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 High School Equivalency. See the High School Equivalency section below.

If you attended(a) 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. or from a private school, you are required to submit your complete academic record (all years), as well as any national or government certificates earned. Transcripts or Statement of Marks, indicating all courses and grades completed at the upper secondary level must come directly from your school. We will accept a photocopy of your diploma. If your record includes education completed outside the U.S., an official transcript in its original language is required including a translation if your transcript is in a language other than English. Visit www.cuny.edu/afteryouapply for English Translation Guidelines.

Please Note: Students with an IEP diploma, high school credentials/diplomas from any non-public correspondence, online, or virtual high school must earn a High School Equivalency Diploma before they apply to CUNY.

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 High School Equivalency. See High School Equivalency 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 New School Equivalency. See High School Equivalency 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 counselors/advisors.

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

High School Equivalency
If you have received a High School Equivalency (HSE) diploma from New York State (also known as TASCP), a copy of your HSE diploma and HSE 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, 12223-0348.

If you have received a HSE diploma outside New York State, contact the appropriate State Education Department. Visit www.cuny.edu/afteryouapply for more information.

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 essays 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.

Reminder: Applicants Educated Outside of the U.S.
Applicants educated outside the U.S. must submit the following items:

- Secondary school transcript/Statement of marks
- TOEFL or IELTS scores
- SAT/ACT scores

Please visit www.cuny.edu/afteryouapply for more information.

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 6-8 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.

WHERE TO SEND 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 35021
Brooklyn, NY 11235-0001

Overnight/Express Shipping (DOH, Fedex, etc.)
CUNY/UAPC
2001 Oriental Blvd., Building T-1, Room 122
Brooklyn, NY 11235

Macaulay Help Desk
macaulayhelpdesk@mhc.cuny.edu

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/prepare for the transfer applicant worksheet.

APPLICATION POSTMARK DEADLINES
The Admission Application, including the application 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: February 1
Spring: September 15

Macaulay Honors College Admission
Fall: by 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.

HAVE A QUESTION?
Contact our Help Desk for Students
admission@cuny.edu

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 review your complete academic record, which includes: academic units, grades, grade trends and standardized test scores (NY 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/prep

HOW TO APPLY
This worksheet has been designed to provide a preview of the questions that you will be asked to complete on 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. Do Not 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
   - User Name: (at least 6 characters long)
   - Password
   - Password (at least 6 characters long)
   - Address
   - State
   - Zip Code
   - Email Address: (at least 6 characters long)
   - City
   - Country: United States
   - Phone
   - Gender
   - Date of Birth
   - Social Security Number
   - Date of Birth

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.

Other name you are known by:
First Name
Middle Initial
Last Name

For more information, please visit www.cuny.edu/postsecondary/afteryouapply.
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: Full Semester - August/September • Spring Semester - January
- Gender: Male □ Female □
- Date of Birth: MM DD YYYY
- Have you taken or do you plan to take the SAT or ACT? Yes □ No □
- Citizenship Status: If you are a U.S. citizen?
- Are you a dependent of someone who served in a branch of the United States Armed Forces?
- Have you ever served in any branch of the United States Armed Forces?
- Veteran Status: Refer to the Veterans Worksheet available at www.cuny.edu/prep
- Date of actual high school graduation or receipt of HSE Diploma
- City: __________________________
- State: __________________________
- Zip Code: _________________________

Section 2: Student Information
1. Name and address of high school or High School Equivalency (HSE) test center
2. Date of actual high school graduation or receipt of HSE Diploma
3. College level courses taken while attending high school/secondary school, if applicable: College Name:
4. Number of college credits completed while in high school
5. Financial Aid information: Have you ever received financial aid at a postsecondary institution?
6. Veteran Status: Refer to the Veterans Worksheet available at www.cuny.edu/prep
7. Citizenship Status: Are you a U.S. Citizen?
8. Immigration Status: If you are a U.S. citizen or permanent resident, indicate your alien registration information:
   - Alien Registration (I-551) Card Number
   - Date I-551 Card Obtained:
   - Date Visa Obtained: MM DD YYYY
   - Expiration Date of Visa MM DD YYYY
   - Other:

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: Review & Submit the Admission Application
Before you submit your application, be sure to review each section for accuracy. This is the last section that will enable you to review your application before submitting.

Step 5: Pay Your Application Fee
All freshmen applicants must pay a non-refundable $65.00 application fee.

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 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: __________________________

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 OSIS 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 fee has been received.

Macaulay Honors College Applicants
Sections 4 and 5: Additional Information (optional)
Provide information about your family and background.

Step 8: Essay
Two essay responses are required. We recommend that you prepare your essays in a word processing program, then copy and paste into the Admission Application. Visit www.cuny.edu/prepare for application essay questions.

Step 7 Continued on Next Page

AFTER YOU APPLY

Section 4: SEEK/CD Information (optional)
To download the SEEK/CD worksheet visit cuny.edu/admissions/undergraduate/downloads.shtml. For more information visit www.cuny.edu/seekcd

Section 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.

Please Note: Students with an IEP diploma, high school credentials/diplomas from any non-public correspondence school, online or virtual high school must earn a High School Equivalency Diploma before they apply to CUNY.

Section 7: Recommendations
Two letters of recommendation are required for all Macaulay applicants. Have your recommender’s name and email address ready.

Step 9: Background Information
List your current senior year courses, college-level and/or honors coursework, extracurricular activities, employment history, special talents, interests, and/or awards.

Step 3 Continued on Next Page

READ AND SIGN

Step 10: Mail Your Application
We only accept CUNY Fee Waivers, we do not accept any other type of fee waiver including waivers distributed by the College Board or any other organization.

CUNY FEE WAIVERS FOR CURRENT HIGH SCHOOL STUDENTS
We only accept CUNY Fee Waivers, 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/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 Continued on Next Page

Please write your name and Application Control Number on your admission application. Visit www.cuny.edu/prepare for application essay questions.

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 OSIS 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 fee has been received.

*Applicants from select high schools may be required to provide a paper transcript. Visit www.cuny.edu/prep for more information.

If you completed a portion of your education outside the NYC DOE but within the U.S., please make certain that your NYC DOE record includes education completed outside the NYC DOE. Please include your high school credentials/diplomas (i.e., general diploma, regents diploma, etc.) and any additional high schools/secondary schools that you have attended.

Provide information about your family and background.

Step 12: Submit Your Application
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.

Macaulay Honors College Applicants
Sections 4 and 5: Additional Information (optional)
Provide information about your family and background.

Step 13: 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.

Please Note: Students with an IEP diploma, high school credentials/diplomas from any non-public correspondence school, online or virtual high school must earn a High School Equivalency Diploma before they apply to CUNY.

Step 14: Recommendations
Two letters of recommendation are required for all Macaulay applicants. Have your recommender’s name and email address ready.

Step 15: Essay
Two essay responses are required. We recommend that you prepare your essays in a word processing program, then copy and paste into the Admission Application. Visit www.cuny.edu/prep for application essay questions.

Section 13: Background Information
List your current senior year courses, college-level and/or honors coursework, extracurricular activities, employment history, special talents, interests, and/or awards.

Macaulay Honors College Applicants
Sections 4 and 5: Additional Information (optional)
Provide information about your family and background.

Step 16: 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.

Please Note: Students with an IEP diploma, high school credentials/diplomas from any non-public correspondence school, online or virtual high school must earn a High School Equivalency Diploma before they apply to CUNY.

Step 17: Recommendations
Two letters of recommendation are required for all Macaulay applicants. Have your recommender’s name and email address ready.

Step 18: Essay
Two essay responses are required. We recommend that you prepare your essays in a word processing program, then copy and paste into the Admission Application. Visit www.cuny.edu/prep for application essay questions.

Section 14: Background Information
List your current senior year courses, college-level and/or honors coursework, extracurricular activities, employment history, special talents, interests, and/or awards.
Step 3: Complete each section of the Admission Application

Step 4: Review & Submit the Admission Application

Step 5: Pay Your Application Fee

Step 6: Print Your Application Summary Package

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

AFTER YOU APPLY
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 paper 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 private school, you may be required to take the High School Equivalency Exam. See the High School Equivalency Diploma 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 (at least 4 years), as well as any national or governmental certificates earned. Transcripts or Statements of Marks, including all grades and courses completed at the upper secondary level must come directly from your school. We will accept a photocopy of your diploma. If your record includes education completed outside the U.S., an official transcript in its original language is required including a translation if your transcript is in a language other than English. Visit www.cuny.edu/apply/en/test/English-Translation-Guidelines.

Please Note: Students with an IEP, diploma, high school credentials/diplomas from non-public correspondence, online, or virtual high school must earn a High School Equivalency Diploma before they apply to CUNY.

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 received 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 equivalent of a New York State four-year high school program through home schooling.

If you are a senior who is currently completing a home-school program, you must submit a letter from the superintendent of your school district certifying that you are currently completing a program that is equivalent to a NYS four-year high school program. Upon completion, please submit a letter verifying that you have successfully completed the program.

If you cannot obtain the letter from the high school district, you must obtain a High School Equivalency diploma. See the High School Equivalency diploma 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.

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

High School Equivalency

If you have received a High School Equivalency (HSE) diploma from New York State (also known as TASC), a copy of your HSE diploma and HSE 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.

If you have received a HSE diploma outside New York State, contact the appropriate State Education Department. Visit www.cuny.edu/apply/en/apply for more information.

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

Reminder: Applicants Educated Outside of 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
• SAT/ACT scores

Please visit www.cuny.edu/apply/en/apply for more information.

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 6-8 weeks after your items arrive at CUNY/UAPC for processing and for updates to be reflected on your Application Status.

DO NOT MAIL THIS WORKSHEET

You must complete and submit an Undergraduate Admission Application online at www.cuny.edu/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, 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/prepare for the transfer applicant worksheet.

APPLICATION POSTMARK DEADLINES

The Admission Application, including the application 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: 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.

APPLICATION TOGETHER

Select “Admission Application” as the application type and submit all required and optional documents online via the CUNY/UAPC portal. You can continue to update your application and add new documents while your application is pending. You will also be able to check your application status online.

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” according to your admission basis; however, recall that many programs may close before the application postmark deadlines above.
3. Click the blue button, “Register for Portal Account”
4. Select “Applicant” on the “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

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

WHERE TO SEND 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 35021
Brooklyn, NY 11235-0001

Overnight/Express Shipping (DHL, FedEx, etc.)

CUNY/UAPC
2001 Oriental Blvd., Building T-1, Room 122
Brooklyn, NY 11235

Please note that all materials and documents submitted as part of an application for admission become the property of CUNY/UAPC and cannot be returned.

H O W T O A P P L Y

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. Do Not 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.

Admission Application

As a freshman applicant you can apply online to as many as six CUNY colleges with one application and application fee. You will need to select one of the following admission applications:

• General Freshman
• Macaulay Honors College

Selective Programs: please note that programs such as the BA-MD at Brooklyn College, the Sophie Davis School of Biomedical Education, the Bernard and Anne Spitzer School of Architecture Program, and the Green School of Engineering Program at The City College of New York 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 review your entire academic record, which includes: academic units, grades, grade trends and standardized test scores (NY 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/prepare