CUNY APPLICATION GUIDE

* **START by opening Mozilla Firefox ONLY**
> *Type in the exact link: http://www2.cuny.edu/admissions/undergraduate/apply/cuny-application/
> * Click "**Create Your CUNY application Here**" on the left hand side of the page.
> * On the application page **select "No"** for the first question, **then "**freshman" OR "Macaulay Honors"
> for the second question. That will take you to the sign on page. **Your screen should look like this** →
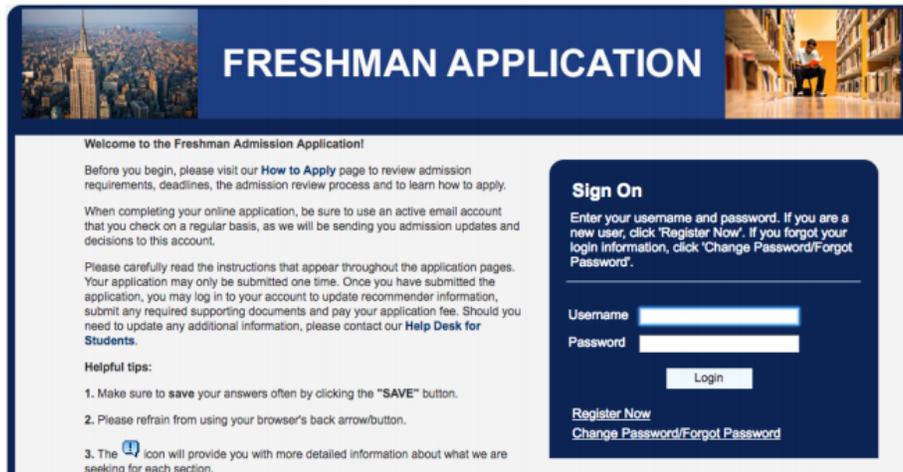
General Application Tips

- Note the 🔲 icon – it will provide you with detailed information with what they are seeking with each section.
*After you sign in with your CUNYFirst ID, begin your **FRESHMAN** or **MACAULAY HONORS** application. *If*
you already started an application, click the link "Undergraduate admission" to continue. **Do not start a new one!**
* Pay attention to fields with an asterisk (*) – these fields are *REQUIRED*
SAVE your answers for each section by clicking "SAVE"

TIPS BY SECTION:

Section 1. PERSONAL INFORMATION

- **Email:** This is how schools will send you decisions and SEEK forms, so type carefully!
- **Address:** Enter in your current address, include your apartment number. If they don't recognize your address, double check it and check of "override address" if it is correct.
- **Residency**: Check off the first 4 choices (if applicable). Residency asks **how long** you've lived in NY and is not about your citizenship status.

Section 2. BACKGROUND INFORMATION

- **Citizenship:** You must enter your Social Security Number before continuing.
  - If you have an **A-number**, you must enter it before continuing to the next section.

Section 3. ACADEMIC INTEREST

- **College & Major:** Select "FALL 2019" and then add your college choices one at a time
  - To search for your major, type in the name. If undecided or you cannot find it, leave the search bar blank and click "search". A list of all majors will come up.
  - Tip: Nursing is often not a major. Look instead for pre-nursing, pre-health, or sciences
- **Support Programs**: Select "YES" for interest in ASAP, and "YES" for interest in SEEK (if you are financially eligible)

Section 4. EDUCATIONAL EXPERIENCE

- **High School/Secondary:** To find ICE, type in **"Institute for Collaborative Education"** in the search field, then click on the name of our school from the list of names *Do not type it in on your own!*
    - *FROM DATE:* Enter 09/07/2015
    - *TO DATE :* Enter 06/25/2019
    - *DIPLOMA* : Enter 06/22/2019
    - *OSIS*: DO NOT SUBMIT YOUR OSIS NUMBER!! This is really important – submitting will just delay the process of your application.

- **Courses in progress:** Enter in your current senior year classes **only**
    - Under "**term",** enter in "Fall"
    - Under "**credit**" enter in 2 credits per class and 1 per gym class
- **University/Post-Secondary:** If you've taken a College Now class, check off "I've attended a college previously" and enter in your class(es). Estimate the dates as best as possible.

Section 5. SUPPLEMENTAL INFORMATION:

- **SAT Scores:** Enter in the first two boxes and the total.
- **Recommendations:** If you have a teacher who has already written for you, let me know and I can submit the recommendation for you. If you don't yet have a recommendation, you should discuss this with your teacher first and then submit his or her name. You can tell your recommenders that they can submit on January 1st. Hunter and Baruch are the main schools that require recommendations. Other schools will want them if you are borderline.
- **Extracurricular Activities**: You may enter in your top three (you can include sports, volunteering, work, etc.)
- **Supporting Materials:** If you have a final draft of an essay, feel free to submit it here. If you don't have an essay you can submit it later in December. It's more important to get your application in now then wait until you're done with the essay.

Please be sure to review the whole application once before you submit. I am happy to go over it with you if you would like.

Section 6. PAYMENT & SUBMISSION:

If you have a fee waiver, you can enter the number and submit. If not, put in a credit card and submit.

CONGRATS! You just submitted your CUNY application!!

You can log in to the same CUNY First page to check on your application status or view a summary of your application. The summary is where you will find your CUNY ID number.

NEXT: SUBMIT YOUR SAT SCORES!
1. Login to CollegeBoard.
2. Go to the "My SAT" section.
3. Select "**SEND SCORE REPORTS TO COLLEGES**"
4. Select "**SEND SCORES WHEN AVAILABLE**" if you took the test recently and do not yet know your score.
5. Type in **"CUNY UAPC" as the name** of the college to send scores to all 6 schools. Do not enter in a location.
6. Click "add" to shift CUNY UAPC to the box on the right.
7. Place your order and you're done! (If you have a waiver, use it here.)

*This is the same way you'll send SAT scores for SUNY and Private colleges