Hostos
Community College

CUNY APPLICATION STEP BY STEP

Step 1: Accessing the Application

- To begin the application process visit www.cuny.edu/application
- Under "CUNY STUDENTS", click on "START YOUR APPLICATION".
- Make sure you click on Transfer Student and sign in using your CUNY Login credentials (CUNYfirst Username@login.cuny.edu and Password).

Step 2: Personal Information

- In this section you will find
  - Name
  - Date of Birth & Gender
  - Phone & Email
  - Address
  - Residency

*Make sure you change anything that is outdated and ALWAYS ALWAYS CLICK SAVE!

Step 3: Background Information

- In this section you will find
  - Citizenship
  - US Military Status
  - Ethnicity *
  - Language *
  - Family Information*

* These sections are optional! Make sure to read that on the top of the page
- Make sure to SAVE everything you add.

Step 4: Academic Interest

- You can choose up to 4 schools and majors
- Please remember that these are considered tentative majors which means you will need to DECLARE your major AGAIN at the 4 year school. YES you can change your mind!
- Click here to check all majors offered at CUNY https://www.cuny.edu/admissions/undergraduate/explore/programs/
- Make sure to click SAVE!

Step 5: EDUCATIONAL EXPERIENCE

- This section is composed of
  - High School/Secondary
    - Add the date you started/finished high school using the format month/day/year
    - If you did not go to school in the United States, then choose that section that says High School outside the United States
    - If you obtained your GED add it to the application
    - The degree date can be the same as graduation
    - You do NOT need to provide your OSIS number
  - University/ Post Secondary
    - Add the date you started College
    - TO DATE: You can put today's date
    - DEGREE: Add your degree (AA, AS, AAS)
    - CONFERRAL DATE: The date your degree is officially awarded. You will receive the degree at two months after you graduate
  - CUNY Enrollment
    - Are you currently enrolled in classes?
    - ENROLLED in classes = NO FEE
    - NOT enrolled in classes you will have to pay a $70 fee
  - Courses in Progress
    - Make sure to add the Term/Course Name and Credits for each class
    - This is important to qualify for fee waiver
  - Programs Participation
    - Are you an HEOP or EOP student? This is for students who are transferring in to CUNY from a non-CUNY institution.

Step 6: Supplemental Information

- In this section you will find
  - Standardized test scores
    - You DO NOT need to include your SAT scores. Just click NEXT
  - Recommendations
    - This is optional but it might help your application
    - You can also come back to this sections after submitting application
  - Extracurricular Activities
    - This is the part you list everything you have been a part of such as clubs or sports
  - Supporting Materials
    - Some colleges may ask for an essay, but this can also OPTIONAL (READ CAREFULLY)

Step 7: Payment and Submission

This is the last section and it consists of

- ° Fee payment
- ° Submit Application

REMEMBER: ENROLLED in classes=NO FEE

NOT enrolled in classes you will have to pay a $70 fee

CLICK SUMBIT AND YOU ARE DONE!

KEEP CHECKING YOUR CUNY FIRST FOR ANY UPDATES!

COME HERE •

TRANSFER ANYWHERE •

Transfer Services

FOR ADDITIONAL INFORMATION CONTACT THE TRANSFER SERVICES OFFICE D101A

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S·D·E·M Division of Student Development + Enrollment Management

CUNY THE CITY UNIVERSITY OF NEW YORK