

## Step 7: Send Your Required Supporting Documents to CUNY/UAPC (continued)

### All Other U.S. High School Transcripts

If you are currently attending or have graduated from a U.S. high school or a United States-administered American, International or Department of Defense school, an official paper 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 attend(ed) more than one U.S. high school, please make certain that your 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 original transcript from each previously attended high school is also required.

If you will/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 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. Visit [www.cuny.edu/seous](http://www.cuny.edu/seous) for English Translation Guidelines.

➤ Transcripts should be attached to the High School Transcript Request form included in your Application Summary Package and sent to CUNY/UAPC.

### Home-School Transcripts

If you are a New York State resident who receives 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 or comparable chief school administrator, you must obtain a GED. See GED Section below.

If you are an out-of-state resident who receives 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.

### SAT/ACT Score Report

SAT/ACT scores are required if you are applying to a four-year college. To request SAT/ACT scores, use the CUNY institutional code (2950). You do not need to use both the CUNY institutional code and a specific CUNY college code. We will also accept SAT/ACT scores sent by your high school counselor/college advisor.

➤ Test scores should be attached to the Document Return Receipt form included in your Application Summary Package attached 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' version 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.

### Letters of Recommendation and Essays/Personal Statements

Macaulay Honors College applicants are required to submit two letters of recommendation and two essay responses via the Admission Application.

**General Freshman** - To allow for a more comprehensive review, we encourage all applicants to submit a personal statement in support of the Admission Application. If you would like to submit a personal statement and/or letters of recommendation, you may do so by mailing the documents to CUNY/UAPC. **Please note that some colleges require an essay/personal statement; refer to the individual college websites for more information.**

➤ 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

General Freshman Admission  
CUNY/UAPC  
P.O. Box 350136  
Brooklyn, NY 11235-0001

Macaulay Honors College Admission  
CUNY/UAPC  
P.O. Box 359021  
Brooklyn, NY 11235-0001

#### Overnight/Express Shipping (DHL, FedEx, etc.)

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 at least eight to ten weeks after your items arrive at CUNY/UAPC for processing and for updates to be reflected on your Application Status. Items sent to CUNY/UAPC will not be returned.

### ➤ DO NOT MAIL THIS WORKSHEET!

You must complete and submit an Undergraduate Admission Application online at [www.cuny.edu/apply](http://www.cuny.edu/apply) to apply to CUNY. This worksheet is for the use of students who are currently attending high school or who have completed high school but have never attended any college, university, and/or proprietary school within or outside the United States since graduating from high school or secondary school. If you have previously attended any college, university, and/or proprietary school, please visit [www.cuny.edu/prepare](http://www.cuny.edu/prepare) for the transfer applicant worksheet.

### APPLICATION POSTMARK DEADLINES

The Admission Application, including the 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

#### Macaulay Honors College Admission

**Fall only:** December 1  
6:00 PM (EST)

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

### Admission Application

You are considered a freshman applicant if you have NEVER attended a college, university and/or proprietary school since graduating high school. As a freshman applicant, apply to one of two programs below.

1. **General Freshman:** apply online to as many as six CUNY colleges with one application and one non-refundable application-processing fee.
2. **Macaulay Honors College:** apply online to as many as six of the participating colleges. For the list of colleges and more information, visit <http://www.macaulay.cuny.edu>.

**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 review your entire 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

This worksheet has been designed to provide a preview of the questions that you will be asked to complete the Admission Application online. **Please review and complete this entire worksheet before you begin the Admission Application.** Be sure to fill in all blanks and take notes to help you accurately complete your Admission Application online. **Don't Mail this worksheet.**

- Remember to 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 be sent exclusively **through the email address you provide below**.
- You **must** provide your **Social Security number** on your CUNY Portal account and Admission Application if you intend to **apply for financial aid**.

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

To apply to CUNY, you must first set up your 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 \_\_\_\_\_ Home Street \_\_\_\_\_ City \_\_\_\_\_ Home City \_\_\_\_\_

State \_\_\_\_\_ Home State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Zip \_\_\_\_\_ Email Address \_\_\_\_\_

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, you must access the Admission Application by logging into the CUNY Portal with your newly created username and password.

### NEED HELP? DON'T DELAY

#### AskCUNY

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

Contact our

Help Desk for Students

aonline@mail.cuny.edu

Macaulay Help Desk

macaulayhelpdesk@mhc.cuny.edu

### Step 2: Complete the Welcome Screen

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

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

Other name you are known by:  
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 one of two application options: General Freshman Admission or Macaulay Honors College.

### 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  • Primary 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 for admission to a CUNY four-year college, unless you have been out of high school for over a two years.*

• Home mailing address(es) Street \_\_\_\_\_ Apt # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code  (Required for USA)

Length of time at above address: Years  Months

### Section 2: Student Information

1. Name and Address of high school or GED Test Center

If you are attending/have 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 full school name and contact information.

Official Name of High School/GED Center \_\_\_\_\_

IMPORTANT: do not use abbreviations

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

State \_\_\_\_\_ Zip Code  (Required for USA)

2. NYC DOE students only: enter your student OSIS number ONLY if you are currently attending a NYC DOE high school.

3. Date of actual high school graduation or receipt of GED Diploma // MM YEAR

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

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

5. Financial Aid information: Have you ever received financial aid at a postsecondary institution? Yes  No

6. 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  No

7. Citizenship Status: Are you a U.S. Citizen? Yes  No

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

8. 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 // MM/YEAR Expiration Date of Visa // MM/YEAR Other, Explain \_\_\_\_\_

### Section 3: College Choice

You may select up to six college choices. Please list college choices in order of preference.

#### » General Freshman Applicants

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

#### » Macaulay Honors College Applicants

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

### » General Freshman Applicants

#### Section 4: SEEK/CD Information

To download the SEEK/CD Worksheet visit [cuny.edu/admissions/undergraduate/downloads.html](http://cuny.edu/admissions/undergraduate/downloads.html). For more information 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/received 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

#### 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 at least four to six weeks for processing when sending payment by mail.

#### » CUNY FEE WAIVER FOR CURRENT HIGH SCHOOL STUDENTS

We do not accept any other type of fee waiver including waivers distributed by the College Board or any other organization. A very limited quantity of CUNY fee waivers are provided to high school counselors/college advisors to be distributed to current students with the most financial need. To request a CUNY fee waiver, please see your counselor/college advisor at your high school as soon as possible. Once the supply of CUNY fee waivers is exhausted, no additional waivers will be provided to the high school.

### 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

### Step 7: Send Your Required Supporting Documents to CUNY/UAPC

Do not have any documents listed below sent to the individual college(s) as it will cause a delay in the review of your application.

#### NYC Department of Education (DOE) High School Transcript

If you are currently attending a NYC DOE high school, **do not\*** send a paper transcript. Instead, you must enter your nine-digit OSIS number in Section 2 of the Admission Application. This will enable us to retrieve your transcript after your application has been submitted and the non-refundable application-processing fee has been received.

\* Students currently attending one of the following NYC DOE schools must send paper copies of transcripts (see instructions below under All Other U.S. High School Students): Bronx Preparatory Charter School, City-As-School, Green Dot New York Charter School, Harlem Village Academy High School, Institute for Collaborative Education, International Leadership Academy Charter School, New Heights Academy Charter School (Manhattan), Promise Academy I High School, Renaissance Charter School (Queens), Satellite Academy, The Facing History High School, Urban Academy Laboratory School, Wildcat Academy Charter School, Williamsburg Charter School and all high schools that offer a GED program.

If you completed a portion of your education outside the NYC DOE but within the U.S., please make certain that your NYC DOE transcript indicates coursework and grades completed at all previously attended high schools. If coursework and grades are **not** included on your NYC DOE transcript, a paper copy of your original transcript from each previously attended high school is required.

If your record includes education completed outside the U.S., a copy of your foreign transcript in its original language is required. If your transcript is in a language other than English, an English translation is also required.

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

### » Macaulay Honors College Applicants

#### Sections 4 and 5: Additional Information (optional)

Provide information about your family and background.

#### Section 6: 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.

#### Section 7: Recommendations

Two letters of recommendation are required for all Macaulay applicants. Have your recommender's name and email address ready.

#### Section 8: Essay

Two essay responses are required. We recommend that you prepare your essays in a word program, then copy and paste into the Admission Application. Visit [www.cuny.edu/prepare](http://www.cuny.edu/prepare) for application essay questions.

#### Section 9: Background Information

List your current senior year courses, college- level and/or honors coursework, extracurricular activities, employment history, and special talents, interests, and/or awards.