



College Application Check List



For CUNY:

- 1. Complete the online application- have Ms. Stamberg go over it.
- 2. Pay \$65, preferably by credit card or debit card. You can pay with money order as well- see Ms. Stamberg for info. Your application is not complete until you pay. If you received a fee waiver, these have been sent.
- 3. If you are applying to 4 year CUNY schools, you must send SAT or ACT scores. **You may submit a printed and stamped (by the college office) copy of your SAT/ACT scores to CUNY, UAPC Brooklyn by mail with your other documents.**
- 4. If you are applying to 4 year CUNY schools, you must submit your essay and letters of recommendation together in a stamped envelope with your Document Return Receipt. This is in your folder in the college office.
- 5. If you applied for SEEK/CD, keep a close watch on your snail mail and your email. As soon as you hear from CUNY regarding this program- **drop Everything** and complete this paperwork. This is a first come, first serve program.

For SUNY:

- 1. Complete the online application- have Ms. Stamberg go over it.
- 2. Complete any supplemental information for each school, like additional essays.
- 3. Pay the \$50 per school or submit the fee waiver form, signed by your parent and bring to College Office with your parent/guardians 2015 IRS tax form 1040. The fee waiver covers up to 4 SUNY schools.
- 5. If you are applying to 4 year SUNY schools, **you must submit your SAT/ACT scores to each school** you are applying to. If you used a fee waiver, you have 4 score reports for free. If not, cost is \$12 per school.
- 6. If you applied for EOP, keep a close watch on your snail mail and your email. As soon as you hear from SUNY regarding this program- **Drop Everything** and complete this paperwork. This is a first come, first serve program.

For Common App:

- 1. Complete the online application- have Ms. Stamberg go over it.
- 2. Send emails to your recommenders through the application. Remember to use Christine Stamberg, cstamberg@schools.nyc.gov for Counselor regardless of who your Guidance Counselor is.
- 3. Submit and pay for applications or use your fee waiver.
- 4. **You must submit your SAT/ACT scores to each school you are applying for.** If you used a fee waiver, you have 4 score reports for free. If not, cost is \$12.
- 5. If you would like for schools to consider you for HEOP (same as SEEK and EOP), please see Ms. Stamberg ASAP so I can reach out to the schools on your behalf.

For Private Schools:

- 1. Complete the online or paper application- have Ms. Stamberg go over it.
- 2. Pay the application fee or submit the fee waiver.
- 3. To send transcripts, you must either submit a form included in the application packet called "Send.edu" or fill out a transcript request form in the College Office. You will be instructed to bring in a self-addressed, stamped envelope for each school you would like to send a transcript to.
- 4. If a school is not using Send.edu, you must mail a copy of your recommendation letters to the college. We can show you how to do this in the College Office.
- 5. **You must submit your SAT/ACT scores to each school you are applying for.** If you used a fee waiver, you have 4 score reports for free. If not, cost is \$12.

For All Schools, please make sure you are checking your mail and email regularly and immediately follow up with any additional requests.

You must bring ALL ACCEPTANCE LETTERS to the College Office to copy for your file.

