

SUNY Application Instructions

1. You apply to all SUNY schools online by going to www.suny.edu/applysuny. After completing the first part of the SUNY uniform application online you must bring in your “Application Processing Request Form” with each SUNY to which you are applying listed individually. This is then **handed in to the Guidance Department**. Please also print out the School Counselor Form and hand it in with your processing request form. This is your proof that you have completed the SUNY application as it lists the colleges to which you have applied. Each SUNY requires a separate package of your information so, there is a \$3. processing fee for each one of the SUNY”s to which you are applying.
2. You are responsible to pay the SUNY application fee online with a credit or debit card or mail your payment for all SUNY schools in *ONE check or money order made out to SUNY ASC*. If you qualify you may pay with a SUNY fee waiver. SUNY will only accept a SUNY fee waiver. These fee waivers will cover payment for up to 4 colleges. To be eligible you must meet the financial guidelines for their EOP program. The SUNY fee waivers are available in the Guidance Office on the wooden book shelf in a red folder. You **MUST** first have your parent complete and sign the top section and then bring it to your counselor to verify and sign. Just as for all payments, you will be responsible to mail it to the address on the fee waiver.
3. Only the first part of your SUNY application must be completed for you to hand in the “Application Processing Request” form. The supplementary part for each SUNY does not have to be completed for you to request processing. This will allow you more time to complete the supplementary parts. It is your responsibility to complete these supplements by the deadline. Remember your applications will not be considered complete and will not be reviewed until the college receives your supplements, payment and all other supporting documents from us.