

## Application to transfer to CCNY

Engineering students are responsible for applying for transfer and bring a copy of the application to Mrs. Karla Contreras B-445. Only students who are going to graduate can transfer with the privilege of the dual degree program. For more information visit the Engineering Program Office located in the Office of Academic Affairs (B445).

### Applying to CCNY

If you are currently enrolled at a CUNY college, you do not need to submit transcripts from your high school and college for the application process online. In addition, you do not have to pay the application fee if you indicate on the application that you are currently taking (or will be taking) courses at CUNY.

This is the link for the online application

<http://portal.cuny.edu/cms/id/cuny//documents/informationpage//006373.htm>

The user name and password are the same as those used to login into the CUNY Portal.

1. Press Admission button to get the ONLINE APPLICATION link
2. Start filling out the application
3. Include official transcripts from all non-CUNY post-secondary institutions
4. Be careful with the following **questions** in the application.
  - a. Intended major **Engineering**
  - b. If you have earned a college degree or will be earning one before your expected transfer, indicate the type of degree and (expected) date of graduation:
    - i. Type of Degree: Associate in sciences (AS) "EE or CE or CHE or ME"
    - ii. Expected Entrance Term: choose Spring 20XX or Fall 20XX
  - c. List all courses currently in progress: (*Type all courses you are taking this semester*)
5. Finish the application and submit
6. **Bring a copy of your application to Mrs. Karla Contreras B-445**
7. Transfer your immunization file(s) to CCNY. All students who register for six or more credits/equivalent credits, and are born after January 1, 1957, are required to provide proof of immunity against measles, mumps, rubella (MMR) and meningococcal meningitis/ or a signed response to receipt of meningococcal meningitis disease and vaccine information.  
[www1.ccny.cuny.edu/current/student/services/wellness/immunization.cfm](http://www1.ccny.cuny.edu/current/student/services/wellness/immunization.cfm)
  - a. Email the immunization form to: [ccenter@ccny.cuny.edu](mailto:ccenter@ccny.cuny.edu)
  - b. Or Fax the form to: 212-650-8227, call the Wellness and Counseling Center at (212) 650-8222 to confirm that your fax was received.
8. Once you receive an acceptance letter from the CCNY Office of Admissions:
  - a. Finalize your enrollment by following directions in the acceptance letter.
  - b. Pay the commitment fee.
9. Send your official transcript from Hostos to the City College Office of Admissions once your graduation has been confirmed.