APPLICATION TOOLKIT FOR COUNSELORS

FOR SPRING/FALL 2019 APPLICANTS
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Purpose of this Guide

The Application Toolkit guide is a resource to help counselors at high schools and community-based organizations to navigate the CUNY online application and admissions process while working with individual students or when hosting an application workshop.

While this guide is helpful, we also encourage counselors to contact the Helpdesk for Counselors or their assigned CUNY admissions counselor with any questions they may have about the CUNY online application and admissions process.

HELP DESK FOR COUNSELORS

counselor@cuny.edu
212-290-5607
www.cuny.edu/counselor

About CUNY

THE CITY UNIVERSITY OF NEW YORK (CUNY) is the world’s greatest urban public university. Founded in 1847, the University is comprised of: eleven 4-year colleges, seven community colleges, the William E. Macaulay Honors College, CUNY School of Professional Studies, CUNY School of Labor and Urban Studies, the CUNY School of Medicine and four graduate schools including the CUNY Graduate Center, Craig Newmark Graduate School of Journalism, the CUNY School of Law, and CUNY Graduate School of Public Health and Health Policy.

A CUNY education includes opportunities only available in a global city. Learning in New York City – a global capital of business, finance, fashion, media communications, technology, scientific research and culture – means that the city will serve as the campus, laboratory, classroom, and proving ground for our students.

That’s why there are more than 272,000 students currently earning a world-class degree from the University’s award-winning and distinguished faculty. The buildings of New York City reach for the sky — and CUNY is proud to help students rise even higher.

Did you know?

■ 7 in 10 CUNY students attend tuition-free as a result of financial aid and other financial supports
■ Over 40% of CUNY students are first-generation college students changing their families’ future
■ CUNY students speak over 174 languages at home
■ 80% of CUNY students graduate without federal student debt
EXPLORE OUR COLLEGES AND PROGRAMS

Four-Year Colleges
1. Baruch College
2. Brooklyn College
3. City College of New York
4. College of Staten Island
5. CUNY School of Labor and Urban Studies
6. CUNY School of Professional Studies
7. Hunter College
8. John Jay College of Criminal Justice
9. Lehman College
10. Macaulay Honors College
11. Medgar Evers College
12. New York City College of Technology
13. Queens College
14. York College

Community Colleges
15. Bronx Community College
16. Borough of Manhattan Community College
17. Guttman Community College
18. Hostos Community College
19. Kingsborough Community College
20. LaGuardia Community College
21. Queensborough Community College

cuny.edu/majors
Application Process at a Glance

1. Create a CUNY Admission Application Account
2. Apply Online
3. Pay the Application Fee
4. Download the Application Summary
5. Submit Supporting Documents
Create an Application Account

There are two ways to access the CUNY application. Students can create a guest Application Account or login via CUNYfirst.

Visit cuny.edu/application

Do you have a CUNYfirst account?

Yes

Login via CUNYfirst

Submit the CUNY Application

Check Your Application status on CUNYfirst

No

Register for a guest Application Account

Submit the CUNY Application

Receive “Claim your CUNYfirst email” Account

I’m not sure
Worksheet 1: Choosing Your CUNY Colleges

The following worksheet directs prospective applicants through the college search process at CUNY. Please use it to help freshman applicants determine which 6 CUNY Colleges they would like to select on their application.

**Choices may be listed in order of preference on the application.**

All freshman applicants may indicate up to six (6) CUNY colleges where they wish to be reviewed for admission. Narrowing down your list to just six of CUNY’s many outstanding colleges may seem overwhelming; this guide will help you to do some research to determine which colleges are the right match for you.

**What majors are you interested in?**

Take a moment to think about your interests and strengths. What subjects have piqued your interest? Which classes have you excelled in or enjoyed the most? What do you like to do? What did you want to be when you grow up? Knowing the basic answers to these questions may help you decide your college, your major, and the potential course of study you want to take. For a comprehensive list of majors for each CUNY College, go to [cuny.edu/majors](http://cuny.edu/majors).

**Subjects I am interested in:**

- i.e., Anthropology
- i.e., Automotive Technology
- 

**Where do you see yourself?**

Are you looking for a college experience in the middle of the city, or a serene and park-like traditional campus? CUNY campuses, spread throughout New York City, can be divided into urban and suburban campuses. Where do you see yourself? The best way to answer this question is by participating in a virtual or in-person CUNY campus tour. Visit [cuny.edu/campustours](http://cuny.edu/campustours) to learn more about available dates and times. All CUNY campuses are accessible by public transportation; by visiting you can also get a feel for how far the campus is from your home. Some campuses also offer student housing opportunities, visit [cuny.edu/studenthousing](http://cuny.edu/studenthousing) to learn more.

**Urban Campuses**
- Baruch College†
- Borough of Manhattan Community College
- Guttman Community College
- Hostos Community College
- Hunter College†
- John Jay College of Criminal Justice†
- LaGuardia Community College
- Medgar Evers College
- New York City College of Technology

**Suburban Campuses**
- Bronx Community College
- Brooklyn College†
- City College of New York†
- College of Staten Island†
- Kingsborough Community College
- Lehman College†
- Queens College†
- Queensborough Community College
- York College

† indicates student housing available at this college
Worksheet 1: Choosing Your CUNY Colleges

Your academic profile

First, get a sense of your academic profile by gathering the following information from your guidance counselor and standardized test score reports. All 4-Year colleges require standardized test scores (SAT or ACT) to be considered for admission. For test scores, add together your highest score from each section (i.e. EBR score + Math, or English + Math) even if your highest scores are from two different test dates, as that is what CUNY will consider.

GPA (on a scale of 100): ___________ SAT Total: _________________________ ACT Total: _______________________

Consider Scholarships and Special Programs

While CUNY offers amazingly affordable tuition, we recommend that students apply for scholarships and special programs to get further assistance paying for college. These programs and scholarships may offer tuition assistance and can also help pay for expenses such as textbooks and student fees. As a bonus, many of these programs (such as ASAP or ACE) also offer individualized guidance and support. Visit cuny.edu/scholarships for more information.

Connect the dots

With your academic profile, list of majors/interests, and desired college experiences in mind, consult the most recent Freshman Admissions Profile at cuny.edu/academicprofile to get a sense of which CUNY colleges fit you academically. Remember that the high school GPAs and standardized test scores on the Freshman Admissions Profile are averages, so there are admitted students with both higher and lower grades and scores. You should still apply for admission if you are within range of these averages. Be sure to indicate one or two colleges where you exceed the profile. List up to six (6) CUNY colleges below choices that fit your profile:

- i.e., City College
- i.e., Bronx Community College
- ______________________________
- ______________________________
- ______________________________
- ______________________________

Notes

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Worksheet 2: Application Prep Checklist

The following worksheet is a checklist of all the items (and information) an applicant needs when applying to CUNY. Applicants should have this checklist prepared and completed in advance to ensure a productive application workshop session. Visit cuny.edu/counselor to find a printable version of the Checklist to distribute to students.

Personal and Background Information
- Social Security number (if you have one)
- OSIS number (for NYC public high school students only)
- Permanent Resident card number (if applicable)
- Date Permanent Resident card issued (if applicable)
- Visa type, date obtained and expiration date (if applicable)
- Complete home and alternate addresses (if any)
- Street number and street name
- Apartment or floor number if applicable
- City
- State
- Zip
- Email address you check regularly
- Home and Mobile phone numbers

Educational Experience
- Name of each high school you attended
- Dates of attendance for each high school you attended

Academic Interest
- Know which CUNY colleges you wish to apply to; you may select up to six.
- Visit cuny.edu/majors for more info
- Visit cuny.edu/campustours for virtual and in-person tours

Application Fee Payment Method
- Credit/Debit card OR
- eCheck OR
- Money Order OR
- CUNY Application Fee Waiver from high school counselor

Checklist of Potential Supporting Documents
You don’t need to locate any of the following items to complete the online application form. However, you will need to submit any relevant supporting documents from this list in order to have your application reviewed. Please begin to locate any of the following items which you will submit to complete your application.
- SAT/ACT scores (if applying to 4-year colleges)
- High school transcript(s) (if you don’t have an OSIS number on this application)
- Personal Statements
- Name and Email for each recommender
- English translations of any overseas high school transcripts and diplomas

Register for CUNY Application Account
To apply to CUNY, you must first create your Admission Application account.

Go to www.cuny.edu/application and follow the instructions to either create a new CUNY application account or log in with an existing CUNYfirst account.

CUNY Admissions Account User Registration
- First name
- Last name
- Date of Birth
- Gender
- Email address
- Username (you create - we suggest FirstnameLastname i.e. JohnLegend)
- Password

Record Important Information
CUNY admission account username: _______________________
CUNY admission account password: _______________________

Email Address: _________________________________________

IMPORTANT: This email address will be used for communications throughout the entire admission review process.

CUNYfirst ID #: ____________
# Application Sections at a Glance

## 1 Personal Information
- Full Legal Name
- Gender
- Date of Birth
- Email
- Phone Number
- Address
  - Street number and name
  - Apt number (if any)
  - City, State, Zip code
- Residency

## 2 Background Information
- Citizenship Information
- Social Security Number
- US Military Status (optional)
- Ethnicity (optional)
- Languages (optional)
- Family Information (optional)

## 3 Academic Interest
- Semester applying
- College and Program Choices
- SEEK/CD and ASAP interest (optional)

## 4 Educational Experience
- High School(s) attended
  - Address
  - Dates of Attendance
- High School courses currently in progress (recommended)
- College coursework completed in high school (optional)

## 5 Supplemental Information
- Self-reported test scores (optional)
- Recommendations (optional)
- Extracurricular Activities (optional)

### Supporting Materials
- Applicants can upload: resumes, portfolios, essays/personal statements
- Application should **not** upload: transcripts, test scores, translations, documents

## 6 Payment & Submission
- Applicants can satisfy the $65 application fee via credit/debit card, e-check, money order or CUNY Fee Waiver
- Submit application
Below please see sections for the Freshman application as well as tips and other notes about these questions. This handy reference is intended for high school counselors to use at the same time they are assisting a prospective freshman who is completing the Freshman application.

Appendix: Overview of Freshman Application Questions
Personal Information Questions

Name
Indicate your full legal name. If you are known by any former/other name(s), then select the 'Former/Other Names' checkbox.

- First Name
- Middle Name
- Last Name
- Name Suffix

Date of Birth & Gender
Provide your date of birth (mm/dd/yyyy) and gender.

- Date of Birth
- Gender

Phone & Email
Provide your phone number and email address. Important information regarding your application will be sent via email. Be sure to provide an address you check regularly.

Contact Phone
- Phone Type
- Phone Number
- Preferred

Email Address
- Email Address
- Preferred

Address
Select a country from the drop-down then click 'Add/Update Address'. Be sure to indicate an apartment number if you have one. If needed, use the check-boxes below to add other addresses.

- Country: United States
- Address: Add/Update Address

- Check here if your mailing address is different from the above address
- Check here if your permanent address is different from the above address
- Check here if your billing address is different from the above address
Personal Information Questions

Residency
Select all checkboxes that will apply at the time you plan to begin classes at CUNY.
- I have been a New York State resident for the last 12 months
- I have been a New York City resident for the last 12 months
- I have/will graduate from a New York State high school within the last 5 years
- I have/will graduate from a New York City high school within the last 5 years
- I am none of the above

Background Information Questions

Citizenship
Indicate your U.S. citizenship/immigration status.
- *Country of Citizenship
- *Status within United States

Social Security Number
Provide your Social Security number. If you plan to apply for financial aid, a Social Security number is required.
- Social Security #
- □ I do not have Social Security #
US Military Status

If you are affiliated with the US military, select the checkbox below and be sure to specify your military status from the dropdown. In addition, proof of Veteran status is required. See information button for instructions on how to upload proof.

- I am serving or have served in any branch of the U.S. Armed Forces or am a dependent/spouse.

Ethnicity

Select one answer for question 1 and as many choices as apply for question 2. Indicating your ethnicity is optional.

There are certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, students are invited to voluntarily self-identify their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

1) Are you Hispanic or Latino?
   - Yes, I am Hispanic or Latino
   - No, I am not Hispanic or Latino

2) What is your race? Select one or more.
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Native Hawaiian or Other Pacific Islander
   - White

Languages

Indicate the primary language you speak at home. If applicable, also select an additional language. To add more languages, click 'Add an additional language'. This section is optional.

What is your native language?

What other languages are you proficient in?

Add an additional language
Background Information Questions (continued)

Family Information
Include information about your parent(s) and/or guardian(s). Providing family information is optional.

- Relationship
- First Name
- Last Name
- Name Suffix
- Middle Initial
- Is the person named above living?
  - Yes
  - No
  - Not Disclosed
- Is the person named above a U.S. citizen?
  - Yes
  - No
  - Not Disclosed
- Residence City
- Occupation

Add an additional family member

Academic Interest Questions

College & Major
You may select up to six college choices. Each choice is comprised of a college and your intended major at that college. To add each choice, first select a semester/term then click ‘Add Program and Major to Application’. Repeat this process to add more.

Term:

Add Program and Major to Application

Support Programs
Indicate your interest in CUNY’s support programs. You can answer yes to both questions. See information buttons below for more details. Applicants will need to file the FAFSA.

ASAP Program Interest
Are you interested in ASAP? ASAP provides free MetroCards, books, advisement & more.

- Yes
- No

SEEK/CD Program Interest
Interested in SEEK/CD? Receive extra financial aid, tutoring and more at a 2 or 4 year college.

- Yes
- No
Educational Experience Questions

High School/Secondary
Indicate your high school/secondary school status by selecting one of the options below. If you attended multiple schools or programs, click 'Add an additional school'. Report all of your secondary education experiences.

Select one option:
- I graduated or am currently attending high school in the U.S.
- I graduated or am currently attending high school outside of the U.S.
- I received a GED, TASC, or HiSET.
- I was home schooled.

Add an additional school

High School/Secondary
Indicate your high school/secondary school status by selecting one of the options below. If you attended multiple schools or programs, click 'Add an additional school'. Report all of your secondary education experiences.

Select one option:
- I graduated or am currently attending high school in the U.S.
- I graduated or am currently attending high school outside of the U.S.
- I received a GED, TASC, or HiSET.
- I was home schooled.

High School Information
Add your high school using the search button

School Name
City
State

From Date
To Date
Degree Date

OSIS NUMBER: This is a nine digit number that is issued to all students who attend a NYC public school. The number can be found on your ID card or transcript. If you supply your OSIS number, CUNY will obtain your transcript electronically. Your high school will not have to mail a copy to us. If you do not know the number, request it from your high school before continuing.

OSIS Number

Add an additional school
Educational Experience Questions (continued)

Courses in Progress
If you are currently attending a high school/secondary school, list your courses in progress. If you are not currently enrolled, you may leave this section blank.

List all courses in progress:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add an additional course

University/Post-Secondary
Indicate if you have completed or plan to complete any college or university coursework while in high school. Use the ‘College Search’ button to add the college name. If you have not taken any college or university courses, leave this section blank.

Select one option:
- I attended or am currently enrolled in a college/university in the U.S.
- I attended or am currently enrolled in a college/university outside the U.S.

Add an additional college/university

Supplemental Information Questions

Standardized Test Scores
Select any test(s) you have taken. Indicate both your scores and the test date. To add more than one set of test scores, click ‘Add an additional test’. Be mindful to enter your information accurately. We will also require official score reports.

Test Name
Add an additional test
Supplemental Information

Questions (continued)

The entire application is online, so the recommender you add will receive an email once the application is submitted. Inside the email will be credentials for your recommender to login and a direct link which will take him/her directly to the application site where the recommendation can be completed. You will be allowed to add more recommendation requests after application submission as well.

**Recommendations**

Add your recommender’s information below. For details on required recommendations, visit www.cuny.edu/requiredrecommendations. Once you add the recommender’s information, you must immediately select the save button within the section.

*First Name

*Last Name

*Email Address

Recommender’s Title

Relationship to You

*Do you wish to waive your right to examine this letter of recommendation?

☐ Yes ☐ No

Under the Family Educational Rights and Privacy Act of 1974, enrolled students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence.

If you would like to include a personal note in the notification email that is delivered, please use the space below:

---

**Extracurricular Activities**

Indicate participation in extracurricular activities by selecting an activity type and activity name. In the comments box, note any distinctions, such as leadership roles or awards. To add more, click ‘Add an additional extracurricular activity’.

Activity Type

Extracurricular Activity

Start Date

End Date

Accomplishments

Add an additional extracurricular activity
Application Fee Payment and Application Submission

**Fee Payment**

Select ‘Pay Now’ to pay your non-refundable application fee online. Select ‘Pay Later’ to pay by mail or online at a later date. If you were issued a CUNY fee waiver by your high school, choose ‘I have a CUNY issued fee waiver’.

- Payment Amount: 65.00
- Application Fee Status: Pending
- Pay Now
- Pay Later
- I have a CUNY issued fee waiver

Make a Payment Now

**Submit Application**

Check the box to certify your application information. Review the accuracy of your responses to all sections. Once submitted, you will only be able to update the Recommender, Supporting Materials and Application Fee sections.

I hereby certify that all of the information in this application is accurate and complete. I further certify that all documents submitted in support of my application for admission, such as transcripts, diplomas, test scores, or references will be accurate and complete. I understand that an applicant who submits fraudulent documentation or who fails to report a complete and accurate educational history, including self-reported standardized test scores, will be barred from attending CUNY for five years. I understand that for my educational history to be complete, I must report all my attendance at colleges, universities and postsecondary institutions undertaken anywhere in the world whether or not I wish to apply for transfer credits. I further understand that all information contained in this application will be treated confidentially and will be used for CUNY purposes only. I am aware that all documents submitted in support of my application for admission belong to CUNY and will not be returned to me. The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or college community. That judgment will be based on an individual determination taking into account any information that the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center or public school students on the campus. The CUNY Board of Trustees policy regarding submission of fraudulent documents in support of an application for admission can be found at [www.cuny.edu/about /administrator/offices/ia/policies.html](http://www.cuny.edu/about/administrator/offices/ia/policies.html)

Certify that the information supplied by me on this application is true and correct to the best of my knowledge.

Save Submit
Suggested Timeline for Application Workshop Planning

Because the application/admissions process may initially seem overwhelming, we suggest the timeline below to ensure prospective applicants are completely ready to apply on the day of the application workshop.

21 Days Before Workshop
Email parents and prospective applicants to announce the application workshop. Include the date, time, and location of your application workshop. Instruct prospective applicants to begin thinking about their college choices by sharing the Choosing Your CUNY Colleges flyer.

14 Days Before Workshop
Send reminder emails to prospective applicants and parents with the date, time and location of the application workshop. Distribute the CUNY Application Prep checklist so prospective applicants and their families can gather the documents and information needed to submit a complete CUNY application.

7 Days Before Workshop
Double-check your logistics: verify that the computer lab and/or space that you reserved for the workshop is available, that media such as any videos or presentations you display will work, and that any technological needs you have for the application workshop will be satisfied.

Ensure that the prospective applicants have gathered and prepared the applicable information and documents.

On the Day of the Workshop
Everything may not go as planned but the CUNY Counselor Help Desk is a resource to answer your questions during or after you have conducted your workshop.

After Workshop
Please email your assigned CUNY admissions counselor or the CUNY Counselor Help Desk with any questions you may have. Questions about specific applications should include the CUNYfirst ID Numbers for the applicant.
Digital Resources:

CUNY has also created a collection of digital resources to support your application workshop. Among these resources, you will find:

a. Link to the Application Video for Freshmen — which walks prospective applicants through the completion of a Freshman Admission application.

b. Link to the CUNY Application Fee Waiver video — which walks prospective applicants and counselors through the process of paying the application fee with a fee waiver code.

c. Sample Email Templates — to promote a planned Application Workshop to prospective freshman applicants and their families. College advisors are highly encouraged to involve parents of prospective applicants in the process prior to hosting an application workshop by emailing them ahead of the Application Workshop Date.

i. Announcement of workshop for parents

ii. Reminder of workshop for parents

iii. Announcement of workshop for prospective applicants

iv. Reminder of workshop for prospective applicants

Visit www.bit.ly/cunyapptoolkit