TRANSFER APPLICATION WORKSHEET

Review this worksheet before you begin your CUNY Admission Application.

APPLICATION PROCESS

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

As a transfer applicant, you must choose one of the two online applications below.

1. General Transfer Applicants

Applicants may apply online to up to four CUNY colleges with a single Application for Admission and will hear back from one.

   CUNY Baccalaureate for Interdisciplinary Studies
   This application is also used to apply for the CUNY Baccalaureate for Unique and Interdisciplinary Studies. The CUNY Baccalaureate offers students the opportunity to create unique and/or interdisciplinary areas of concentration, leading to Bachelor of Arts or Bachelor of Science degrees from CUNY by completing courses at a combination of The University’s undergraduate colleges and The Graduate Center. A supplemental application is required. Visit www.cuny.edu/cunyba

2. CUNY Online Baccalaureate Applicants

Apply for either the BA in Communications and Culture or the BS in Business program. For more information, visit cuny.edu/online

APPLICATION STEPS

Consistent Identification Information: Please 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 this Transfer Application Worksheet
2. Fill out and submit the Admission Application online (A CUNY Portal Account is needed to access the Admission Application.)
3. Print your Application Summary Package
4. Pay your application-processing fee
5. Gather and send your required supporting documents with the appropriate forms

ADMISSION REVIEW PROCESS

All applicants are evaluated for admission based on an individual review of their academic credentials. We recommend that applicants to our four-year colleges complete at least one college-level course in math and English with a grade of “C” or better.

Please review the Transfer Admission Profile (available at www.cuny.edu/prepare) to get an idea of the mean grade point average (GPA) used for admission by each college. Your GPA will be determined by the review of your entire college coursework history. If more than one college was attended, your GPA will be an overall combined calculation: + and - additions to grades are not reflected in the GPA (e.g., grades of A+, A- and A are all treated as grades of A). Your high school/secondary school record will also be reviewed if you have fewer than 24 college credits completed.

Please note that some programs (i.e. Nursing, Engineering, Architecture, Physician’s Assistant, etc.) may require specific prerequisite coursework, credit requirements, and/or a supplemental application. Please contact the individual college/program directly for details.

Students Educated Outside the U.S.

If you are student who was educated in a non-English speaking secondary and/or postsecondary 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 4 »

Evaluation of Transfer Credit

A transfer credit evaluation will be completed by the individual college and program after admission.

CUNY Community College Graduates

If you have earned a CUNY associate degree (AA, AS, etc.) you are guaranteed admission to one of the CUNY four-year colleges, although not necessarily to your first choice. If you have an AA or AS degree, you are guaranteed at least 60 credits toward a 120-credit bachelor’s degree.

TRANSFER APPLICATION DEADLINES

General Transfer Admission
Fall Deadline: February 1
Spring Deadline: October 1
SUBMIT THE ADMISSION APPLICATION

STUDENTS CURRENTLY ENROLLED AT A CUNY COLLEGE

You are considered “currently enrolled” if you are presently in attendance and will maintain continuous attendance between semesters (Fall or Spring) at a CUNY college.

A. Visit www.cuny.edu, and click Portal Log-in (left sidebar)
B. Enter your CUNY Portal username and password
C. Click the Online Application icon to begin a new Admission Application
D. Choose Transfer, then select either General Admission or Online Baccalaureate
E. 1. Indicate your Expected Entrance Term
   2. Select Yes and fill in the required attendance and coursework information.
   3. Click Save and Continue to begin the Admission Application
F. Fill in the required information in each section of the application. Once you are finished, be sure to go back and review each section before clicking Submit. Once you click Submit, you will be unable to make changes to your application.

ALL OTHER APPLICANTS

Other applicants include all students seeking to transfer from another college, university and/or proprietary school outside of CUNY and/or CUNY students who are not currently enrolled at a CUNY college. If you currently reside in a country outside the U.S., see page 4 for additional instructions on how to register for your CUNY Portal Account.

A. Visit www.cuny.edu/apply, and click Undergraduate Applicant, then Online Application
B. Click the button labeled Register for CUNY Portal Account. If you already have a CUNY Portal Account, enter your username and password, click Login to Portal, and move on to item D.
C. Complete the CUNY Portal Registration and click Save.
D. Click the Online Application icon to begin a new Admission Application
E. Choose Transfer, then select either General Transfer Admission or Online Baccalaureate
F. 1. Indicate your Expected Entrance Term
   2. Select No
   3. Click Save and Continue to begin the Admission Application
G. Fill in the required information in each section of the online application. Once you are finished, be sure to go back and review each section before clicking Submit. Once you click Submit, you will be unable to make changes to your application.

PRINT YOUR APPLICATION SUMMARY PACKAGE

After you submit your Application for Admission, 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, and forms that must be used when submitting payment or other supporting documents by mail.

PAY YOUR APPLICATION PROCESSING FEE

All applicants who are not currently enrolled* at a CUNY college must pay the $70.00 application processing fee. The easiest and fastest way to pay the fee is online by Visa or MasterCard. To pay your fee later, you may log in to your CUNY Portal Account at anytime after you have submitted your application. You may also mail your fee with a check or money order. 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.

*If you are currently enrolled at a CUNY college and you are prompted to pay the application processing fee after you submit your application, please do not pay the fee. Contact our Application Help Desk at aonline@mail.cuny.edu or call 212-997-CUNY (2869) to resolve the issue.
SEND YOUR SUPPORTING DOCUMENTS TO CUNY/UAPC

Please allow four to six weeks for your admission status to be updated when sending transcripts or other supporting documents to CUNY/UAPC (University Application Processing Center.) To avoid a delay in your application review, you must use the forms provided in your Application Summary Package. The forms are unique to your application and allow our processing center to match documents with your file. When sending several documents, please attach the proper forms and send together in a single envelope whenever possible. Please remember to affix proper postage. For current mailing rates, visit www.usps.gov.

ALL COLLEGE, UNIVERSITY, PROPRIETARY SCHOOL, AND/OR POSTSECONDARY SCHOOL TRANSCRIPTS

- CUNY Transcript
  After your application has been submitted, an electronic version of your official CUNY transcript will be retrieved by CUNY/UAPC. Please make certain there are no stops or holds on your CUNY record that may prevent this process.

- U.S. College, University, and/or Proprietary School Transcripts
  Official transcripts sent directly from each college, university, and/or proprietary school that you have attended must be sent to CUNY/UAPC in a sealed, school issued envelope. Please use the Transcript Request Form included in your Application Summary Package.

- Non-U.S. Postsecondary School Transcripts (Statements of Marks)
  For all postsecondary schools you attended outside the United States, we require your complete transcript (statement of marks) sent directly from the issuing institution to CUNY/UAPC. This applies whether or not you are seeking transfer credit. In addition, we require a literal word-for-word translation of all documents written in languages other than English. We recommend that you have the issuing institution send you an additional copy of the transcript so that you may obtain a translation. See English Translation Guidelines on page 4 »

  Students from Bangladesh, India, and Pakistan must request official university-issued mark sheets from the University Controller of Examinations. The sheets must be submitted in the language in which it is normally issued and in a university stationery envelope with proper signatures.

HIGH SCHOOL/SECONDARY SCHOOL TRANSCRIPT

- U.S. High School Transcript
  You are required to submit an official high school transcript indicating proof 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.

- Non-U.S. Secondary School Transcripts (Statements of Marks)
  For all secondary schools you attended outside the United States, we require complete 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 4 »

Non-U.S. Transcripts (Statements of Marks)
A complete transcript (statement of marks) from countries outside the U.S. must detail the entire permanent academic record of a student while attending a secondary school or postsecondary school. The transcript (statements of marks) must include the following:

- Dates of enrollment, courses taken, and marks, grades, or ratings in each subject.
- Institutional grading scale or other standard(s) of evaluation.
- An original signature of a school official and an original school seal. Accepted signatures include: the Registrar, Dean, Principal, Controller of Examinations, Ministry of Education, or another appropriate school official/office.

CUNY/UAPC does not accept the following records:

- Non-U.S. GED (General Educational Development) diploma.
- Documents certified by the notary public, translator, or commissioner of oaths.
- Photocopies or other duplications such as notarized copies, faxes, or scans of any postsecondary school transcript (statement of marks).
WHERE TO SEND YOUR SUPPORTING DOCUMENTS

REGULAR MAIL
General Transfer Admission
CUNY/UAPC
P.O. Box 359023
Brooklyn, NY 11235-9023

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

Students Educated
Outside the U.S.
CUNY/UAPC
P.O. Box 359023
Brooklyn, NY 11235-9023

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, select “NY” in the “State” drop-down menu and enter “00000” in the “Zip Code” field to create a CUNY Portal Account. 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