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 GDS 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 Transcripts): Bronx Preparatory Charter School, City-as-School, Institute for Collaborative Education, International Leadership Academy Charter school, New Heights Academy Charter School (Manhattan), Renaissance Charter School (Queens), Satellite Academy, The Facing History High School, Urban Academy Laboratory School, Wilson 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 U.S. 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 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 also required. If your transcript is in a language other than English, an English translation is also required.

To have your transcript(s) sent to CUNY/UAPC, you must write the CUNY address on your foreign transcript or attach a certified English translation to your foreign transcript.

If coursework and grades are not included on your NYC DOE transcript, a copy of your original transcript from each previously attended high school is also required.

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

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: mid-December

For more information on application deadlines and admission 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.

NEED HELP? DON’T DELAY

Ask CUNY

Visit www.cuny.edu/askcuny

Contact our Help Desk

online@macaulay.cuny.edu

Macaulay Help Desk

macaulayhelpdesk@macaulay.cuny.edu

After You Apply to CUNY

DON’T DELAY THIS WORKSHEET!

You must complete and submit an undergraduate Admission Application online at www.cuny.edu/apply to apply to CUNY. See the table at left for deadlines. This worksheet is for the use of students who are currently attending high school in the U.S. If you are not currently attending high school in the U.S., please visit www.cuny.edu/prepare for the appropriate application worksheet.

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. 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.

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 examine essays and letters of recommendation as well as your academic record, which includes: academic units, grades/guidelines 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.

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. Before you begin the Admission Application review and complete this entire worksheet, be sure to fill in all blanks and write down 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, 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 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 (at least 6 characters long)

Email Address

Address

City

State

Zip Code

Passport (if applicable)

5. Click the “Save” button

6. Portal Login: After you have completed the registration process, 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. Visit www.fafsa.gov for more information. 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  
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 programs: 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
- Phone number
- Gender:  Male  
- Female
- Date of Birth
- Have you taken or do you plan to take the SAT or ACT?  
- Yes
- No
- Note: Required to review your application for admission to a CUNY four-year college, unless you have been out of school for over a year.
- Home and mailing address(es)
- Street
- City
- State
- Zip Code  
- Official Name of High School/GED Center
- Date I551 Card Obtained
- Alien Registration (I551) Card Number
- Citizenship Status:  U.S. Citizen?  
- Yes
- No
- Are you a dependent of someone who served in a branch of the United States Armed Forces?  
- Yes
- No
- Veteran Status: Refer to the Veterans Worksheet available at www.cuny.edu/prep
- Have you ever served in any branch of the United States Armed Forces?  
- Yes
- No
- Date Visa Obtained
- Are you a veteran?
- Yes
- No

Section 2: Student Information

1. Name and Address of high school or Ged Center
   If you 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 school name and contact information.
   Official Name of High School/GED Center
   Street Address
   City
   State  
   Zip Code
   State  
   Zip Code

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

3. Date of actual high school graduation or receipt of Ged 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?  
   Yes
   No

6. Veteran Status. Refer to the Veterans Worksheet available at www.cuny.edu/prep
   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
   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
   Expiration Date of Visa
   Other, Explain

Section 3: College Choice

You may select up to six college choices. Please list college choices in order of preference. See www.cuny.edu/admission for decision admission information.

General Freshman Applicants

Macaulay Honors College Applicants

Section 4: SEEK/CD Information

Refer to the SEEK/CD Worksheet included in this packet. 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 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 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/seekcd for essay questions.

Section 9: Background Information

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

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/Admissions or you may submit a CUNY fee waiver. 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 at least four to six weeks for processing when sending payment by mail.

CUNY Fee Waiver

CUNY does not accept any other type of fee waiver including waivers distributed by the Board of Higher Education or any other organization. A very limited quantity of CUNY fee waivers are awarded to high school counselors/collge advisors to be distributed to students with the most financial need. To request a CUNY fee waiver, please see your counselor/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  

Notes:
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. Visit www.fafsa.gov for more information. 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
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 programs: 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
• Phone number
• Gender:  Male  Female
• Date of Birth
• Have you taken or do you plan to take the SAT or ACT?  Yes  No
• Note: Required to review your application for admission to a CUNY four-year college, unless you have been out of school for over a year.
• Home and mailing address(es) Street
City
State
Zip Code
Length of time at each address:  Years  Months

Section 2: Student Information
1. Name and Address of high school or GED Center
If you 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 school name and contact information.
Official Name of High School/GED Center
Street Address
City
State
Zip Code

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

3. Date of actual high school graduation or receipt of GED 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?  Yes  No

6. Veteran Status. Refer to the Veterans Worksheet available at www.cuny.edu/prep
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 your 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
If you are not a U.S. citizen or U.S. permanent resident, indicate your Visa Type that you possess or intend to obtain:
Date Visa Issued
Expiration Date of Visa
Other, Explain

Section 3: College Choice
You may select up to six college choices. Please list college choices in order of preference. See www.cuny.edu/decision for admission decision information.

General Freshman Applicants

Macaulay Honors College Applicants

Section 4: SEEK/CD Information
To download the SEEK/CD Worksheet click here.
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 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 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/prep for 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: 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/IPC or you may submit a CUNY fee waiver. 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 at least four to six weeks for processing when sending payment by mail.

CUNY FEE WAIVER
CUNY does 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 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

Notes:
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 ODIS 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-Angle School, Green New York Charter School, Harlem Village Academy High School, Institute for Collaborative Education, International Leadership Academy Charter School, New Heights Academy Charter School (Washington), Promise Academy High School, Renaissance Charter School (Greats), Science Academy, The Facing History High School, Urban Academy Laboratory School, W gestures 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 also required. If your transcript is in a language other than English, an English translation is also required.

Letters of Recommendation and Essays/Personal Statements

SAT/ACT Score Report

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

Macaulay Help Desk

Visit: macaulayhelpdesk@mhc.cuny.edu

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. As a freshman applicant, you are eligible for 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-MA 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/dates.

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 examine essays and letters of recommendation as well as your academic record, which includes: academic units, grades/grade trends and standardized test scores (NY State Regents, SAT and/or ACT). Please review the Admission Application 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.

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. Before you begin the Admission Application review and complete this entire worksheet, be sure to fill in all blanks and write down 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, 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 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 “Apply” on the “New User Registration” page and provide the following information:

   First Name: Last Name: Username: Password: (at least 6 characters long)

   Address: City: State: Zip Code: Email Address:

   This information will be used to access your account throughout the entire admission review process.

5. Click the “Save” button.

6. Portal Login. After you have completed the registration process, access the Admission Application by logging into the CUNY Portal with your newly created username and password.