

# Step 1: Create an Account

Create an Account:

- Go to: <u>http://www2.cuny.edu/admissions/undergraduate/apply/cuny-application/</u>
- Click on *Start Your Application* under "Future Students"
- Click No for "Have you attended any College, University and/or Post-Secondary School..."
- Cllick *Freshman* for "I wish to apply as:"

Undergraduate Admissions + Apply + The CUNY Application
The CUNY Application

The CUNY A	pplication	Freshman Applicants	UNDERGRADUA	TE ADMISSIONS
FUTURE STUDENTS Apply Here Using Application Account	CUNY STUDENTS* Apply Here Using CUNYfirst /	General freshman admission a colleges for the Fall or Spring study lead to one of two broad the bachelor's (baccalaureate) September 15 for Spring. TS* Click Next to continue	pplicants may apply to as many as six semester. CUNY undergraduate programs of categories of degrees: the associate's or . Priority Deadlines: February 1 for Fall;	since graduating from High School/Secondary School? No  I wish to apply as:
START YOUR APPLICATION >	START YOUR APPLICATI	АТІ		End Questionnaire and Return

Create an Account:

- You will then be redirected to the login page. Click *Register Now* directly under the login button
- Begin filling out your information and create a username and password
- Click Next when complete
- Click

FRESHMAN APPL			FRESH	IMAN APPLI	
Welcome to the Freshman Admission Application!		APPLICATION	CENTER	HELP	EXIT APPLICATION
Before you begin, please visit our <b>How to Apply</b> page to review admission requirements, deadlines, the admission review process and to learn how to apply.	Sign On			******	
When completing your online application, be sure to use an active email account that you check on a regular basis, as we will be sending you admission updates and decisions to this account	Enter your usemame and password. If you are a new user, click 'Register Now'. If you forgot your	Us	er Registration		4
Please carefully read the instructions that appear throughout the application pages. Your application may only be submitted one time. Once you have submitted the application, you may log in to your account to update recommender information,	login information, click 'Change Password/Forgot Password'. 	Pro Pas	vide the required informa ssword should have a mir * Denotes a required field.	tion below. Username should have a m nimum length of 5 characters, 1 special	inimum length of 10 characters. character and 1 digit.
submit any required supporting documents and pay your application fee. Should you need to update any additional information, please contact our Help Desk for Students.	Usemame Password		*First Name Middle Name		
Helpful tips:	Login		*Last Name		
1. Make sure to save your answers often by clicking the "SAVE" button.					
2. Please refrain from using your browser's back arrow/button.	Register Now Change Password/Forget Password		Data of Birth	13	
<ol> <li>The II icon will provide you with more detailed information about what we are seeking for each section.</li> </ol>			*Gender	•	
<ol> <li>There are several navigation options within our application including links in the left hand column and the "NEXT" or "PREVIOUS" buttons at the bottom of each section.</li> </ol>			*Email Address		
<ol> <li>Fields with an asterisk (*) are required and must be completed before you can submit your application.</li> </ol>			*Username		
<ol> <li>Before you hit the final submit button on your application, you will be able to do one final review. Once submitted any changes to your application will need to be made by contacting the Help Desk for Students.</li> </ol>			*Password		
7. Do not forget to submit your application once it is complete.			*Confirm Password		
If you have already submitted an online application, you may check the status by			Register Now		Return to User Login Page

Create an Account:

- Login with the username and password that was just created
- Then click *OK* to begin your application



# Step 2: Personal Information

Personal Information:

- Enter your name
- Enter your date of birth and gender



Personal Information:

• Enter your phone & email

APPLICATION CENTER

Contact Phone

Email Address

<< PREVIOUS

• Enter address

HOME PAGE

Application Links

Personal Information

**Background Information** 

Date of Birth & Gender

Phone & Email

Name

Address

Residency

Citizenship US Military Status

Ethnicity

Languages Family Information Academic Interest

College & Major Support Programs Educational Experience High School/Secondary Courses in Progress University/Post-Secondary Supplemental Information Standardized Test Scores Recommendations Extracurricular Activities Supporting Materials

• Confirm address and click next

Phone & Email

\*Phone Type

Mobile

Add an additional phone number

\*Email Address

**FRESHMAN APPLICATION** 

START OVER

Provide your phone number and email address. Important information regarding your

Phone Number

SAVE

\$ 3473

application will be sent via email. Be sure to provide an address you check regularly

EXIT APPLICATION

Preferred

Preferred

NEXT >>

Û



		Section 1: Personal	Information		
	I	dit Address			
ountry:	United States				
ddress 1:			_		
ddress 2: ddress 3:					
ity:	*State	:Q	Postal:		
ounty:					
ок	Cancel				
Override	Address Verification				
	*Country:	United States	\$		
	Address:	Add/Update Address			
		Astoria, NY 11102	-3667		
		Queens			
	Check here if yo	ur mailing address is diffe	erent from the above addr	ess	
	Check here if yo	ur permanent address is	different from the above a	ddress	
	Check here if yo	ur billing address is diffen	ent from the above addre	SS	
		-			
	<< PREVIOUS	SAVE		NEXT >>	

Personal Information:

• For residency, click all that applies and click Next



# Step 3: Background Information

### **Background Information:**

- Enter citizenship and social security number information, then click Next
- Click Next for US Military Status



### **Background Information:**

- Enter your ethnicity and click Next
- Enter your native language and additional language and click Next



### Background Information:

• Enter your family's information and click Next



# Step 4: Academic Interest

Academic Interest:

• Enter term: 2019 Fall Term, then click Add Program and Major to Application

- Continue and add the colleges you wish to attend you can search by college or major
- You may add a total of 6 colleges, and click Next

FI	RESHMAN AI	PPLICATIO	N N	HOME	PAGE	FRESH			
HOME PAGE	APPLICATION CENTER	START OVER	EXIT APPLICATION						
Application Links Personal Information Name Date of Birth & Gender Phone & Email Address Residency Background Information Officenshin	College & Major You may select up to six your intended major at th then click 'Add Program a Term:	college choices. Each choice is o at college. To add each choice, fir and Major to Application'. Repeat 2019 Fall Term Add Program and Major to Applici	emprised of a college and rst select a semester/term this process to add more t		Term: College:	2019 Fall Term	Program & : all: S	Major Search	
US Military Status	<< PREVIOUS	SAVE	NEXT >>						< <back< td=""></back<>
Ethnicity Languages Family Information Academic Interest College & Major Support Programs Educational Experience High School/Secondary Courses in Progress University/Post-Secondary Supplemental Information Standardized Test Scores Recommendations Extracurricular Activities	HOME_PB');					Cuth Brie Sait Sait Sait Sait Sait Sait Sait Sait	ege: Kaywand to Bearch (optional): Kaywand to Bearch (optional): City College-Undecided/Literal College of Staten Hand-Undec College of Staten Hand-Undec Hunter College-Undecided/Literal Hunter College-Undecided/Literal Hunter College-Undecided/Literal Medger Evers College-Undecided/Literal Guerra College-Undecided/Literal Medger Deves College-Undecided/Literal	Bearth Be	

## Academic Interest:

- Click Next
- Click Yes for support programs if applies

FRE	SHMAN APP	PLICATION			FRESHMAN APP	
HOME PAGE APPI	LICATION CENTER	START OVER	EXIT APPLICATION			
Application Links Personal Information Name Date of Birth & Gender Phone & Email Address Residency Background Information Citizenship LIS Mittary Status	College & Major You may select up to six college your intended major at that coll then click 'Add Program and Ma Term: 20 Programs Selected in Application	e choices. Each choice is comp ege. To add each choice, first s ajor to Application'. Repeat this 19 Fall Term \$ Add Program and Major to Application	rised of a college and elect a semester/term process to add more t	HOME PAGE Application Links Personal Information Name Date of Birth & Gender Phone & Email Address Residency Backenwood Information	APPLICATION CENTER Support Programs Indicate your interest in CUNY Information buttons below for ASAP Program Interest Are you interested in ASAP? © Yes No	START OVER       EXIT APPLICATION         Image: Start over the start over
Ethnicity	Brooklyn College-Undecided/Libe	ral Arts BA	Û	Citizenship	0.00	
Languages Family Information	Hunter College-Undecided/Liberal	Arts BA	1	US Military Status Ethnicity Languages	SEEK/CD Program Int	erest 0
College & Major Support Programs Educational Experience High School/Secondary	York College-Undecided/Liberal A Program Requirements: ""Please submit an optional essay that h grades and standardized test scores. You Uroload the essay in the "Supcorting Mail	al Arts BA urts BA weips us get to know you outside the cir u may include experiences that have a erials' section of the apolication.Please	saroom beyond your naped your identity. submit an octional	Family Information Academic Interest College & Major Support Programs	Interested in SEEK/CD? Re Yes No	ceive extra financial aid, tutoring and more at a 2 or 4 year college.
Courses in Progress University/Post-Secondary Supplemental Information Standardized Test Scores	essay that helps us get to know you outs scores. You may include experiences the 'Supporting Materials' section of the app	side the classroom beyond your grades at have shaped your identity. Upload th lication.	and standardized test a essay in the	Educational Experience High School/Secondary Courses in Progress University/Post-Secondary	<< PREVIOUS	SAVE NEXT >>
Recommendations Extracurricular Activities Supporting Materials	City College-Undecided/Liberal Ar	rts BA	0	Supplemental Information Standardized Test Scores Recommendations		
Payment & Submission (document.win0,'OAA_HDR_LNK_WRK_HRS_HOME_PI	<< PREVIOUS	SAVE	NEXT >>	Extracurricular Activities Supporting Materials		

# Step 5: Educational Experience

## Educational Experience:

- Click: I graduated or am currently attending high school in the U.S and click Next
- Continue and add the high school you are currently attending
- Select school and click Next

HOME PAGE	FRESHMAN APPLICATION       Image: Constant of the start over         Application center       Start over       Exit Application	High School * Searches are not * Try searching sol you are looking for Dropping "Universil abbreviation of the "High School". * Results are order	Search case sensitive ely by a unique Pace Universit ty* or "High Sci school type is ed by school o	, word within the title of your schoo y or "Lewis" if you are looking for f hool" from the search ensures you different, such as "Univ" instead of ode; be sure to scroll through all so	I. For example francis Lewis r school will b "University" shools to find	e, search High Sch e found e or "HS" in your scho	"Pace" if tool. wen if the stead of bol.
Application Links		State:	New York	\$			
Personal Information	High School/Secondary	City:					
Name	below. If you attended multiple schools or programs, click 'Add an additional school'.	School Name	leadership		Search		<< Back
Phone & Email	Report all or your secondary education experiences.	Search Results					
Address	Salast ana antian'		CEEB/ATP #	School Name	City	State	Country
Residency	Locatuated or an ourrently attending high school in the U.S.	Select	332701	Academy Of Christian Leadership	Valatie	NY	USA
Background Information	<ul> <li>I graduated or am currently attending high action in the o.o.</li> <li>I graduated or am currently attending high school outside of the U.S.</li> </ul>	Select	330062	Albany Leadership Charter High School For Girls	Albany	NY	USA
Citizenship US Military Status	I received a GED, TASC, or HISET.	Select	330642	All City Leadership Secondary School	Brooklyn	NY	USA
Ethnicity	I was home schooled.	Select	330548	Bronx Leadership Academy High School	Bronx	NY	USA
Family Information	Add an additional school	Select	330568	Bronx Leadership Academy II High School	Bronx	NY	USA
Academic Interest	<< PREVIOUS SAVE NEXT >>	Select	331819	Civic Leadership Academy	Elmhurst	NY	USA
College & Major Support Programs		Select	332562	High School for Community Leadership	Jamaica	NY	USA
Educational Experience		Select	330978	Hyde Leadership Charter School	Bronx	NY	USA
High School/Secondary		Select	330977	International Leadership Charter High School	Bronx	NY	USA
University/Post-Secondary		Select	331203	Inwood Academy for Leadership Charter School	New York	NY	USA
Supplemental Information		Select	331099	Islamic Leadership School	Bronx	NY	USA
Standardized Test Scores Recommendations		Select	331156	Leadership Academy for Young Men	Rochester	NY	USA
Extracurricular Activities		Select	330970	Leadership Institute	Bronx	NY	USA
Supporting Materials		Select	339000	Leadership Prep Bedford Stuyvesant	Brooklyn	NY	USA

#### Educational Experience:

- Enter From Date: 09/05/2015; Enter To Date: 06/28/2019; Enter Degree Date: 07/01/2019
- Enter OSIS Number and click Next
- Move forward and enter all courses you are currently taking

Application Links Personal Information Name Date of Birth & Gender Phone & Email	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.	F	RESHMAN A	PPLICATION	
Address	Select one option:	HOME PAGE	APPLICATION CENTER	START OVER	EXIT APPLICATION
Background Information Citizenship US Military Status Ethnicity Languages	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.	Application Links Personal Information Name Date of Birth & Gender	Courses in Pro If you are currently atte progress. If you are not	<b>gress</b> nding a high school/secondary school, li currently enrolled, you may leave this s	ist your courses in section blank.
Family Information	High School Information	Phone & Email	List all courses in progress		
Academic Interest College & Major Support Programs	Add your high school using the search button High School Search	Address Residency Background Information	Term 1 FALL 2018 2 FALL 2018	Course Name GOVERNMENT/ECONOMICS	Credits
Educational Experience High School/Secondary Courses in Progress University/Post-Secondary	City Long Island City State New York	Citizenship US Military Status Ethnicity Languages	2 FALL 2018 3 FALL 2018 4 FALL 2018	ELA 12 FORENSICS	
Supplemental Information Standardized Test Scores Recommendations Extracurricular Activities	From Date         01/05/2015         Image: Control of the second	Academic Interest College & Major Support Programs	6 FALL 2018     7 FALL 2018     Add an additional course	VISUAL ARTS PHYSICAL EDUCATION 12	
Supporting Materials Payment & Submission Fee Payment Submit Application	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.	Educational Experience High School/Secondary Courses in Progress University/Post-Secondary	<< PREVIOUS	SAVE	NEXT >>
* Denotes a required field.	OSIS Number 000000000 Add an additional school	Supplemental Information Standardized Test Scores Recommendations Extracurricular Activities Supporting Materials			
	<< PREVIOUS SAVE NEXT >>	Development & Curberlander			

### **Educational Experience:**

#### • Click Next when you reach the University/Post-Secondary page



# Step 6: Supplemental Information

#### Supplemental Support:

- Enter your standardized test scores retrieve grades from College Board, click Next
- Enter teacher's name and email for recommendation, click Next

FR	ESHMAN APP	LICATION		Application Links Personal Information Name Date of Birth & Gender Phone & Email Address	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.
HOME PAGE	APPLICATION CENTER	START OVER	EXIT APPLICATION	Residency	Add your recommendeds information below. For details on required recommendations
Application Links Personal Information Name Date of Birth & Gender	Standardized Test Se Select any test(s) you have tak more than one set of test score information accurately. We will	cores en. Indicate both your scores a s, click 'Add an additional test' also require official score repo	and the test date. To add . Be mindful to enter your rts.	Background Information Citizenship US Military Status Ethnicity Languages Family Information	Add your recommender's information below. For details on required recommendations, visit www.cuny.edu/required recommendations. Once you add the recommender's information, you must immediately select the save button within the section.     *First Name     *Last Name     *Email Address
Phone & Email			î î	ranny mornatori	
Address	Test Name SAT	March 2016 to present)		Academic Interest	Recommender's Title
Residency	Test Component	Score	Test Date	College & Major	Relationship to You 🗘
Background Information Citizenship US Military Status Ethnicity Languages Eamily Information	Evidence Read/Write Sec Score Math Section Score Reading Test Score Total			Support Programs Educational Experience High School/Secondary Courses in Progress University/Post-Secondary	*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
Academic Interest College & Major	Add an additional test			Supplemental Information Standardized Test Scores	may waive their right to see letters of evaluation, in which case the letters will be held in confidence.
Support Programs	<< PREVIOUS	SAVE	NEXT >>	Extracurricular Activities	If you would like to include a personal note in the notification email that is delivered, please use the space below:
Educational Experience High School/Secondary Courses in Progress University/Post-Secondary				Supporting Materials Payment & Submission Fee Payment Submit Application	Add
Standardized Test Scores				* Denotes a required field.	<< PREVIOUS SAVE NEXT >>

### Supplemental Support:

- Enter all extra curricular activities from ninth grade to now, then click Next
- Upload your college essay, then click Next

	RESHMAN AP	PLICATION			FRES	SHMAN APP	LICATION	
HOME PAGE	APPLICATION CENTER	START OVER	EXIT APPLICATION	-	HOME PAGE APPLI	ICATION CENTER S	START OVER	EXIT APPLICATION
Application Links Personal Information Name Date of Birth & Gender Phone & Email Address Residency Background Information Citizenship US Military Status Ethnicity Languages	Extracurricular Acc Indicate participation in extra In the comments box, note a click 'Add an additional extra Activity Type Extracurricular Activity Start Date End Date Accomplishments	tivities acurricular activities by selecting a any distinctions, such as leadershi acurricular activity'. Theater Theater Oa/26/2016 06/21/2019 Member of Drama Club for 3 y Monday and Wednesday after	n activity type and activity nam p roles or awards. To add more	0. )	Application Links Personal Information Name Date of Birth & Gender Phone & Email Address Residency Background Information Citizenship US Military Status Ethnicity	Supporting Materials Any required materials will be list 'Add a supporting material'. Do no documents with sensitive information 1 Please upload Essay - Optional he Add a supporting material	ted below. You may upload addition of upload transcripts, test scores, ation. See information icon for det are New	onal materials by clicking translations or tails. Upload
Family Information Academic Interest College & Major Support Programs Educational Experience High School/Secondary Courses in Progress University/Post-Secondary Supplemental Information	Add an additional extracurricular activ	fall and spring show.	NEXT >>		Family Information Academic Interest College & Major Support Programs Educational Experience High School/Secondary Courses In Progress University/Post-Secondary			

# Step 7: Payment and Submission

## Payment and Submission:

- See me for payment
- Do NOT submit until I review

F	RESHMAN A	PPLICATIO	N N
HOME PAGE	APPLICATION CENTER	START OVER	EXIT APPLICATION
Application Links Personal Information Name	Fee Payment Select 'Pay Now' to pu Later' to pay by mail of by your block school of	ay your non-refundable application on online at a later date. If you we	on fee online. Select 'Pay rre issued a CUNY fee waiver
Date of Birth & Gender Phone & Email Address Residency	Payment Amount Application Fee Status	65.00 Pay Nov Pay Late Pending I have a	v er CUNY issued fee waiver
Citizenship US Military Status Ethnicity			Enter#
Languages Family Information	<< PREVIOUS	SAVE	NEXT >>
Academic Interest College & Major Support Programs			
Educational Experience High School/Secondary Courses in Progress University/Post-Secondary			
Supplemental Information Standardized Test Scores			