.cuny.edu/deadlines](http://www.cuny.edu/deadlines).

### The Admission Review Process

At CUNY, we want to ensure each student's academic success. The admission review process provides us with an opportunity to examine your entire high school/secondary school academic record, which includes: academic units, grades/grade trends and standardized test scores (NY State Regents, SAT and/or ACT) as well as essays and letters of recommendation. Please review the **Freshman Admission Profile** to get an idea of the mean grade point average (GPA) and SAT scores for last year's admitted freshman class. Visit [www.cuny.edu/prepare](http://www.cuny.edu/prepare).

## How to Apply

**Before you begin the Admission Application, review and complete this entire worksheet.** Be sure to fill in all blank fields and write down notes to help you accurately complete your Admission Application online. **Do not mail this worksheet.**

#### Remember:

- Use consistent identification information throughout the entire admission process, including your name, mailing address, email address and CUNY Portal account username and password.
- All admission updates will only be sent to **the email address you provide on your Admission Application.**
- You **must** provide your **Social Security number** if you intend to **apply for financial aid.** Visit [www.fafsa.gov](http://www.fafsa.gov) for more information.

### Step 1: Register For Your CUNY Portal Account

To apply to CUNY, you are required to set up a CUNY Portal Account.

1. Go to [www.cuny.edu/apply](http://www.cuny.edu/apply)
2. Select "Undergraduate Applicant", then select "Fill Out an Admission Application"
3. Click the blue button, "Register for Portal Account"
4. Select "Applicant" on the "New User Registration" page and provide the following information:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Username \_\_\_\_\_ Password (at least 6 characters long) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
Home Street Home City  
 State \_\_\_\_\_ Zip Code      Email Address \_\_\_\_\_  
Home State Home Zip

IMPORTANT: This email address will be used for communications throughout the entire admission review process.

5. Click the "Save" button.

6. **Portal Login:** After you have completed the registration process, access the Admission Application by logging into the CUNY Portal with your newly created username and password.

## Step 2: Complete the Welcome Screen

The first time you log into the CUNY Portal a welcome screen will appear. You provide your Social Security number if you intend to apply for financial aid. Enter your date of birth and other name(s) you have used. Click "Submit" to begin the application.

Social Security Number \_\_\_\_\_  
The SSN is needed if you intend to apply to financial aid.

Date of Birth   /   /      
MM DD YEAR

Other name(s) you have used:

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

## Step 3: Complete each section of the Admission Application

To choose your undergraduate program, select "I am applying as a Freshman." Select "General Freshman Admission."

### Section 1: Biographical Information

Use consistent information throughout the admission process. You will be required to submit personal and general information such as:

• Expected entrance term: **Fall Semester - August/September**  **Spring Semester - January**

• Phone number    -    -

• Gender: Male  Female

• Date of Birth   /   /      
MM DD YEAR

• Have you taken or do you plan to take the SAT or ACT? **Yes**  **No**

*Note: Required in order to review your application for admission to a CUNY four-year college, unless you have been out of school for over a year.*

• Home and mailing address(es) Street \_\_\_\_\_ Apt # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ (Required for USA) Zip Code        
Length of time at above address: Years   Months   (Required for USA)

### Section 2: Student Information

• Name and Address of high school or GED Center

**If you attended a high school/secondary school located in NY State, use the NY State high school search tool to find your school's official name and address. If your school does not appear in the search or you attended high school/secondary school outside of NY State, please enter the school name and contact information.**

Official Name of High School/GED Center \_\_\_\_\_  
IMPORTANT: do not use abbreviations

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ (Required for USA) Zip Code       (Required for USA) • Date of actual high school graduation or receipt of GED Diploma   /      
MM YEAR

• College level courses taken while attending high school/secondary school, if applicable: \_\_\_\_\_

Number of college credits completed while in High School \_\_\_\_\_ Dates of Attendance   /     to   /      
MM YEAR MM YEAR

• Financial Aid information (Have you ever received financial aid at a postsecondary institution?) **Yes**  **No**

• Veteran Status: Refer to the Veterans Worksheet available at [www.cuny.edu/prepare](http://www.cuny.edu/prepare)

Have you ever served in any branch of the United States Armed Forces? **Yes**  **No**

Are you a dependent of someone who served in a branch of the United States Armed Forces? **Yes**

• Citizenship Status: (Are you a U.S. Citizen?) **Yes**  **No**

If no, please indicate citizenship \_\_\_\_\_ and country of birth \_\_\_\_\_

• Immigration Status: If you are a U.S. permanent resident, include your alien registration information:

Alien Registration (I551) Card Number \_\_\_\_\_ Date I551 Card Obtained   /      
MM YEAR

If you are not a U.S. citizen or U.S. permanent resident, indicate the Visa Type that you possess or intend to obtain: \_\_\_\_\_

Date Visa Obtained   /     Expiration Date of Visa   /      
MM YEAR MM YEAR

Other Status: (You will have the opportunity to check "other" without explanation.)

### Section 3: College Choices *(You must list your choices in order of preference.)*

You may select up to six college choices and will be notified of your admission decision by each college.

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____

### Section 4: SEEK/CD Information

Refer to the SEEK/CD Worksheet available at [www.cuny/prepare](http://www.cuny/prepare). For more information about SEEK/CD, visit [www.cuny.edu/seekcd](http://www.cuny.edu/seekcd).

### Sections 5 and 6: Background Information (optional)

Provide information about your family and background.

### Section 7: Educational History

Enter the credential (type of diploma) you will receive upon graduation (i.e. general diploma, regents diploma, etc.) and any additional high schools/secondary schools that you have attended. **CUNY does not accept the IEP diploma. Students with an IEP diploma must earn a GED before they apply to CUNY.**

## Step 4: Submit the Admission Application

### Section 8: Review and Submit the Application

Before you submit your application, be sure to review each section for accuracy. This is the last section that will enable you to reset your application by using the **Start Over** feature.

## Step 5: Pay Your Application-Processing Fee

All freshman applicants must pay a non-refundable \$65.00 application-processing fee. The easiest and fastest way to pay the fee is online by credit card using a Visa or MasterCard. You may also mail your fee with a check or money order payable to CUNY/UAPC. Please write your name and Application Control Number on your check or money order and send with your Application Fee Return Receipt included in your Application Summary Package. Please allow four to six weeks for processing when sending payment by mail.

## Step 6: Print Your Application Summary Package

After you submit the Admission Application be sure to download and print your Application Summary Package, which includes your Application Control Number, a summary of your Admission Application, and important forms that must be used when sending paper transcripts, payment and/or other supporting documents by mail.

Record your Application Control Number here: W

# After You Apply to CUNY

## Step 7: Send Your Required Supporting Documents to CUNY/UAPC *(appropriate mailing addresses on the next page)*

To avoid a delay in the review of your application, do not have any documents listed below sent to the individual college(s), unless otherwise specified.

Items sent to CUNY/UAPC will not be returned.

### High school/secondary school transcript(s)

If you have graduated from a U.S. high school or a United States-administered American, International or Department of Defense school, an official paper transcript is required. The transcript must be sent directly to CUNY/UAPC from the high school in a sealed, school-issued envelope. If you have graduated from a Missionary or other American private school, you may be required to take the GED. See GED section below.

If you attended more than one high school, please make certain that your official transcript indicates coursework and grades completed at all previously attended high schools. If coursework and grades are not included on your transcript, a copy of your official transcript from each previously attended high school is also required. If your record includes education completed outside the U.S., a copy of your transcript in its original language is required including a translation if your transcript is in a language other than English. Please see Applicants Educated Outside the U.S. at [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

If you have graduated from a high school/secondary school outside the U.S. not listed above, you are required to submit your complete academic record (all years), as well as any national or government certificates earned. If your record is in a language other than English, a translation is also required. Please see Applicants Educated Outside the U.S. at [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

If you are a New York State resident who received home-schooling, a transcript outlining all completed coursework with grades earned is required. You must also submit a letter from the superintendent of your school district or comparable chief school administrator certifying that you have completed the substantial equivalent of a New York State four-year high school program through home-schooling. If you cannot obtain the letter from the high school district, you must obtain a GED. See the GED Section below.

If you are an out-of-state resident who received home-schooling, a state-issued diploma is required. If you have not obtained a state-issued diploma, you must obtain your GED. See GED section below.

» Transcripts should be attached to the [High School Transcript Request](#) form included in your [Application Summary Package](#) and sent to CUNY/UAPC.

## GED Diploma and GED Test Scores

If you have received a **General Educational Development (GED) diploma from New York State**, a copy of your GED diploma and GED test scores are required. You may obtain a copy from the New York State Education Department High School Equivalency Testing Program, PO Box 7348, Albany, New York, 12224-0348.

If you have received a **GED diploma outside of New York State**, contact the appropriate State Education Department. Please note, CUNY does not accept other countries' versions of the GED. If you reside outside the U.S. and need to take the GED test, please visit [www.prometric.com/ged](http://www.prometric.com/ged) and select "International GED Bulletin" for information.

» Documents should be attached to the **Document Return Receipt** form included in your **Application Summary Package** attached and sent to CUNY/UAPC.

## Standardized test score reports

If you are applying to a **four-year college**, SAT/ACT scores are required, unless you have been out of school for over a year. To request that your SAT/ACT scores are sent to CUNY/UAPC, use the CUNY institutional code (2950) at the time of testing. You do not need to use both the CUNY institutional code and an individual CUNY college code. We will also accept SAT/ACT scores sent by your high school counselor/college advisor.

If you are on a **temporary visa and you were educated in a non-English speaking environment**, you must demonstrate proficiency in the English language by submitting test scores from either the TOEFL or IELTS academic format test. Please see [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

» Test scores should be attached to the **Document Return Receipt** form included in your **Application Summary Package** attached and sent to CUNY/UAPC.

## Letters of recommendation and essays/personal statements

If you would like to submit **letters of recommendation and/or a personal statement in support of your application**, you may do so by mailing the documents to CUNY/UAPC.

» Documents should be attached to the **Document Return Receipt** form included in your **Application Summary Package** attached and sent to CUNY/UAPC.

## Reminder for applicants educated outside the U.S.

Applicants educated outside the U.S. must submit the following items:

- Secondary school transcript/statement of marks
- English translations of foreign records
- TOEFL or IELTS scores

Please see Applicants Educated Outside the U.S. at [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

### » WHERE TO SEND SUPPORTING DOCUMENTS

Regular Mail	Overnight/Express Shipping (DHL, Fedex, etc.)
<b>General Freshman Admission</b> CUNY/UAPC P.O. Box 350136 Brooklyn, NY 11235-0001	<b>General Freshman Admission</b> CUNY/UAPC 2001 Oriental Boulevard, T-1 Brooklyn, NY 11235

## Step 8: Check Your Application Status

You are responsible for checking the status of your CUNY Admission Application. For instructions, please visit [www.cuny.edu/status](http://www.cuny.edu/status). Please allow eight to ten weeks after your items arrive at CUNY/UAPC for processing and for updates to be reflected on your Application Status.

### » Notes:

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