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 as a transfer, please visit [http://bit.ly/2cX7ukT](http://bit.ly/2cX7ukT) or watch the application tutorial here: [http://bit.ly/1umVtYB](http://bit.ly/1umVtYB)

For admission purposes, you are considered an international student if you are currently in an F-1 or J-1 non-immigrant status, will need to change your status to F-1 or J-1, or will need an F-1 or J-1 visa in order to study at CSI.

- Apply online at [www.cuny.edu/apply](http://www.cuny.edu/apply) and submit a non-refundable application fee of $70.

- 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.
  - Photocopies of diplomas and certificates.

Applicants educated outside the United States may opt to have their transcripts evaluated by the University Application Processing Center of CUNY or to have them evaluated by one of the evaluation services listed below:

- Educational Credential Evaluators, Inc.: [www.ece.org/](http://www.ece.org/)
- Transcript Research: [www.transcriptresearch.com/](http://www.transcriptresearch.com/)

For more information, please visit: [http://bit.ly/2k4oWFC](http://bit.ly/2k4oWFC)

Transfer students with less than 30 credits completed at the time of application (one year of post-secondary-level work) must submit their secondary school documents as part of the application process.

- Photocopies of secondary school transcripts or marksheets (if you are currently attending a secondary school, official documents need to be mailed). Please visit [http://bit.ly/2ddhDY5](http://bit.ly/2ddhDY5) for a list of required secondary school 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, GCE, WASC, EASC, BAC etc.).

- Submit a photocopy of certified translation of all transcripts, diplomas and certificates if they are not in English. CUNY Document Translation Guidelines can be found here: [http://bit.ly/2dmdNN7](http://bit.ly/2dmdNN7)
Submit a proof of English language proficiency if you are not a native speaker of English. (Our institutional code is 2778. To register for TOEFL, please visit www.ets.org). Please email international@csi.cuny.edu to confirm that you need to submit TOEFL or IELTS.

- **Test of English as a Foreign Language (TOEFL):**
  The minimum score for undergraduate admissions is 45 Internet-based
- **International English Language Testing System (IELTS):**
  We will only accept the academic exam scores. The minimum required score: 5.0 (overall band).

Submit Required Documents and any changes to the College of Staten Island so that we can forward them to the CUNY University Application Processing Center. Your application cannot be completed without the required documents. You must attach the appropriate page from your Application Summary Packet when submitting documents (i.e. Application Fee Return Receipt, Document Return Receipt). Photocopies of documents can be emailed to international@csi.cuny.edu. Official documents should be mailed to:

Office of Recruitment and Admissions  
Attn.: International Admissions  
College of Staten Island/CUNY  
2800 Victory Boulevard 2A-103  
Staten Island, NY 10314 USA