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 a 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 Exam. See the High School Equivalency section below.

If you attended(s) 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 have graduated from a high school/secondary school outside the U.S. not listed above, you are required to submit your complete academic record (4 years), as well as any national or government certificates earned. Transcripts or Statements 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, which is a text 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 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 High 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 college code. We will also accept SAT/ACT scores sent by your high school counselor/advisor.

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 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/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 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 your application is complete and your mean grade point average (GPA) and SAT scores for last year’s admitted freshman class. Visit www.cuny.edu/afteryouapply for more information.

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 350021
  Brooklyn, NY 11235-0001
- CUNY/UAPC
  2001 Oriental Blvd., Building T-1, Room 122
  Brooklyn, NY 11235

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/apply. 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.

DO NOT MAIL THIS WORKSHEET
You must complete and submit an Undergraduate Admission Application 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 not 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 Form
You can complete and print the Application Form online at www.cuny.edu/apply. If you need to complete the Application Form on paper, please visit www.cuny.edu/afteryouapply for assistance.

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 Grove 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/dadelines.

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/afteryouapply for more information.

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. 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: ___________________
   - Username: ___________________
   - Password: (at least 6 characters long)
   - Address: ___________________
   - City: ___________________
   - State: ___________________
   - Zip Code: _________
   - Email Address: ___________________
   - Phone: ___________________

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 mm/dd/yyyy
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 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 plan to take the SAT or ACT? Yes  No

**Note:** SAT/ACT scores are required for admission to a CUNY four-year college, unless you have been out of high school for over two years. SAT/ACT scores are required for Hunter College regardless of date of graduation.

- Home mailing address Street
- City
- State
- Zip Code
- Length of time at above address: Years Months
- Date of actual high school graduation or receipt of HSE Diploma
- Year
- State
- City

Section 2: Student Information
1. Name and address of high school or High School Equivalency (HSE) test center

   - If you are attending or 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.

   **Official Name of High School/HSE Center**

   - **Street Address:**
   - **City:**
   - **State:**
   - **Zip Code:** (Required for USA)
   - **City:**
   - **State:**
   - **Zip Code:** (Required for USA)

   **2. NYC DOE students ONLY:** enter your student OSS number.
   **3. If you are currently attending a NYC DOE high school,** enter the five-digit school code.
   **4. Date of actual high school graduation or receipt of HSE Diploma**
   **5. College-level courses taken while attending high school/secondary school, if applicable:**
   **6. College Name**
   **7. Number of college credits completed while in high school**
   **8. Dates of Attendance**
   **9. Financial Aid information:** Have you ever received financial aid at a postsecondary institution? Yes  No
   **10. Veteran Status:** Are you a U.S. Citizen? Yes  No
   **11. Citizenship Status:** Are you a U.S. Citizen? Yes  No
   **12. Immigration Status:** Are you a U.S. Citizen or permanent resident? Yes  No
   **13. Alien Registration (I-551) Card Number**
   **14. Date I551 Card Obtained**
   **15. Date of Birth**
   **16. Date of Visa Obtained**
   **17. Expiration Date of Visa**

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 reset your application by using the Start Over feature.

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

**CUNY FEE WAIVER 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. Annually, 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: 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: 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 (SSN) 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/prepare 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 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.