



College of Staten Island/CUNY

FRESHMAN APPLICATION INFORMATION

1. GETTING STARTED

Key information you will need to gather in the application process:

- **Social Security number.** If you do not have a Social Security number, you can still apply. We will assign a temporary CUNY ID number upon submission of the application.
- **OSIS number:** If you are a student in a New York City Public high school, please provide your OSIS number. This will allow us to obtain your high school transcript electronically. Soon, we will be equipped to accept electronic transcripts from all high schools.
- **The name and e-mail address of your counselor.** This information is essential for providing your College Guidance Office with reports on the application status of your application.
- **A list of all secondary schools attended,** including institutions outside the United States.
- **Family income information,** if you are applying for one of our Opportunity Programs (SEEK or College Discovery) this information is vital to the processing of the application.

2. TYPES OF FRESHMAN APPLICATIONS (SELECT ONE): Please select the type of application based on the programs you are pursuing.

I. General Freshman Admission:

Priority deadlines:

March 15 for Fall Semester applicants

October 1 for Spring Semester applicants

II. Macaulay Honors College *Fall Only*

Early Decision Deadline: November 1

Regular Decision Deadline: December 15

III. The Teacher Academy *Fall Only*

Early Decision Deadline: November 1

Regular Decision Deadline: January 15

Additional application procedures are required for The Verrazano School. You must apply first with the General CUNY Application and then submit to CSI directly the Verrazano supplemental application.

3. FILING INSTRUCTIONS FOR ACCESSING AND COMPLETING THE CUNY APPLICATION:

1. Visit www.cuny.edu/apply
2. You will be required to create a free CUNY portal account in order to apply.
3. You will see a Welcome page. Provide your Social Security Number (SSN) and date of birth. If you do not have a SSN, check the box that states, *I do not have a Social Security number*. You will be assigned a CUNY ID number for referencing your application. Please note that the CUNY ID number is not a SSN and should only be used to reference your CUNY application.
4. Follow the instructions to complete the application. Remember to click the *Save and Continue* button on each page. Should you need to log off for any reason, simply log in again to return to the last page you completed.
5. Print and save a copy of your completed application for your records. Please do not mail us a hardcopy of your online application.
6. You can review the status of your application by visiting www.cuny.edu/status

4. SUPPORTING DOCUMENTS

These documents are needed to complete the application process.

Educational Documents

- **Transcripts:** An official transcript is required from all high schools you attended in the United States. If you attend a Department of Education School, your transcripts will be electronically received from your school. At this time, students from all other schools must submit a paper transcript mailed to the appropriate address below. If you received a portion of your education outside the United States, we require photocopies of secondary school transcripts and an official word-for-word translation of the documents written in languages other than English.
Visit: www.cuny.edu/international for specific details on providing supporting documents.
- **SAT or ACT scores:** An official copy is required if you are applying to a bachelor degree program. Since SAT and ACT scores may be used to fulfill CUNY Skills Proficiency requirements, we recommend that you submit all of your scores.

5. PAYMENT OPTIONS AND INSTRUCTIONS

(Term to know: **UAPC, University Application Processing Center**)

- **Credit card** use is encouraged to pay the application fee. It may be used online to immediately complete the application.
- **A check or money order**, payable to *UAPC*, is acceptable if you mail it to the appropriate address below with your printed receipt from the online application.
- **CUNY fee waivers** (distributed on a limited basis to New York high schools for students who meet the waiver income criteria). If you are in receipt of a CUNY fee waiver, it should be mailed to UAPC in lieu of the application fee. We do not accept fee waivers supplied by the College Board or any other organization.

Mail Documents to the appropriate P.O. Box Address:

General Freshman Admission
CUNY/UAPC
P.O. Box 350136
Brooklyn, NY 11235-0001

Macaulay Honors College
CUNY/UAPC
P.O. Box 359021
Brooklyn, NY 11235-0001

The Teacher Academy
CUNY/UAPC
P.O. Box 350146
Brooklyn, NY 11235-0001