»» Transfer Applicants
Admission Application Worksheet

>> **DO NOT MAIL THIS WORKSHEET!**

To apply to CUNY you must complete and submit an Undergraduate Admission Application online at **www.cuny.edu/apply**. See the table at left for deadlines.

ADMISSION POSTMARK DEADLINES

The Admission Application, application-processing 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
For more information on application deadlines and admission decision notification dates for selective programs please visit **www.cuny.edu/deadlines**

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 **Quick Guide to Apply for Veterans and Future Veterans** at: **www.cuny.edu/prepare**

HAVE A QUESTION?

AskCUNY
Visit **www.cuny.edu/askcuny**
or contact our
Help Desk for Students
Email: aonline@mail.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-processing 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.

Online Baccalaureate Applicants

Apply to one of six programs leading to a B.A. or B.S. degree. Visit the CUNY Online Baccalaureate website at **http://online.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. 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. Please note that plus (+) and minus (-) additions to grades are not reflected in the GPA. 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) 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.**
- you have completed at least one 3 credit college-level course in mathematics and English with a grade of "C" or better.

>> *Note:*

*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** 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 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.

How to Apply

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. ***Don't Mail this worksheet.*** **Remember:** Use consistent identification information throughout the entire admission process, including your name, mailing address, email address and CUNY portal account username and password.

Step 1: Complete and Submit the Admission Application

Transfer Applicants Currently Enrolled at a CUNY College

If you are presently in attendance and will maintain continuous attendance between semesters (Fall or Spring) at a CUNY college, you are considered "currently enrolled." Review the following steps.

1. Visit **www.cuny.edu** and click PORTAL LOG-IN (top right corner), then click PORTAL LOG-IN on the next page.
2. Enter your CUNY Portal username and password.
3. Click the Online Application icon to begin a new Transfer Admission Application.
4. Choose "I am applying as a Transfer," then select either General Admission or Online Baccalaureate.
5. (A) Indicate your Expected Entrance Term. (B) Select "Yes" and fill in the required attendance and coursework information. *Note: Fall applicants - list Spring and/or Summer courses. Spring applicants – list Fall and/or Winter courses.* (C) Click "Save and Continue" to begin the application.
6. Fill in the required information in each section of the application. Once you are finished, be sure to go back and review each section before clicking "Submit." **Once you click "Submit" you will no longer be able to make changes to your application.**

All Other Transfer Applicants

If you are seeking to transfer from another college, university and/or proprietary school outside of CUNY and/or you are a former CUNY student not currently enrolled at a CUNY college, review the following steps.

1. Visit **www.cuny.edu/apply**, select "Undergraduate Applicant" and select "Fill Out an Admission Application."
2. Click the "Register for a CUNY Portal Account" button. If you already have a CUNY Portal Account, enter your CUNY Portal username and password, click "Login to Portal," then move on to item #4.
3. Complete the CUNY Portal Registration page and click "Save." **Important**: You **must** provide your **Social Security number** if you intend to apply for financial aid. If you do not have a Social Security number, we will provide you with a CUNY ID number for Admission purposes only.
4. Click the Online Application icon to begin a new Transfer Admission Application.
5. Choose "I am applying as a Transfer," then select either General Admission or Online Baccalaureate.
6. (A) Indicate your Expected Entrance Term. (B) Select "No." (C) Click "Save and Continue" to begin the application.
7. Fill in the required information in each section of the application. Once you are finished, be sure to go back and review each section before clicking "Submit." **Once you click "Submit," you will no longer be able to make changes to your application.**

Step 2: Pay Your Application Processing Fee

All applicants who are not currently enrolled at a CUNY college **must pay** a $70.00 non-refundable application-processing fee.* The easiest and fastest way to pay the fee is online by credit or debit card using a Visa or MasterCard. You may also pay your fee with a check or money order payable to CUNY/UAPC. Please write your name and Application Control Number on your check or money order and send with your Application Fee Return Receipt included in your Application Summary Package. Please allow four to six weeks for processing when sending payment by mail.

*If you are currently enrolled at a CUNY college and you are prompted to pay the application-processing fee after you submit your admission application, please do not pay the fee. Instead, choose a "Pay Later" option and contact our Help Desk for Students at **aonline@mail cuny.edu** to resolve the issue.

Step 3: Print Your Application Summary Package

After you submit the Admission Application be sure to download and print your Application Summary Package, which is a summary of your application and includes your Application Control Number 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 ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

IMPORTANT ADMISSION APPLICATION REMINDERS

REMINDER 1:

In Section 3, College Choices, be sure to list your college choices in order of preference, as you will only hear back from one college choice.

REMINDER 2:

In Section 7, Educational History, be sure to list Transfer College Information: If you have obtained or will obtain a college degree prior to enrolling, click the "Update" button to revise your college information with the type of degree received or will receive upon graduation.

REMINDER 3:

In Section 7, Educational History, be sure to list Course Information: Remember to include your college course information by listing all courses currently in progress and those that you anticipate taking in a summer/winter session, if applicable.

REMINDER 4:

In Section 7, Educational History, CUNY BA/BS Students: Students enrolled in the CUNY Baccalaureate for Unique and Interdisciplinary Studies must list all CUNY colleges attended.

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 number as indicated on your Admission Application must be identical to the identification number listed on your CUNY college record. If the numbers do not match or there are stops and/or holds on your CUNY college record, you must request a paper transcript directly from your CUNY college Registrar's Office.

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(s)** section below.

Students enrolled in the CUNY Online Baccalaureate should visit www.cuny.edu/online 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**.

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 the **Applicants Educated Outside the U.S.** section at **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 the **Applicants Educated Outside the U.S.** section at **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 a photocopy 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 the **Applicants Educated Outside the U.S**. section at **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 superintendant 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 GED. See the GED Section below.

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 GED. See GED section below.

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

GED Diploma and GED Test Scores

If you have received a General Educational Development (GED) diploma, a photocopy of your GED diploma and GED 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 GED diploma outside New York State, contact the appropriate State Education Department.

Please note, CUNY does not accept other countries' versions of the GED. If you reside outside the U.S. and need to take the GED test, please visit **www.prometric.com/ged** and select "International GED Bulletin" for information.

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

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

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 by 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** 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** 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**.

» 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:

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

Please see Applicants Educated Outside the U.S. at **www.cuny.edu/afteryouapply** for more information.

» **WHERE TO SEND YOUR SUPPORTING DOCUMENTS**

Regular Mail	Overnight/Express Shipping (DHL, Fedex, etc.)
General Transfer Admission CUNY/UAPC P.O. Box 359023 Brooklyn, NY 11235-9023	**General Transfer Admission** CUNY/UAPC 2001 Oriental Boulevard, T-1 Brooklyn, NY 11235

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**. Please allow eight to ten weeks after your items arrive at CUNY/UAPC for processing and for updates to be reflected on your Application Status.

» *Notes:*

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**