Freshman Application Worksheet
for High School Students

You must complete and submit an Undergraduate Admission Application online at **www.cuny.edu/apply** to apply to CUNY. See the table at left for deadlines. This worksheet is for the use of students who are currently attending high school in the U.S. If you are not currently attending high school in the U.S., please visit **www.cuny.edu/preapre** for the appropriate application worksheet.

APPLICATION POSTMARK DEADLINES

Admission Application, application processing fee and all supporting documents must be postmarked by the date indicated. Applications 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

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.

NEED HELP? DON'T DELAY

Contact our

Help Desk for Students

Email: aonline@mail.cuny.edu
Phone: 212-997-CUNY (2869)

Admission Application

You are considered a freshman applicant if you have not previously attended a college, university and/or proprietary school since graduating high school. As a freshman applicant, apply to **one** of two programs below.

1. **General Freshman:** apply online to up to six CUNY colleges with one application and one non-refundable application-processing fee.

2. **Macaulay Honors College:** apply online to **one** of seven participating colleges: Baruch, Brooklyn, The City College, College of Staten Island, Hunter, Lehman or Queens. You will receive an admission decision first as a General Freshman, followed by an admission decision for the Macaulay Honors College. For more information, visit **http://www.macaulay.cuny.edu.**

Selective Programs: please note that programs such as the BA-MD at Brooklyn College, the Sophie Davis School of Biomedical Education, the Architecture program and the Engineering program at The City College require a supplemental application. For details and specific deadlines please visit **www.cuny.edu/deadlines**.

Admission Review Process

At CUNY, we want to ensure each student's academic success. The admission review process provides us with an opportunity to examine your academic record, which includes: academic units, grades/grade trends and standardized test scores (NY State Regents, SAT and/or ACT). 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.**

How to Apply

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INSTRUCTIONS

This worksheet has been designed to provide a preview of the questions that you will be asked to complete the Admission Application online. **Before you begin the Admission Application review and complete this entire worksheet.** Be sure to fill in all blanks and write down notes to help you accurately complete your Admission Application online.

- Remember to use consistent identification information throughout the entire admission process, including your name, 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** if you intend **to apply for financial aid**.

Step 1: CUNY Portal Registration

After you complete this worksheet, you are required to set up your CUNY Portal Account to apply to CUNY:

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 _____
Home Street   Home City

State _____ Zip Code ☐☐☐☐☐ Email Address _____
Home State   Home Zip   IMPORTANT: This email address will be used for communications throughout the entire admission review process.

5. Click the "Save" button.
6. **Portal Login**: After you have completed the registration process access the Admission Application by logging into the CUNY Portal with your newly created username and password.

Step 2: 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 names you are known by. Click Submit to begin the application.

Social Security Number _____   Date of Birth ☐☐/☐☐/☐☐☐☐
The SSN is needed if you intend to apply to financial aid.   MM   DD   YEAR

Other name you are known by:

First Name _____   Middle Initial _____   Last Name _____

Step 3: Complete and Submit the Admission Application

To choose your undergraduate program, select "I am applying as a Freshman." Select **one** of two programs: General Freshman Admission or Macaulay Honors College.

Section 1: Biographical Information - All Applicants

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

- Phone number(s) _____

- Gender: Male ☐   Female ☐

- Date of Birth ☐☐/☐☐/☐☐☐☐
  MM   DD   YEAR

- SAT or ACT scores (required in order to review your application for admission to a CUNY four-year college.) _____

- Home and mailing address(es) _____

City, State _____   Zip Code ☐☐☐☐☐

Section 2: Student Information - All Applicants

1. Name and address of high school

   If you are currently attending 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 attend high school outside of NY State, please enter the school contact information.

   Official School Name _____
   IMPORTANT: do not use abbreviations

   Address _____

   City, State _____   Zip Code ☐☐☐☐☐

2. NYC DOE students only: enter your student OSIS number **ONLY** if you are currently attending a NYC DOE high school. ☐☐☐☐☐☐☐☐☐

3. Date of actual or anticipated high school graduation or receipt of GED ☐☐/☐☐☐☐
   MM   YEAR

4. College level courses taken while attending high school/secondary school, if applicable:

   College Name _____

   Number of college credits completed _____

   Dates of Attendance ☐☐/☐☐☐☐
   MM   YEAR

5. Financial Aid history (Only applicable if received at the college/university level)

6. Veteran status

7. Citizenship status

8. Immigration information including alien registration and/or visa number(s), if applicable _____

Section 3: College Choice

» *General Freshman Applicants*

You may select up to six choices and will be notified of your admission decision(s) by each college. <u>Please list choices in order of preference</u>.

1. _____   4. _____
2. _____   5. _____
3. _____   6. _____

Section 4: SEEK/CD Information

Refer to the SEEK/CD Worksheet included in this packet.
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 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.

Section 8: Review And Finalize

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.

» *Macaulay Honors College Applicants*

You may select only one Macaulay Honors College choice.

Section 4: Recommendations

Two letters of recommendation are required for all Macaulay applicants. **Have your recommender's name and email address ready**.

Section 5: Essay

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

Section 6: Background Information

List your current senior year courses, college level and/or honors coursework, extracurricular activities, employment history, and special talents, interests, and/or awards.

Section 7 and 8: Additional Information (optional)

Provide information about your family and background.

Section 9: Review and Finalize

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.

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Step 4: Pay Your Application-Processing Fee

All freshman applicants must pay a non-refundable $65.00 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 or you may submit a **CUNY fee waiver.** Please write your name and Application Control Number on your check, money order or CUNY fee waiver 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 WAIVER

CUNY does 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 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 exausted, no additional waivers will be provided to the high school.

Step 5: 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: W ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

» *Notes:*

_____
_____
_____
_____

After You Apply to CUNY

Send Your Required Supporting Documents to CUNY/UAPC

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

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.
3. Send all of your documents to CUNY/UAPC together in a single envelope.

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-processing fee has been received.

* Students currently attending one of the following NYC DOE schools must send paper copies of transcripts (see instructions below under All Other U.S. High School Students): Bronx Preparatory Charter School, City-As-School, Institute for Collaborative Education, New Heights Academy Charter School, Renaissance Charter School (Queens), Satellite Academy, The Facing History High School, Urban Academy Laboratory School, Williamsburg Charter School and all high schools that offer a GED program.

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.

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

All Other U.S. High School Transcript

If you are currently attending a U.S. high school outside the NYC DOE, an official paper transcript must be sent directly to CUNY/UAPC from the high school in a sealed, school-issued envelope.

If you attend 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 your record includes education completed outside the U.S., a copy of your foreign transcript in its original language is also required. If your transcript is in a language other than English, an English translation is also required. Visit **www.cuny.edu/seous** for English Translation Guidelines.

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

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.

≫ When sending 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

Macaulay Honors College applicants are required to submit two letters of recommendation and two essay responses via the Admission Application.

If you are a General Freshman applicant and 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.

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

≫ WHERE TO SEND YOUR 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 359021
Brooklyn, NY 11235-0001

Overnight/Express Shipping (DHL, Fedex, etc.)
CUNY/UAPC
2001 Oriental Boulevard, T-1
Brooklyn, NY 11235

How to 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 four to six 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.