CUNY Application Instructions

1. You apply to CUNY online by going to www.cuny.edu/apply. After you complete the CUNY you will be prompted to print out your "Application Summary Package". These papers will have a number beginning with "W". This is your CUNY ID number. Please write this down somewhere so you will not forget it. You must hand these papers in with your *"Application Processing Request Form".* If you are planning to write an essay, which we do recommend, this must be handed in along with the CUNY Application Summary Package. We are required to use regular mail to send your transcript, SAT/ACT scores and essay.

2. One teacher recommendation is also recommended so you are to give your teacher a stamped and addressed envelope. Please use the address found on the back of the Freshman Application Worksheet you were given in class. All teacher recommendations must include your W#, so please give this to your teachers.

3. On the "*Application Processing Request Form*" you only need to complete one section for CUNY, even though you can apply to up to 6 schools. You only pay one $3. processing fee as CUNY only requires one packet of your information (transcript, school profile, SAT & ACT, etc.). Most CUNY colleges will accept the SAT and/or ACT sent from us.

4. *If you did not pay your CUNY application fee online, you must have a check or money order for $65. made out to CUNY/UAPC and have your W # written on it. *Please note: CUNY will not review your application* **until all parts are in and the application fee is paid.***

5. IT HAS JUST BEEN ANNOUNCED that CUNY will waive the application fee for Low-Income students. As this has just been announced we were told they are not quite sure how this will work as of yet. If you believe you are eligible for SEEK or College Discovery (see CUNY application packet) then please wait to apply to CUNY until we get more information and e-mail that information to all of you.