GED Diploma and GED Test Scores
If you have received a General Educational Development (GED) diploma from New York State, a copy 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 of 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.

Step 8: Check Your Application Status
Please see Applicants Educated Outside the U.S. at UAPC. If you would like to submit letters of recommendation and/or a personal statement in support of your application test

We will also accept SAT/ACT scores sent by your high school counselor/college advisor. If you are applying to a four-year college SAT scores are required, unless you have been out of school for over a year. To request that your SAT/ACT scores be sent to CUNY/UAPC, use the CUNY institutional code (2950) at the time of testing. You do not need to use both the CUNY institutional code and an individual CUNY college code. We will also accept SAT/ACT scores sent by your high school counselor/college advisor. 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 see www.cuny.edu/afteryouapply for more information.

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.

Reminder for applicants educated outside the U.S.
Applicants educated outside the U.S. must submit the following items:
• Secondary school transcript/statement of marks
• English translations of foreign records
• TOEFL or IELTS scores

Please see Applicants Educated Outside the U.S. at 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

Overnight/Express Shipping (DHL, FedEx, etc.)

General Freshman Admission
CUNY/UAPC
2001 Oriental Boulevard, T-1
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/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:

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

APPLY EARLY!
CUNY operates on a rolling admission basis; however, colleges and programs may close before the application postmark deadlines above.

OVERNIGHT/EXPRESS SHIPPING (DHL, FEDEX, ETC.)

General Freshman Admission
CUNY/UAPC
2001 Oriental Boulevard, T-1
Brooklyn, NY 11235

TOEFL or IELTS scores
Your opportunity to examine your entire high school/secondary school 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 Application 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/deadlines.

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 examine your entire high school/secondary school 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 Application 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/deadlines.

How to Apply
Before you begin the Admission Application, review and complete this entire worksheet. Be sure to fill in all blank fields and write down notes to help you accurately complete your Admission Application online. Do not mail this worksheet.

Remember:
• Use consistent identification information throughout the entire admission process, including your name, mailing address and CUNY Portal account username and password.
• All admission updates will only be sent to the email address you provide on your Admission Application.
• You must provide your Social Security number if you intend to apply for financial aid. Visit www.tfas.gov for more information.

Step 1: Register For Your CUNY Portal Account
To apply to CUNY, you are required to set up a 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
   - Home Zip
   - City
   - State
   - Email Address
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.

Admission Application
You are considered a general freshman applicant if you have completed high school/secondary school but have never attended a college, university and/or any postsecondary institution within or outside the United States since graduating high school.

- If you are currently in high school/secondary school, please use the Admission Application Worksheet for High School Students available at www.cuny.edu/prep.
- General Freshman Applicants: As a general freshman applicant, you can apply to up to six CUNY colleges with one application and one non-refundable application-processing fee. You must list your college choices in order of preference.

- 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.

ADF Manual for General Freshman Applicants

TOEFL or IELTS scores
We will also accept SAT/ACT scores sent by your high school counselor/college advisor. 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.
Admission Application Worksheet for General Freshman Applicants

### Section 1: Biographical Information
Use consistent information throughout the admission process. You will be required to submit personal and general information such as:

- **Expected enrollment term:**
  - Fall Semester - August/September
  - Spring Semester - January

- **Phone number:**
  - (Required for USA)

- **Gender:**
  - Male
  - Female

- **Have you taken or do you plan to take the SAT or ACT?**
  - Yes
  - No

- **Date of Birth**
  - Month
  - Day
  - Year

- **Have you or do you plan to take the SAT or ACT?**
  - Yes
  - No

- **Citizenship Status:**
  - (Are you a U.S. citizen?)
  - Yes
  - No

- **Are you a dependent of someone who served in a branch of the United States Armed Forces?**
  - Yes
  - No

- **Financial Aid information (Have you ever received financial aid at a postsecondary institution?)**
  - Yes
  - No

- **Number of college credits completed while in High School**

- **Official Name of High School/GED Center**

- **Dates of Attendance**

- **College level courses taken while attending high school/secondary school, if applicable:**

- **Enter the credential (type of diploma) you will receive upon graduation:**

- **Other name(s) you have used:**

- **Social Security Number**

- **Date of Birth**

- **Other name(s) you have used:**

### Section 2: Student Information

- **Name and Address of high school or GED Center**

- **Official Name of High School/GED Center**

- **Name and Address of high school or GED Center**

- **State**

- **Zip Code**

- **City**

### Section 3: College Choices
You may select up to six college choices and will be notified of your admission decision by each college.

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

### Section 4: SEEK/CD Information
Refer to the SEEK/CD Worksheet available at www.cuny.edu/prepare.

### 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.

### Step 2: Complete the Welcome Screen

The first time you log into the CUNY Portal a welcome screen will appear. Provide your Social Security number if you intend to apply for financial aid. Enter your date of birth and other name(s) you have used. Click "Submit" to begin the application.

### Step 3: Complete each section of the Admission Application

To choose your undergraduate program, select "I am applying as a Freshman." Select "General Freshman Admission." After You Apply to CUNY:

- **Step 4: Submit the Admission Application**
- **Step 5: Pay Your Application-Processing Fee**

### 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.

### After You Apply to CUNY

- **Step 7: Send Your Required Supporting Documents to CUNY/UAPC**
  - (Appropriate mailing addresses on the next page)

To avoid a delay in the review of your application, do not have any documents listed below sent to the individual college(s), unless otherwise specified. Items sent to CUNY/UAPC will not be returned.

High school/secondary school transcripts(s):

If you have graduated from a U.S. high school or a United States–administered American, International, or Department of Defense school, an official transcript is required. The transcript must be sent directly to CUNY/UAPC from the high school in a sealed, school-issued envelope. If you have graduated from a Mississippian or other American private school, you may be required to take the GED. See the GED section below.

If you attended more than one high school, please indicate 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, a copy of your official transcript from each previously attended high school is also required. If your record includes education completed outside the U.S., a copy of your transcript in its original language is required including a translation if your transcript is in a language other than English. Please see Applicants Educated Outside the U.S. 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 your complete academic record (all years), as well as any national or government certificates earned. If your record is in a language other than English, a translation is also required. Please see Applicants Educated Outside the U.S. 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 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 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 the GED section below.

Transcripts should be attached to the High School Transcript Request form included in your Application Summary Package and sent to CUNY/UAPC.

> Transcripts should be attached to the High School Transcript Request form included in your Application Summary Package and sent to CUNY/UAPC.
**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

- **Date of Birth:** MM/DD/YYYY

- **Gender:** Male, Female

- **Stephanie Winters**

- **Have you taken or do you plan to take the SAT or ACT?** Yes

- **Note:** Required in order to review your application for admission to a CUNY four-year college, you must have been out of school for over a year.

- **Home and mailing address(es):**
  - **Street address:**
  - **City:**
  - **State:**
  - **Zip Code:**
  - **Length of time at above address:** Years, Months

**Section 2: Student Information**

- **Official Name of High School/GED Center:**
  - **School:**
  - **City:**
  - **State:**
  - **Zip Code:**
  - **Date of actual high school graduation or receipt of GED Diploma:** MM/DD/YYYY

- **College level courses taken while attending high school/secondary school, if applicable:**
  - **Number of college credits completed while in High School:**
  - **Dates of Attendance:**

- **Financial Aid information (Have you ever received financial aid at a postsecondary institution?)**
  - **Yes**

- **Veteran Status:**
  - **Have you ever served in any branch of the United States Armed Forces?**
  - **Yes**

- **Citizenship Status:**
  - **Are you a U.S. Citizen?** Yes

- **Immigration Status:**
  - **Are you a U.S. permanent resident, include your alien registration information:**
  - **Alien Registration (I551) Card Number:**

**Section 3: College Choices**

You may select up to six college choices and will be notified of your admission decision by each college.

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

**Section 4: SEEK/CD Information**

Refer to the SEEK/CD Worksheet available at www.cuny/seekcd. For more information about SEEK/CD, 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.

**Step 4: 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-Processing Fee**

All freshman applicants must pay a non-refundable $55.00 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. 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.

**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.

**After You Apply to CUNY**

**Step 7: Send Your Required Supporting Documents to CUNY/UAPC**

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- 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, a copy of your official transcript from each previously attended high school is also required. If your record includes education completed outside the U.S., a copy of your transcript in its original language is required including a translation if your transcript is in a language other than English. Please see Applicants Educated Outside the U.S. at www.cuny.edu/afteryouapply for more information.

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

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/afteryousupply for more information.
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.

How to Apply
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Step 1: Register For Your CUNY Portal Account
To apply to CUNY, you are required to set up a 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:
   a. First Name
   b. Last Name
   c. User Name (At least 6 characters long)
   d. Password (At least 6 characters long)
   e. Address
   f. City
   g. Zip Code
   h. State
   i. Email Address
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.