

TRANSFER APPLICATION INFORMATION FOR STUDENTS WITH INTERNATIONAL CREDENTIALS

Priority Deadlines:

Fall Semester: February 1

Spring Semester: September 15

Transfer applicants are students who have attended any college, university, and/or proprietary school since graduating from high school or secondary school. This applies whether or not the applicant is seeking transfer credit and/or changing program of study. For more information on how to apply, please visit the [CUNY website](#).

• **Submit a Transfer application on the [CUNY Application page](#) and pay a non-refundable application fee of \$70. Please view this [video](#) for additional instructions.**

• **Submit secondary school documents as part of the application process.**

- Photocopies of secondary school transcripts or marksheets. Please review the [required secondary credentials](#).
- Official transcripts from U.S. high school if attended.
- Photocopy of secondary school diploma or external examination certificates from outside the U.S. (CXC, GCSE, GCE, WASSCE etc.). In case of WASSCE, please include the information from the scratch card.

• **Submit educational documents.**

- Official transcripts from colleges, universities and/or proprietary schools in the U.S. if attended.
- Official post-secondary/university records from all post-secondary institutions overseas. Official transcripts may be mailed or emailed directly to us from the office responsible for issuing official academic records at the colleges/universities you have attended.
- Photocopies of diplomas and certificates.

• **Submit a photocopy of certified translation of all transcripts, diplomas and certificates if they are not in English. Please see the [CUNY Document Translation Guidelines](#).**

Applicants educated outside of the United States may choose to have their record evaluated by one of the approved evaluation services listed below or by the University Application Processing Center.

Office of Recruitment and Admissions

Attn.: International Admissions

College of Staten Island/CUNY

2800 Victory Boulevard 2A-103 Staten Island, NY 10314 USA

Phone: +1 718-982-2246

Email: international@csi.cuny.edu

[Schedule an appointment with an advisor](#)

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Approved Evaluation Services

Josef Silny & Associates, Inc., International Education Consultants

Transcript Research

Academic Credentials Evaluation Institute, Inc.

Scholaro

World Education Services, Inc.

SpanTran: The Evaluation Company

Educational Credential Evaluators

Foreign Credentials Service of America

Foreign Credential Evaluations, Inc.

If using one of the above services, you must request: an official course-by-course evaluation report which includes a GPA and certified copies of all documentation used for the evaluation.

Completed less than one year

If you have completed less than one year of full-time university-level studies, we need the following:

Secondary school record: an official course-by-course evaluation report which includes a GPA based on all secondary school course work and any external examination certificates earned.

University record: an official course-by-course evaluation report which includes a GPA based on all university course work.

Completed more than one year

If you have completed more than one year of full-time university-level studies, we need the following:

Secondary school record: proof of secondary school graduation and an official document-by-document evaluation report.

University record: an official course-by-course evaluation report which includes a GPA based on all university course work.

We will only accept evaluations that are sent directly from the evaluation service.

Submit required documents and any changes to the College of Staten Island so that we can add them to your application for the CUNY University Application Processing Center review. Your application cannot be completed without the required documents. Photocopies of documents can be emailed to international@csi.cuny.edu

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