

Steps to apply for college CHEAT SHEET

CUNY/SUNY/PRIVATE

CUNY Application

- Go to <http://web.cuny.edu/admissions/apply.html> to access the online application
- Click Undergraduate Admissions, Online Application
- Register for a *Portal Account* or Log In to you existing account
- Fill out all required fields on application
- Make sure you include your OSIS # on your application (found on your student ID or on your school schedule)
- Pick 6 schools out of the CUNY system to apply to. You can find the list of these schools and their majors at: http://www.cuny.edu/admissions/undergraduate/feeds/binder-resources-include/com11_FreshmanCodeSheet09192011.pdf
- Are the schools you chose a Reach, Target or Safety school? Look at what the requirements are to get in, and categories your list of 6 schools. Make sure to have 2 safety schools included <http://cuny.edu/admissions/undergraduate/downloads/freshman-transfer-adm-profile-2011.pdf>
- Make sure you know where the school is located and explore their website at: <http://www.cuny.edu/about/colleges.html>
- Send SAT and/or ACT scores through collegeboard.com/actstudent.org. Put in school code **2950** and all CUNY schools that you applied to will receive you SAT/ACT scores (see instructions below for sending SAT/ACT)
- Make sure you make your application payment of \$65. Your application will not be processed without it. If you are sending a check or money order, include your application ID on it. All ID #'s start with W000....
- No transcript envelopes are needed for CUNY.** When making a payment with check/money order/fee waiver, you can mail this from your home. Everything is done online (application and SAT/ACT scores)! This may be an exception if applying to an honors program or other specialized program within CUNY. Please read all of the directions that are located on the CUNY website

SUNY Application

- Go to www.suny.edu/student/freshman.cfm to decide which SUNY schools you would like to apply to. Each school you apply to is a \$50 fee
- Once you have decided which SUNY you would like to apply to, start filling out the online application at: www.suny.edu/student/oas/welcome.do
- Most SUNY schools have a *Supplemental Application (SA)*. An SA allows you to provide more information about your activities and interests. Most SA's also require an essay and recommendations. To find out if the schools you are applying to need a SA, go to their specific website. For the SA form, please go to this site: http://www.suny.edu/student/apply_supp_apps.cfm
- Counselor Form:** Print out the counselor form after you complete your SUNY application and hand it in to your GC with your envelopes. This sheet is for your GC to fill out with rank/gpa and some other info. You can find this form at the end of you SUNY online application, included in the paper application or you can go to this site: http://www.suny.edu/student/downloads/Pdf/2012_school_counselor_form.pdf
Transcript/Envelopes: A transcript needs to be sent to each SUNY school you apply to and one to

the Application Service Center (ACS). Please bring me one envelope for the ASC (with your Counselor Form), and an envelope for each school you applied to. Each envelope needs to be addressed to where the transcript needs to be mailed, with a stamp on it. The ASC address is:

Application Services Center
The State University of New York
P.O. Box 22007
Albany, NY 12201-2007

Private Schools

- Go to the schools individual website and decide if you would like to apply. Things to look at: scores needed to get in, application fees, where the school is located, what majors they offer
- Read all directions included in the application. Find out if they need an essay, recommendations letters (how many), resumes or any other extra materials
- If you want to fill out a paper application, you must request one from the college or download and print it out. Otherwise, filling it out online is best
- See if they have a form for your GC to fill out. Most forms that GC's fill out include rank and GPA. If you are unsure, call the admissions office for that particular private college
- Envelopes: bring in an envelope for each private school you apply to. It needs to be filled out already to where it needs to be mailed. Always check on the address, it does not always go directly to the campus. Make sure it has a stamp on it and the return address is for QHST (GC can stamp it on if you would like)

Sending your SAT/ACT scores:

- It is up to the student to send SAT/ACT scores. It is not listed on your transcript; it needs to come from the specific organization that gave the exam
- SAT: go to www.collegeboard.com
Log into your account. If you forgot your ID or Password, click *forgot your user name? Or forgot your password?* DO NOT create a new account
- Click on: View/Send scores
- Select the colleges you would like your scores to be sent to. It is a \$10 charge for each school you are sending out your SAT's to. For CUNY, don't forget to put the code 2950, it will be sent to all the schools you applied.
- College school codes can be found directly on the college board site
- ACT: go to www.actstudent.org
Log into your account. If you forgot your ID or Password, click *forgot your user name? Or forgot your password?* DO NOT create a new account
- Select the colleges you would like your scores to be sent to. It is a charge for each school you are sending out your SAT/ACT's to. For All CUNY school, don't forget to put 2950, it will be sent to all the schools you applied to (6 schools for one price).
- College school codes can be found directly on the SAT/ACT site

****Reminder:** It is up to the student to call the college to make sure all materials are received, especially if done through the mail. After you know everything was mailed out (applications, transcript, recommendation letters etc.), call the individual campuses to make sure nothing is missing. Once all materials arrive and are processed, your application will be reviewed.

****QHST's CEEB code is: 331936****