

# CUNY Admissions Info and Transfer Application Process

## Step 1: Complete the Online Application

Complete The Online Application at [www.cuny.edu/apply](http://www.cuny.edu/apply). The application deadlines are February 1<sup>st</sup> for fall admission and September 15<sup>th</sup> for spring admission.

### **IMPORTANT:**

- If you have ever had a CUNY First account, do not create a new one.
- Only use Internet Explorer or FireFox as the web browser.
- List your college choices in order of preference, as you will only be admitted to one CUNY college.
- Supplemental information such recommenders and personal statements are optional.

## Step 2: Pay The Application Fee

You can apply to up to four CUNY colleges on one application for one non-refundable application fee. **CUNY does not accept fee waiver requests due to financial hardship.**

## Step 3: Print Your Application Summary Package

After you submit the Admission Application be sure to download and print your Application Summary Package, which is a summary of your application and includes your Application Control Number and important forms that must be used when sending paper transcripts, payment and/or other supporting documents by mail.

## Step 4: Send Your Required Supporting Documents to CUNY/UAPC

You can request an official Westchester Community College transcript to be sent directly to CUNY/UAPC by going to [www.sunywcc.edu/transcripts](http://www.sunywcc.edu/transcripts). You will also need to send a high school transcript and an official transcript from any other college or university you have attended.

All supporting documents should be sent to:

### **General Transfer Admission**

CUNY/UAPC

P.O. Box 359023

Brooklyn, NY 11235-9023

## Step 5: Check Your Application Status

You are responsible for checking the status of your CUNY Admission Application. For instructions, please visit [www.cuny.edu/status](http://www.cuny.edu/status). Please allow 6-8 weeks after your items arrive at CUNY/UAPC for

**IMPORTANT:** Your entire coursework history, including grades earned from courses taken more than once, will be used to determine a grade point average (GPA). If more than one college was attended, your GPA will be determined through a combined calculation of all attempted coursework.

Applicants to our four-year colleges must have completed at least one college-level course in Mathematics and English with a grade of "C" or better.