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 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 GED. See GED section below.

If you attend(ed) 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 regional 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/essays 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 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 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 a 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 (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/college advisor.

Transcripts should be attached to the 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 High School Equivalency Testing Program, PO Box 7344, Albany, New York, 12201-0348.

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’ version of the GED if you reside in the U.S. and need to take the GED test, please visit www.prometric.com/ged and select “International GED Bulletin” for information.

Documents should be attached to the Document Return Request 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. If you are a freshman applicant, apply online to as many as six CUNY colleges and one non-educational 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.

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.

The Admission Review Process

All CUNY, we want to ensure each student’s academic success. The admission review process provides us with an opportunity to review your entire academic record, which includes: academic units, grades, grade point average and standardized test scores (SAT State Regents, SAT and/or ACT 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/apply.

How to Apply

This worksheet has been designed to provide a review 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.

1. 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.
2. All admission updates will be sent exclusively through the email address you provide below.
3. 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:

Additional information that may be needed if you submit an application for financial aid:

Social Security Number

Date of Birth

Other name you are known by:

First Name

Middle Initial

Last Name

CUNY | Academics | Access | Affordability

www.cuny.edu/admissions

DO NOT MAIL THIS WORKSHEET!

You must complete and submit an Undergraduate Admission Application online at www.cuny.edu/apply to apply to CUNY. This worksheet is for the use of students 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, please visit www.cuny.edu/prep for the transfer applicant worksheet.

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 received after this date may be considered on a space-available basis.

General Freshman Admission

Fall Semester:

February 1

Spring Semester:

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 admissions basis; however colleges and programs may close before the application postmark deadlines above.

www.cuny.edu/apply
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 taken or do you plan to take the SAT or ACT?
- Required for admission to a CUNY four-year college, unless you have been out of high school for over two years.
- Name mailing addresses: Official Name of High School/GED Center

Length of time at above address:
- Years
- Months

Section 2: Student Information
1. Name and Address of high school or GED Test Center
If your name and/or address has changed since you were in high school/secondary school, please enter the new 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 address. If your record includes education completed outside the U.S., a copy of your foreign transcript in its original language is also required.

Official Name of High School/GED Center

Street Address

City

State (Required for USA)

Zip Code (Required for USA)

Length of time at above address:
- Years
- Months

Section 3: College Choice
You may select up to six college choices. Please list college choices in order of preference.

General Freshman Applicants

Macaulay Honors College Applicants

Section 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

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/received 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.

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 freshmen applicants must pay a non-refundable $50.00 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/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 WAVER FOR CURRENT HIGH SCHOOL STUDENTS
We do 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 current 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:

After You Apply

Step 7: Submit 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 DGS 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 for all other NYC high schools): Bronx Preparatory Charter School, City Honors School, Frank D. Scott High School, Horace Mann High School, Innovative Leadership Academy Charter School, New Heights Charter School (Washington Heights), Trinity Preparatory Charter School, Urban Assembly Academy for Young Men, Urban Assembly Academy for Young Women, Urban Assembly Billions Academy, Urban Assembly East River Academy, Urban Assembly Girls Academy, Urban Assembly North Academy, Urban Assembly South Academy, Urban Assembly West Academy.

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. but your foreign transcript in its original language is required, 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 7 Continued on Next Page