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.
☐ In light of the COVID-19 crisis, CUNY has suspended the use of SAT and ACT tests through the Spring 2023 admission cycle.
☐ 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 2022.
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. 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!