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 attended( ) 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.

Your second choice college must also receive a copy of your transcript from your first choice college.

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 in a language other than English. Visit www.cuny.edu/afteryouapply for English Translation Guidelines.

Please Note: Students with an I.E.P. 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 (2510). 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 Department High School Equivalency Testing Program. P.O. Box 7348, Albany, New York, 12223-0348.

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 35021
Brooklyn, NY 11235-0001

Overnight/Express Shipping (DHL, Fedex, etc.)
CUNY/UAPC
2001 Oriental Blvd, Building T-1, Room 122
Brooklyn, NY 11235

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.

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.

Before you apply to CUNY, you are required to submit your complete academic record (all years), 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/prep

TOEFL or IELTS scores

Students with an IEP diploma, 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 within or outside the United States, since graduating from high school or secondary school, you must earn a High School Equivalency Diploma before they apply to CUNY.

Ask

Contact info@macauayhonorsdesk.cuny.edu
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
- Have you or do you plan to take the SAT or ACT?

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

- Home mailing address: Street, Apt #, City, State, Zip Code
- Your multidisciplinary identification: Social Security Number

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

2. Official Name of High School/HSE Center (Required for USA)

3. Class of graduation or receipt of HSE Diploma

4. Dates of Attendance

5. Veteran Status: Refer to the Veterans Worksheet available at www.cuny.edu/prep

6. Have you taken or do you plan to take the SAT or ACT?

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 read your application by using the Start Over feature.

Section 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.

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.

Section 6: 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 credential/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 responders 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/prep 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.

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

Macaulay Honors College Applicants

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

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. Indeed, you must enter your nine-digit (DSI) 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) to all other U.S. High School Students: Bronx Preparatory Charter School, Green Dot New York Charter School, Harlem Village Academy High School, Instituto Collaborative Education, International Leadership Academy Charter School, New Heights Academy Charter School (Manhattan), NYC Charter High School for Architecture, Engineering and Construction Industries, Opportunity Charter School, Passion Academy High School, Renaissance Charter School (Queens), The Facing History High School, Urban Academy Laboratory School, Willowbrook Academy Charter School, Williamsburg Charter School, and all high schools that offer a HSLP.

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.

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

Provide information about your family and background.

General Freshman Applicants

Step 7 Continued on Next Page

Sections 4 and 5: Additional Information

Provide information about your family and background.

Step 6: Print Your Application Summary Package

When 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 6: Print Your Application Summary Package

When 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.

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* Students currently attending one of the following NYC DOE schools must send paper copies of transcripts (see instructions below) to all other U.S. High School Students: Bronx Preparatory Charter School, Green Dot New York Charter School, Harlem Village Academy High School, Instituto Collaborative Education, International Leadership Academy Charter School, New Heights Academy Charter School (Manhattan), NYC Charter High School for Architecture, Engineering and Construction Industries, Opportunity Charter School, Passion Academy High School, Renaissance Charter School (Queens), The Facing History High School, Urban Academy Laboratory School, Willowbrook Academy Charter School, Williamsburg Charter School, and all high schools that offer a HSLP.

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.
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
- Gender: Male  Female  Date of Birth
- Have you or do you plan to take the SAT or ACT?
- Expected entrance term:
- Name and address of high school or High School Equivalency (HSE) test center
- Length of time at above address:
- Date of actual high school graduation or receipt of HSE Diploma
- Dates of Attendance
- College-level courses taken while attending high school/secondary school, if applicable:
- Financial Aid information:
- Have you ever served in any branch of the United States Armed Forces?
- Immigration Status: If you are a U.S. permanent resident, include your alien registration information:
- Citizenship Status: Are you a U.S. Citizen?
- If no, please indicate country of citizenship and country of birth
- Admissions, contact information.

Official Name of High School/HSE Center

State Address

City State Zip Code

Length of time at above address:

Years: Months: 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

State Address

City State Zip Code

Length of time at above address:

Years: Months: Years: Months:

2. NYC DOE students ONLY: enter your student OSIS number.

3. Date of actual high school graduation or receipt of HSE Diploma.

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

5. Financial Aid information. Have you ever received financial aid at a postsecondary institution?


Have you ever served in any branch of the United States Armed Forces?

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

7. Citizenship Status. Are you a U.S. Citizen?

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:

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

Alien Registration (I-551) Card Number

Date L551 Card Obtained

If Date L551 Card Obtained is blank, complete the space below:

Date Visa Obtained

Expiration Date of Visa

Other, Explain

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 read your application by using the Start Over feature.

Step 5: Pay Your Application Fee

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CUNY FEE WAIVER FOR CURRENT HIGH SCHOOL STUDENTS

We only accept CUNY Fee Waivers, we do not accept any other 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

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Step 7: 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 public high school, send a paper transcript. Indeed, 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.

Macaulay Honors College Applicants

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Macaulay Honors College Applicants

General Freshman Applicants

1. You may select up to six college choices. The name and address of high school or HSE test center.

2. Name and address of high school or HSE test center.

3. Date of actual high school graduation or receipt of HSE Diploma.

4. Date of actual high school graduation or receipt of HSE Diploma.

5. Date of actual high school graduation or receipt of HSE Diploma.

6. Date of actual high school graduation or receipt of HSE Diploma.

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Macaulay Honors College Applicants

General Freshman Applicants

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

All Other U.S. High School Transcripts
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If you attended(2) more than one U.S. high school, please note 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 of any national or government certificate earned. Transcripts are in a language other than English. Visit www.cuny.edu/afteryouapply for English Translation Guidelines.

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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.

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SAT/ACT Score Report
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High School Equivalency
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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.

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