Freshman Applicants Admission Application Worksheet

DO NOT MAIL THIS WORKSHEET

You must complete and submit an Undergraduate Admission Application online at **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** for the transfer applicant worksheet.

APPLICATION POSTMARK DEADLINES

The Admission Application, including the application 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**

APPLY EARLY!

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

HAVE A QUESTION?

AskCUNY
Visit **www.cuny.edu/askcuny**

Contact our
Help Desk for Students
admissions@cuny.edu

Macaulay Help Desk
macaulayhelpdesk@mhc.cuny.edu

Admission Application

As a freshman applicant you can apply online to as many as six CUNY colleges with one application and application fee. You will need to select **one** of the following admission applications:

- **General Freshman**
- **Macaulay Honors College**

Selective Programs: please note that programs such as the BA-MD at Brooklyn College, the Sophie Davis School of Biomedical Education, the Bernard and Anne Spitzer School of Architecture Program, and the Grove School of Engineering program at The City College of New York require a supplemental application. For details and specific deadlines please visit **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**

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. ***Do Not 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**
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, you must 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 **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 to financial aid. MM DD YEAR

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: SAT/ACT scores are required for admission to a CUNY four-year college, unless you have been out of high school for over a two years. SAT/ACT scores are required for Hunter College regardless of date of graduation.
- Home mailing address Street _____ Apt # _____

  City _____ State _____ *(Required for USA)* 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 High School Equivalency (HSE) test center

   If you are attending or 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/HSE Center _____
   IMPORTANT: do not use abbreviations

   Street Address _____ City _____

   State _____ *(Required for USA)* 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 HSE 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**

   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 (optional)
To download the SEEK/CD Worksheet visit **cuny.edu/admissions/undergraduate/downloads.html**. For more information visit **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.

Please Note: Students with an IEP diploma, high school credentials/diplomas from any non-public correspondence school, online or virtual high school must earn a High School Equivalency Diploma before they apply to CUNY.

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.

Please Note: Students with an IEP diploma, high school credentials/diplomas from any non-public correspondence school, online or virtual high school must earn a High School Equivalency Diploma 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** 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.

Step 4: Review Submit the Admission 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 Fee

All freshman applicants must pay a non-refundable $65.00 application 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 only accept CUNY Fee Waivers, 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 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 Lighthouse Charter School, Bronx Preparatory Charter 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), New Visions Charter School for Advanced Math and Science, New Visions Charter HS for Humanities, New Visions Charter HS For Advanced Math and Science III, New Visions Charter HS for Humanities II, New Visions Charter HS For Advanced Math and Science II NYC Charter High School for Architecture, Engineering and Construction Industries, Opportunity Charter School, Promise Academy I High School, Renaissance Charter School (Queens), ROADS Charter HS I, ROADS Bronx Charter HS II, The Facing History High School, Urban Academy Laboratory School, Urban Dove Team Charter School, Wildcat Academy Charter School, Williamsburg Charter School and all high schools that offer a HSE 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.

Step 7 Continued on Next Page »

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

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 High School Equivalency. See the High School Equivalency 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. Transcripts or Statement of Marks, indicating all courses and grades completed at the upper secondary level must come directly from your school. We will accept a photocopy of your diploma. If your record includes education completed outside the U.S., an official transcript in its original language is required including a translation if your transcript is in a language other than English. Visit **www.cuny.edu/afteryouapply** for English Translation Guidelines.

Please Note: Students with an IEP diploma, high school credentials/diplomas from any non-public correspondence, online, or virtual high school must earn a High School Equivalency Diploma before they apply to CUNY.

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 High School Equivalency. See High School Equivalency 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 High School Equivalency. See High School Equivalency 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.

High School Equivalency

If you have received a High School Equivalency (HSE) diploma from New York State (also known as TASC), a copy of your HSE diploma and HSE 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 HSE diploma outside New York State, contact the appropriate State Education Department. Visit **www.cuny.edu/afteryouapply** 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.

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.**

Reminder: Applicants Educated Outside of 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
- SAT/ACT scores

Please visit **www.cuny.edu/afteryouapply** for more information.

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**. Please allow at least 6-8 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.

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 Blvd., Building T-1, Room 122
Brooklyn, NY 11235