



# CUNY APPLICATION CHECKLIST

## BEFORE YOU START YOUR APPLICATION

- Gather the following items before officially starting your [CUNY application](#):
  - Full Address
  - Social Security Number (SSN)
  - Alien Registration Number (if you are a Permanent Resident)
  - Visa Type and Expirations (for non-permanent residents with Visas)
  - OSIS number
  - Active Phone Number
  - Active Email Address
  - Names of Your Current HS Courses
  - CUNY Waiver Code Or [Method of Payment](#) for the \$65 Freshman Application Fee
  - Password & Username Tracker For Noting Your CUNY Account
- Get familiar with the CUNY colleges, their programs, and their [admissions profiles](#).
- Select the colleges you will be applying to. You will be able to apply to **6 colleges** with this application.

## COMPLETING YOUR APPLICATION

- Add your current HS courses** in the "Courses in Progress" section.
- Add other courses.** If you participated in College Now classes, you are still applying as a **new or future student**. Those college courses should be recorded in the "University/Post-Secondary" section.
- SAT/ACT test scores will not be considered.** Please note that SAT and ACT tests for the Spring 2021, Fall 2021 and Spring 2022 admission cycles are suspended due to COVID-19. **CUNY applicants will not be required to submit SAT or ACT test scores to be reviewed for admission; nor shall any submitted scores be considered in evaluating their applications.**
- Review your application.** Review it again! Once an application is submitted, it cannot be un-submitted so please make sure all your components are there and look great before hitting submit. Current seniors should be **applying for Fall 2021**.










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## HELPFUL VIRTUAL RESOURCES

-  [Explore Majors at CUNY](#)
-  [Learn More About CUNY Colleges](#)
-  [Support Programs Available Through CUNY!](#)
-  [More Details About COVID-19's Impact on Standardized Testing](#)
-  [Video Tutorial For Completing a CUNY Application](#)
-  [Video Tutorial For How to Upload Supporting Materials](#)

## OTHER IMPORTANT NOTES AND TIPS

-  If you forget to input your College Now courses or any other non-CUNY college-level course work completed in HS within the "University/Post-Secondary" section of the application, document those courses in a Word document and upload it in the "**Supporting Materials**" section.
-  **REVIEW everything before hitting submit.** Once you hit submit, you are only able to add/delete recommenders, upload an essay/resume/other supporting materials, and pay the application fee using a fee waiver.
-  To **add/delete a recommender post-submission**, you should log back into the submitted app, go to the "Recommendations" section, follow the screen prompts to add a recommender or delete one, click "Save", and then log out of the application. **Please note, if a recommender has already submitted the recommendation, the student cannot delete him/her as a recommender.**
-  If you attend a DOE school, paper DOE transcripts are not required. CUNY only requires official transcripts if you attended a non-DOE or foreign high school (English translations, if applicable) prior to attendance at your current DOE school. Non-DOE and foreign high school transcripts should be emailed to [transcripts@cuny.edu](mailto:transcripts@cuny.edu). **Non-DOE and/or foreign high school transcripts should be emailed only AFTER you have submitted the application.**
-  Shortly after submitting your application, you will receive an email to **claim your CUNYfirst account** where you will be able to check your application status, view admissions decisions, and more. When you "claim" your account, please **record and store your security questions and answers, as well as, your CUNYfirst password.** At that point, you will also be given your **CUNYfirst username and ID** which you should also **record and store!**

