



College of Staten Island/CUNY TRANSFER APPLICATION INFORMATION

Priority Deadlines:

Fall Semester: February 1 Spring Semester: October 1

1. GETTING STARTED

Key information you will need to begin the application process:

- **Social Security number.** Please be sure to use your own Social Security number. If you do not have a Social Security number, you can still apply. We will assign a temporary CUNY ID number at the beginning of the Online 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.
- **A list of all secondary and post-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. INSTRUCTIONS FOR ACCESSING AND COMPLETING THE CUNY APPLICATION:

Before You Apply: CUNY PORTAL REGISTRATION

To apply to CUNY, you will first need to set up your CUNY Portal Account with a username and password.

- a. Go to www.cuny.edu/apply.
- b. Click “Undergraduate Applicant” then “Online Application”.
- c. Click the blue button “Register for Portal Account” to register for your CUNY Portal Account.
- d. Select “Applicant” as your User Role.
- e. To register, you will need the following information:
 - 1) First Name, Last Name
 - 2) Username _____
 - 3) Password (at least 6 characters long) _____
 - 4) Home Address Information
 - 5) Valid Email Address

Applying to CUNY: The Online Application

1. Follow the instructions to complete the application. Use consistent information throughout the admission process. You will be required to submit personal and general information. 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.
2. Once you have finalized your application, print out your **Application Summary Report** which includes the *Next Steps to Completing Your Application to CUNY*, *Transcript Request Forms*, *Application Fee Return Receipt*, and *Document Return Receipt*.
3. You can review the status of your application by visiting www.cuny.edu/status.

3. SUPPORTING DOCUMENTS

Educational Documents - These documents are needed to complete the application process.

○ **Transcripts:**

Arrange to have transcripts from all colleges, universities, and/or proprietary schools that you have attended sent directly from the institution issuing them to UAPC, whether or not you are seeking transfer credit. If you are currently attending college, we will require a transcript indicating your courses in progress. In addition, an official transcript is required from all high schools you attended in the United States. If you attended a NYC Department of Education School, you must enter your nine-digit OSIS number in order for us to electronically access your transcript. At this time, students from all other schools must submit a paper transcript mailed to the appropriate address below.

○ **Applicants who have received part or all of their education outside the United States, are required to provide the following additional items:**

1. If you have attended college or university outside the United States, request that official transcripts from all postsecondary schools attended be sent directly from the institution issuing them to UAPC. Students from Bangladesh, India and Pakistan must request official university-issued mark sheets from the Controller of Examinations. The official transcript must come in the language in which it is normally issued in a university stationery envelope with proper signatures. Please note that any non-university stamp (notary, translation, etc.) on the transcript makes the document unofficial and it cannot be accepted as official.
2. Provide photocopies of secondary school transcripts, mark sheets, or secondary external examination certificates (CXC, GCE, WASC, EASC, etc.). Please note that even if you have completed part of your education in the United States, you need to provide a complete record of your high school education.
3. Documents written in languages other than English must be accompanied by an official word-for-word translation of the entire document on business letterhead.
4. Test of English as a Foreign Language (TOEFL) is an examination required of all applicants who are on temporary visas and whose native language is not English. Applicants should request that official scores be sent to the University Application Processing Center (UAPC). The University's code is 2950.

- **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.

4. PAYMENT OPTIONS AND INSTRUCTIONS

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

- **Credit card** use is encouraged to pay the \$70 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 *Application Fee Return Receipt* from the online application.

Mail Documents to:

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

Overnight/Express Shipping
CUNY/UAPC
2001 Oriental Boulevard, T-1
Brooklyn, NY 11235