Applicants

TOEFL or IELTS scores

English translations of foreign records

Applicants educated outside the U.S. must submit the following items:

- 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 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 school administrator, you must obtain a GED.
- If you 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. If your record includes education completed outside the U.S., a copy of your transcript in its original language is required including a translation if your transcript is in a language other than English. Visit www.cuny.edu/imum for English Translation Guidelines.
- 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 received a GED diploma outside of New York State, contact the appropriate State Education Department. Please note, CUNY does not accept other countries’ version of the GED.
- Transcripts should be attached to the High School Transcript Request form included in your Application Summary Package and sent to CUNY/UAPC.

GED Diploma and GED Test Scores

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/advisor.

Home-School Transcripts

If you have received a General Educational Development (GED) diploma from New York State, a copy of your GED diploma and GED 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.

Home-School Transcripts

If you have received a GED diploma outside of New York State, contact the appropriate State Education Department. Please note, CUNY does not accept other countries’ version of the GED. If you reside outside the U.S. and need to take the GED test, please visit www.prometric.com/ged and select “International GED Bulletin” for information.

Home-School Transcripts

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

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.

Home-School Transcripts

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.

Home-School Transcripts

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

Documents should be attached to the Document Return Receipt form included in your Application Summary Package 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.

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- Secondary school transcript/statement of marks
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Documents should be attached to the Document Return Receipt form included in your Application Summary Package and sent to CUNY/UAPC.

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. Don’t 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
   - State
   - Zip Code
   - Email Address
   - Phone Number

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

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.

Other name you are known by:

First Name

Middle Initial

Last Name

Date of Birth

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

OVERNIGHT/EXPRESS SHIPPING (DHL, FedEx, etc.)

CUNY/UAPC

P.O. Box 350136
Brooklyn, NY 11235-0001

CUNY/UEAPC

P.O. Box 350021
Brooklyn, NY 11235-0001

CUNY/UEAPC

P.O. Box 350136
Brooklyn, NY 11235-0001

CUNY/UEAPC

P.O. Box 350021
Brooklyn, NY 11235-0001

www.cuny.edu/apply

C UNY | Academics | Access | Affordability

www.cuny.edu/afteryouapply

www.cuny.edu/prepare

www.macaulay.cuny.edu

www.prometric.com/ged
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 enrollment term:
  - Fall Semester - August/September
  - Spring Semester - January

- Primary Phone number

- Gender: Male

- Date of Birth

- Have you or do you plan to take the SAT or ACT?:
  - Yes
  - No

- Note: Required for admission to a CUNY four-year college. If you have been out of high school for over two years, SAT/ACT scores are recommended, and required for Hunter College.

- Home mailing addresses:
  - Street
  - Apt #
  - City
  - State
  - Zip Code

Length of time at above address:
- Years
- Months

Section 2: Student Information

1. Name and Address of high school or GED Test Center

If you are attending/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 a high school/secondary school outside of NY State, please enter the full school name and contact information.

Official Name of High School/VGED Center

Street Address

State

City

Zip Code

Section 3: College Choice

You may select up to six college choices. Please list college choices in order of preference.

General Freshman Applicants

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

Macaulay Honors College Applicants

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

Step 4: SEEK/CD Information

To download the SEEK/CD Worksheet visit cuny.edu/admissions/undergraduate/downloads.html. For more information visit www.cuny.edu/seekcd

Step 5: 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.

If you have not received a GED, you must earn a GED before they apply to CUNY.

Step 6: 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 7: Personal Information

If you completed any 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 you completed any 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.

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.

Step 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 admission essay requirements.

Step 9: 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:

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 DOE 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). Bayside Preparatory Charter School, City As School, Global Learning Collaborative High School, Grieve Out New York Charter School, Harlem Village Academy Charter School, Institute for Collaborative Education, International Leadership Academy Charter School, New Heights Academy Charter School (Manhattan), Premier Academy High School, Renaissance Charter School (Queens), Satellite Academy, The Facing History High School, Urban Academy Laboratory School, Waldorf Academy Charter School, Williamson 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 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 6 Continued on Next Page
**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 enrollment 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?
- Yes
- No
- Note: Required for admission to a CUNY four-year college. If you have been out of high school for over two years, SAT/ACT scores are recommended, and required for Hunter College.

**Section 2: Student Information**

1. Name and Address of high school or GED Test Center
2. If you are attending/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.

**Section 3: College Choice**

You may select up to six college choices. Please list college choices in order of preference.

<table>
<thead>
<tr>
<th>College Choice</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Freshman Applicants</td>
<td>1</td>
</tr>
<tr>
<td>Macaulay Honors College Applicants</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
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<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>
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 U.S. State University/College, an official paper transcript must be submitted 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 GED. See GED 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.

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 international certificates earned. If you need a complete record of your education from outside the U.S., a copy of your transcript in its original language is required including a translation if your transcript is in a language other than English. Visit www.cuny.edu/annex for English Translation Guidelines.

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**HOME-SCHOOL TRANSCRIPTS**

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 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 school administrator, you must obtain a GED. See GED 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 GED. See GED 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 (2559). 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/counselor advisor.

Test scores should be attached to the Document Receipt form included in your Application Summary Package and sent to CUNY/UAPC.

**GED DIPLOMA AND GED TEST SCORES**

If you have received a General Educational Development (GED) diploma from New York State, a copy of your GED diploma and GED test scores are required. You may obtain a copy from the New York State Education Department Equivalency Testing Program, PB 7348, Albany, New York 12234-0348.

If you have received a GED diploma outside of New York State, contact the appropriate State Education Department. Please note, CUNY does not accept other countries' versions of the GED. If you reside outside the U.S. and need a foreign diploma or GED, please visit www.prometric.com/ged and select "International GED Bulletins" for information.

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**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 Application Admission. 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 may require an essay/personal statement, refer to the individual college websites for more information.

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**REMEMBER FOR APPLICANTS EDUCATED OUTSIDE 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

Please see Applicants Educated Outside the U.S. at www.cuny.edu/afteryouapply for more information.

**WHERE TO SEND SUPPORTING DOCUMENTS**

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

CUNY/UAPC
201 Oriental Boulevard, T-1
Brooklyn, NY 11253

**OVERNIGHT/EXPRESS SHIPPING (DHL, FedEx, etc.)**

CUNY/UAPC
CUNY/UAPC

**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 eight to ten 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.

**HOW TO APPLY**

**APPLICATION POSTMARK DEADLINES**

The Admission Application, including the application processing fee and all supporting documents, must be postmarked by the date indicated. Applications and documents reviewed 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.

**NEED HELP? DON'T DELAY**

**ASK CUNY**

Visit www.cuny.edu/askcuny

Contact our

Help Desk for Students
answermail.cuny.edu

Macaulay Help Desk
macaulayhelpdesk@nyu.edu

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- You must provide your Social Security number on your CUNY Portal account and Admission Application if you intend to apply for financial aid.

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To apply to CUNY, you must first set up your CUNY Portal Account. For details and specific deadlines please visit www.cuny.edu/apply.

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
   - User Name
   - Password (at least 6 characters long)
   - Address
   - Home City
   - Home State
   - Zip Code
   - Email Address
   - Phone Number
   - University

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
First Name
Middle Initial
Last Name

Other name you are known by:

**www.cuny.edu/apply**