

### DO NOT MAIL THIS WORKSHEET

To apply to CUNY you must complete and submit an Undergraduate Admission Application online at [www.cuny.edu/apply](http://www.cuny.edu/apply).  
See the left column for deadlines.

#### ADMISSION POSTMARK DEADLINES

The Admission Application, 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 Transfer Admission

**Fall Deadline:** February 1

**Spring Deadline:** September 15

#### Selective Programs

Visit [www.cuny.edu/deadlines](http://www.cuny.edu/deadlines) for more information on application deadlines and admission decision notification dates for selective programs.

#### APPLY EARLY!

**CUNY operates on a rolling admission basis; however, colleges and programs may close before the deadlines above, due to space availability.**

#### APPLYING AS A VETERAN OR FUTURE VETERAN?

Be sure to check out our **Veterans Webpage** by visiting [www.cuny.edu/explore](http://www.cuny.edu/explore) and clicking the link for “**Veterans & Future Veterans**”

#### HAVE A QUESTION?

Contact our

**Help Desk for Students**

Email: [admissions@cuny.edu](mailto:admissions@cuny.edu)

### Admission Application

You are considered a transfer applicant if you have attended a college, university and/or proprietary school since graduating from high school/secondary school. This applies whether or not you are seeking transfer credit and/or changing your program of study.

#### General Transfer Applicants

Apply online to up to four CUNY colleges with one application and one non-refundable application fee. You **must** list your college choices in order of preference, as you will only hear back from **one** college choice.

#### Supplemental paper applications

Transfer programs such as the Physician Assistant Programs and the CUNY Baccalaureate for Unique and Interdisciplinary Studies require a supplemental paper application in addition to the CUNY online admission application. Visit the appropriate college/program website for details and more information.

#### CUNY School of Professional Studies (SPS) Applicants

Apply to one of nine programs leading to a B.A. or B.S. degree. Visit the CUNY School for Professional Studies website at [www.sps.cuny.edu](http://www.sps.cuny.edu) for more information.

### The Admission Review Process

As a transfer applicant, your admission application will be evaluated based on an individual review of your academic record that includes **all** attempted and completed courses and grades earned and essays/personal statements and letters of recommendation. Applicants to our four-year colleges must have completed at least one 3 credit college-level course in mathematics and English with a grade of “C” or better or must demonstrate college-level readiness based on SAT, ACT or New York Regents test scores.

Your entire coursework history, including grades earned from courses taken more than once, will be used to determine a grade point average (GPA). If more than one college was attended, your GPA will be determined through a combined calculation of all attempted coursework. Your high school/secondary school record will be considered if you have completed fewer than 30 college credits.

Please review the **Transfer Admission Profile** (available at [www.cuny.edu/prepare](http://www.cuny.edu/prepare)) to get an idea of the mean GPA used for admission by each college.

#### CUNY Community College Graduates

If you have graduated or will graduate from a CUNY community college and would like to apply to a CUNY four-year college, you must complete a Transfer Admission Application.\* Admission to a CUNY four-year college is guaranteed, although not necessarily to your first choice program or college, if you meet the following conditions:

- you have earned an A.A., A.S. or A.A.S. degree with a 2.0 GPA or higher.\*\*

\*If you have graduated or will graduate as part of the CUNY Justice Academy and wish to continue your studies at John Jay College of Criminal Justice, you do not need to fill out a Transfer Admission Application, visit [www.jjay.cuny.edu/CUNYJusticeAcademy](http://www.jjay.cuny.edu/CUNYJusticeAcademy) for more information.

\*\*CUNY A.A. and A.S. degree-holders are guaranteed at least 60 credits toward a 120-credit bachelor's degree.

#### Readmission of Former CUNY Students

If you are applying to a CUNY college that you have previously attended, **do not complete** a Transfer Admission Application. Please contact the Admission Office or Registrar's Office at the college for readmission information.

#### Evaluation of Transfer Credit

The individual college and program will complete a transfer credit evaluation after admission.



# AFTER YOU APPLY

## Step 4: Send Your Required Supporting Documents to CUNY/UAPC (appropriate mailing addresses on the next page)

Do not send any documents listed below to the individual college(s) as it will cause a delay in the review of your application.

Items sent to CUNY/UAPC will not be returned.

After you submit your Admission Application, you may be required to submit additional documents in support of your application. In order to match your supporting documents to your Admission Application, it is important that you:

1. Attach your supporting documents to the appropriate forms included in your Application Summary Package.
2. Record your Application Control Number on each supporting document.

### CUNY College Transcript (Intra-CUNY Transfer Applicants Only)

If you are currently enrolled at a CUNY college, do not send a paper copy of your transcript. Instead, an electronic version of your official CUNY transcript will be retrieved by CUNY/UAPC after your Admission Application is submitted. In order to retrieve your transcript, your social security number or CUNY ID as indicated on your Admission Application must match the identification number listed on your CUNY college record. If there are stops and/or holds on your CUNY record, please resolve them with the Office of the Registrar at your CUNY college. Once the problem is resolved, we will then be able to electronically retrieve your transcript.

If you have additional records from a college, university and/or proprietary school outside CUNY, an official paper transcript is required for each institution attended. Please see **All other college, university, and/or proprietary school transcript** section below.

*\*Students enrolled in CUNY School of Professional Studies should visit [sps.cuny.edu](http://sps.cuny.edu) for instructions on how to request transcripts.*

When sending transcripts to CUNY/UAPC, please attach to the **Transcript Request** form included in your **Application Summary Package**.

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 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](http://www.cuny.edu/afteryouapply) for English Translation Guidelines.

### All Other College, University and/or Proprietary School Transcript(s)

If you are currently attending or if you have ever attended a college, university or proprietary school within the U.S., an official paper transcript is required for each school attended. You must request to have your official transcript sent directly from the college, university, and/or proprietary school to CUNY/UAPC.

If you are currently attending or if you have ever attended a college, university or any postsecondary institution outside the U.S., an official record is required for each institution attended. Please visit [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

When sending transcripts to CUNY/UAPC, please attach to the **Transcript Request** form included in your **Application Summary Package**.

### High School Transcript(s)/Secondary School Record

All transfer applicants are required to submit an official high school transcript indicating graduation date.

If you have graduated from a U.S. high school or a United States-administered American, International or Department of Defense school, an official paper transcript is required. The transcript must be sent directly to CUNY/UAPC from the high school in a sealed, school-issued envelope.

If you attended more than one high school, please make certain that your official transcript indicates coursework and grades completed at all previously attended high schools. If coursework and grades are not included on your transcript, an official transcript from each previously attended high school is also required. If your record includes education completed outside the U.S., a photocopy of your transcript in its original language is required including a photocopy of official translation if your transcript is in a language other than English. Please visit [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

If you have graduated from a high school/secondary school outside the U.S. not listed above, you are required to submit an official copy of your complete academic record (all years). Please review the list of Required Secondary School Credentials. If your record is in a language other than English, a translation is also required. Please visit [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

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 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, you must obtain a High School Equivalency. See the High School Equivalency Section below.

If you have earned an IEP diploma, high school credentials/diplomas from any non-public correspondence school, online or virtual high school you must earn a High School Equivalency Diploma before applying to CUNY.

If you are an out-of-state resident who received home-schooling, a state-issued diploma is required. If you have not obtained a state-issued diploma, you must obtain your High School Equivalency. See the High School Equivalency Section below.

When sending transcripts to CUNY/UAPC, please attach to the **Transcript Request** form included in your **Application Summary Package**.

## Step 4: Send Your Required Supporting Documents to CUNY/UAPC *(continued)*

### High School Equivalency Diploma and High School Equivalency Test Scores

If you have received a High School Equivalency (HSE) diploma, a photocopy 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 of New York State, contact the appropriate State Education Department.

Please note, CUNY does not accept other countries' versions of the High School Equivalency.

*When sending these documents to CUNY/UAPC, please attach to the Document Return Receipt form included in your Application Summary Package.*

### Standardized Test Score Reports

If you took the SAT or ACT, it is recommended that you submit your scores to demonstrate college-level readiness in reading, writing and mathematics for consideration to a four-year college. SAT/ACT scores are required if you have earned less than 30 college credits.

If you are on a temporary visa and you were educated in a non-English speaking environment, you must demonstrate proficiency in the English language by submitting test scores from either the TOEFL or IELTS academic format test. Please visit the Applicants Educated Outside the U.S. section at [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

*When sending standardized test scores to CUNY/UAPC, please attach to the Document Return Receipt form included in your Application Summary Package.*

### Letters of recommendation and essays/personal statements

If you would like to submit letters of recommendation and/or a personal statement in support of your application, you may do so by mailing the documents to CUNY/UAPC.

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

## New York State Opportunity Programs

If you are currently enrolled in a NY State opportunity program (College Discovery, SEEK, HEOP or EOP), please complete and submit a Special Programs Transfer Request Form available at [www.cuny.edu/prepare](http://www.cuny.edu/prepare).

*When sending supplemental materials to CUNY/UAPC, please attach to the Document Return Receipt Form included in your Application Summary Package*

### Reminder for Applicants Educated Outside the U.S.

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

- Official secondary school transcript/statement of marks.
- Photocopies of official English translations of foreign records.
- Official postsecondary school/university record.
- Official TOEFL or IELTS scores.

Please see Applicants Educated Outside the U.S. at [www.cuny.edu/afteryouapply](http://www.cuny.edu/afteryouapply) for more information.

### 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.)

#### General Transfer Admission

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.

## Step 5: Check Your Application Status

You are responsible for checking the status of your CUNY Admission Application. For instructions, please visit [www.cuny.edu/status](http://www.cuny.edu/status). Please allow 6-8 weeks after your items arrive at CUNY/UAPC for processing and for updates to be reflected on your Application Status.

Notes:

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### TRANSFER INFORMATION & PROGRAM PLANNING SYSTEM (TIPPS)

Visit the CUNY TIPPS website for the most up-to-date list of academic programs for transfer applicants. Find information on CUNY college courses, course equivalencies and program policies. For more information, visit [www.tipps.cuny.edu](http://www.tipps.cuny.edu).