



College of Staten Island/CUNY TRANSFER 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 were 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.
- **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. For consideration to one of these programs you must be currently enrolled in this type of program at another college.

2. FILING INSTRUCTIONS FOR ACCESSING AND COMPLETING THE 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 colleges/universities and high schools you attended in the United States. If you attended a Department of Education high school, your transcripts will be sent to us electronically if you completed high school in 2002 or later. At this time, students from all other schools must submit a paper transcript mailed to the address below.

If you received a portion of your education outside the United States, we require that official college/university transcripts mailed to our processing center; however, photocopies of secondary school transcripts are accepted. We also require 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 and have completed less than 25 college credits. 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.

Mail Documents to:

Transfer Admission
CUNY/UAPC
P.O. Box 359023
Brooklyn, NY 11235-9023