FRESHMAN APPLICATION WORKSHEET

Instructions: Review and complete this worksheet before you begin your CUNY Application for Admission. DO NOT MAIL THIS WORKSHEET. You must complete and submit an online application to apply to CUNY.

ADMISSION APPLICATION

You are considered a freshman applicant if you have not previously attended a college, university, and/or proprietary school since graduating high school. (You are considered a transfer applicant if you have attended a college, university, and/or proprietary school since graduating from high school, whether or not you are seeking transfer credit and/or changing a program of study. Please see the Transfer Application Worksheet.)

As a freshman applicant, you must choose one of the two online applications below. In addition, a supplemental application is required for the following selective programs: BA-MD at Brooklyn College, the Sophie Davis School of Biomedical Education, the Architecture program, and the Engineering program at The City College.

1. General Freshman
   Apply online to up to six CUNY colleges with a single Admission Application and will hear back from all college choices.

2. Macaulay Honors College
   Apply online to one of seven participating colleges: Baruch, Brooklyn, The City College, College of Staten Island, Hunter, Lehman, or Queens via the CUNY Admission Application. You will receive an admission decision first as a General Freshman, followed by an admission decision for the Macaulay Honors College. For more information, visit http://www.macaulay.cuny.edu/

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 academic record, which includes: academic units, grades/grade trends, and standardized test scores (NY State Regents, SAT, and/or ACT.)

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

Selective Programs
Please note that some 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 may require additional prerequisite coursework and/or credit requirements. In most cases, a supplemental application is also required. Visit the individual program websites for more information.

Students Educated Outside the U.S.
If you have been educated in a non-English speaking secondary school and/or if you are in the U.S. with a temporary visa and your native language is not English, TOEFL scores are required for admission. See TOEFL Requirements on page 5 »

APPLICATION STEPS

Consistent Identification Information: It is very important that you use only one identity throughout the entire admission process, including your name, email address, and any ID number used for registration such as your Social Security number or CUNY ID number.

1. Review and complete this Freshman Application Worksheet
2. Create a CUNY Portal Account
3. Login to the CUNY Portal, then fill out and submit the Admission Application
4. Print your Application Summary Package
5. Pay your application-processing fee (or submit a CUNY Fee Waiver)
6. Gather and send your required supporting documents with the appropriate forms
7. If you are a Student Educated Outside the U.S., additional supporting documents may be required. See page 5 »

APPLICATION POSTMARK DEADLINES

General Freshman Admission
Fall Deadline: February 1
Spring Deadline: September 15
Macaulay Honors College (Fall Only)
Early Decision: November 1
Regular Decision: December 15

For additional deadlines please visit http://www.cuny.edu/admissions/undergraduate/admission-decisions.html

APPLY EARLY!
CUNY operates on a rolling admission basis, however colleges and programs may close before the deadlines above.

ACADEMICS + ACCESS + AFFORDABILITY = CUNY
CUNY PORTAL REGISTRATION

Before you begin your Admission Application, you must first set up your CUNY Portal Account by completing the following steps:

1. Go to www.cuny.edu/apply
2. Click the blue button, “Register for Portal Account”
3. Select “Applicant” on the “New User Registration” page and provide the following information:
   - First Name
   - Username
   - Password (at least 6 characters long)
   - Address
   - City, State
   - Zip Code
   - Valid Email Address

BEGIN THE ADMISSION APPLICATION

1. After you complete your CUNY Portal Account registration, login to the Portal with your username and password.
2. Select “I am applying as a Freshman.” Select one of the following: General Freshman Admission or Macaulay Honors College.
3. Click “Save and Continue” after each section.

SECTION 1: BIOGRAPHICAL INFORMATION - ALL APPLICANTS

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

- Expected entrance term: Fall Term - August/September / Spring Term – January
- Phone number(s)
- Gender
- Date of Birth
- SAT or ACT scores. They are required in order to review your application for admission to a CUNY four-year college.
- Home and mailing address(es)

SECTION 2: STUDENT INFORMATION - ALL APPLICANTS

1. Name and address of high school/secondary school or GED center.
   - If you are currently attending a high school/secondary school located in NY State, use the NY State high school search tool to automatically generate your school’s official name and address. If your school does not appear in the search, be prepared to enter the correct information.
   - If you are currently attending a high school/secondary school that is not located in NY State, manually enter the school’s official name and address.

2. You should enter your student OSIS number here ONLY if you are currently attending a NYC DOE high school.

3. Date of actual or anticipated high school graduation or receipt of GED
4. College level courses taken while attending high school/secondary school, if applicable
   College Name __________________________________________
   Number of college credits completed ______________________
   Dates of Attendance  __/__/____

5. Financial Aid history (Only applicable if received at the college/university level)

6. Veteran status

7. Citizenship status

8. Immigration information including alien registration and/or visa number(s), if applicable __________________________

SECTION 3: COLLEGE CHOICE

GENERAL FRESHMAN APPLICANTS
You may select up to six choices and will be notified of your admission decision(s) by each college.

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

MACAULAY HONORS COLLEGE APPLICANTS
You may select one CUNY College. (See Page 1 for more info.)

SECTION 4: RECOMMENDATIONS
Two letters of recommendation are required for all MHC applicants. Have your recommender’s name and email address ready.

SECTION 5: 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.

SECTION 6: BACKGROUND INFO
List your current senior year courses, college level and/or honors coursework, extracurricular activities, employment history, and special talents, interests, and/or awards.

SECTION 7 AND 8: OPTIONAL INFO
Provide information about your family and background. This is not required for admission.

SECTION 7: EDUCATIONAL HISTORY
Enter your diploma type and any additional high schools/secondary schools that you have attended.

SECTION 8: REVIEW AND FINALIZE
Before you submit your application, be sure to review each section or accuracy. This is the last section that will allow you to reset your application by using the Start Over feature.
Changes may no longer be made after you click the ‘Submit’ button.

PRINT YOUR APPLICATION SUMMARY PACKAGE
After you submit the Admission Application your Application Summary Package PDF will be available for printing. This package includes your Application Control Number, a ten-digit identifier beginning with a “W” that is unique to your application, and contains important documents including a summary of your online application, transcript request forms (where applicable), and forms that must be used when submitting payment or other supporting documents by mail. Record your Application Control Number here:

W __________________________
PAY YOUR APPLICATION PROCESSING FEE
All freshman applicants must pay the non-refundable $65.00 application-processing fee. The easiest and fastest way to pay the fee is online by Visa or Mastercard. You may also mail your fee with a check or money order or you may submit a CUNY Fee Waiver. CUNY does not accept any other type of fee waiver including waivers distributed by the College Board or any other organization. Please write your name and Application Control Number on your check, money order or CUNY Fee Waiver 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.

SEND YOUR REQUIRED SUPPORTING DOCUMENTS TO CUNY/UAPC

HIGH SCHOOL/SECONDARY SCHOOL TRANSCRIPT

U.S. High School Transcript
You are required to submit an official high school transcript indicating the anticipated or actual date of graduation sent directly from the issuing institution to CUNY/UAPC in a sealed, school-issued envelope. Please use the High School Transcript Request form included in your Application Summary Package. When sending GED test scores and diploma, please attach your Document Return Receipt.

If you are a New York City Public School (DOE) student
If you have provided your OSIS number in Section 2 of the application, we will retrieve your New York City Public High School transcript once your application fee has been received. You only need to send a paper transcript if you have already graduated or if you have previously attended a high school that is not a New York City Public High School.

If you are a home-schooled student
New York State residents who are home-schooled must submit a transcript outlining all completed course work with grades earned. Students must also submit a letter from the superintendent of their school district confirming that all high school graduation requirements of the district have been met through home-schooling. If students cannot obtain the letter from the high school district, they must obtain a GED and send an official copy of the results and diploma to UAPC.

Out-of-state residents who are home-schooled must submit a state-issued diploma. If students have not obtained a state-issued diploma, they must obtain their GED and send an official copy of the results and diploma to UAPC.

If you are a GED diploma recipient
If you have received your General Educational Development (GED) diploma from New York State, mail a photocopy of the original diploma along with your GED test scores to CUNY/UAPC. 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 received your GED diploma in a state outside of New York, contact the appropriate State Education Department.

Non-U.S. Secondary School Transcripts (Statements of Marks)
For all secondary schools you attended outside the United States, we require photocopies of your secondary external examination certificates: CXC, GCE, WASC, EASC, etc., or a transcript (statement of marks). In addition, we require a literal word-for-word translation of all documents written in languages other than English. See English Translation Guidelines on page 5.

ALL OTHER SUPPORTING DOCUMENTS
Attach your Document Return Receipt included in your Application Summary Package when sending other supporting credentials not mentioned above such as: essays, letters of recommendation, SAT or ACT score reports, GED test scores and/or diploma, TOEFL score reports, English translations of academic records, etc. Sending supporting credentials without the Document Return Receipt will prevent processing and cause a delay in your application review.

Students Applying to a CUNY Four-Year College
SAT/ACT scores are required if you are applying to a four-year college and have graduated from a high school in the United States within the past year. To request SAT or 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.
APPLICATION STATUS
To check the status of your application please login to your CUNY Portal Account with your username and password or call 212-997-CUNY.

WHERE TO SEND YOUR 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

Students Educated Outside the U.S.
CUNY/UAPC
P.O. Box 350136
Brooklyn, NY 11235-0001

OVERNIGHT/EXPRESS SHIPPING (DHL, FEDEX, ETC.)
CUNY/UAPC
2001 Oriental Boulevard, T-1
Brooklyn, NY 11235

ADDITIONAL INSTRUCTIONS FOR STUDENTS EDUCATED OUTSIDE THE U.S.

DEFINITION
At CUNY, you are considered a student educated outside the U.S. if you have received part or all of your secondary and/or postsecondary education in a country other than the United States. Please review the following instructions.

CUNY PORTAL REGISTRATION
The CUNY Portal currently does not accommodate international addresses. If you reside in a country outside the United States, please leave the State and the Zip Code fields blank. This information will be automatically transferred to your application.

TOEFL REQUIREMENTS
Test of English as a Foreign Language (TOEFL) is an examination required of applicants who are on temporary visas and whose native language is not English. Please request to have your official scores sent to our processing center, CUNY/UAPC. When registering for the exam, list our University code 2950, and your score will be applied to each CUNY college choice you list on your application.

ENGLISH TRANSLATIONS GUIDELINES
In order for CUNY to evaluate documents that are written in a language other than English, you must provide an English translation. Please use the following guidelines when having your documents translated. When sending translations to CUNY/UAPC, please be sure to attach a Document Return Receipt form included in your Application Summary Package.

All translations must meet the following conditions:
• Complete and literal (word-for-word) with no attempts to interpret or evaluate the credential
• Prepared in same format as the original document
• Typed on business or school letterhead stationery
• Signed by a translator attesting to familiarity with the foreign language

Official translations may be obtained from the following:
• Consulate or embassy of the country that is issuing the document
• Translation agency
• Immigrant or refugee association in the U.S. representing the country issuing the document
• The institution where the student studied
• Faculty member of U.S. high school, college, or university (must signify his/her academic department and rank)

CUNY does not accept translations from the following:
• The student or members of his/her family
• Individuals not affiliated with any of the organizations listed above
SEEK AND COLLEGE DISCOVERY (CD) WORKSHEET

What are the SEEK and College Discovery (CD) Educational Programs?

The SEEK Educational Program - the Search for Education, Elevation, and Knowledge - is the higher education opportunity program at the four year CUNY colleges. It was established to provide comprehensive academic support to assist capable students who otherwise might not be able to attend college due to their educational and financial circumstances. Students are admitted without regard to age, sex, sexual orientation, race, disability, or creed.

The College Discovery (CD) Educational Program is the higher education opportunity program at the two year CUNY colleges. It was established to provide comprehensive academic support to assist capable students who otherwise might not be able to attend college due to their educational and financial circumstances. Students are admitted without regard to age, sex, sexual orientation, race, disability, or creed.

1. Do you wish to apply to the SEEK or CD programs?  ☐ Yes  ☐ No
   (If yes, complete the information below.)

ELIGIBILITY INFORMATION

2. Are you an orphan or a ward of the court, or were you a ward of the court until age 18?  ☐ Yes  ☐ No

3. As of today, are you married?  ☐ Yes  ☐ No

4. Do you have legal dependents (other than a spouse) who receive more than half their support from you?  ☐ Yes  ☐ No

5. Do you have children who receive more than half their support from you?  ☐ Yes  ☐ No

Answer the following questions with information only for you, your spouse, and other family members who live with you.

6. How many people live in your household (including yourself)? ______

7. Of the number reported above, how many are your:  
   Spouse: ______  Children: ______  Parents: ______  Brothers/Sisters: ______  
   Other (Please specify): ___________

8. How many of the people who live in your household are working? ______  Please indicate their relationship to you:  
   ☐ Your mother/stepmother - ☐ Your father/stepfather - ☐ Your spouse - ☐ Yourself - ☐ Other: ______

FAMILY INCOME

9. How much money did your family receive this year from each source listed below?  
(Refer to your latest Federal Income Tax Return (Form 1040) and other supporting documents.)

Your gross pay before taxes:  $ _____________  
Spouse’s gross pay before taxes:  $ _____________  
Mother’s gross pay before taxes:  $ _____________  
Father’s gross pay before taxes:  $ _____________  
Income of other people in your household:  $ _____________  
Dividends, interest, rents or other income from investments:  $ _____________  
Social Security, pension, unemployment:  $ _____________  
Welfare (Public Assistance, Aid to Dependent Children, etc.):  $ _____________  
Other income:  $ _____________  
Total:  $ _____________

Reminder:  
If you would like to apply for SEEK or CD, but have already submitted your online application, please complete this page and send it to CUNY/ UAPC attached to your Document Return Receipt.

Name ____________________________  
Application Control Number W ____________________________