Instructions to Transfer to a CUNY Senior College

Priority deadlines to apply: Spring - September 15  Fall - February 1

Part I – Access the Undergraduate Transfer Application in CUNYfirst
• Go to http://www2.cuny.edu/admissions/undergraduate/apply/cuny-application
• Click “Already Have CUNYfirst Account? Log-In” and use your CUNY log-in credentials to access CUNYfirst
• Answer “Yes” to “Have you attended any College, University and/or Post-Secondary School since graduating from High School/Secondary School?” and click “Next” to begin working on the transfer application

Part II – Complete the Undergraduate Transfer Application
Answer the questions on the online application. It is possible to save your progress and continue at a later point in time. All required fields are marked with an asterisk [*]. You can click the Information Button [!] for details on each section of application.

Upon completing the application, you will be prompted to pay the application fee. This fee is waived if you are currently taking classes at BMCC. If the fee is required, you can pay online with a credit card/debit card, electronic check or submit a money order to UAPC (see address below).

Please refer to the Frequently Asked Questions (see other side) for help completing the application.

Part III – Submit Supporting Materials and Follow-Up
Submit official transcripts to UAPC (see mailing address below) for all non-CUNY colleges/universities that you have attended. 
CUNY/UAPC will retrieve official transcripts for CUNY schools listed as long as the applicant does not have a Bursar hold on their account for the respective CUNY institution.

Check the Application Status section of CUNYfirst Self-Service four weeks after submitting the application to view the status of your application.
• Access Student Center in CUNYfirst
• Scroll down to the Admissions section and click View Details

CUNY UAPC Mailing Address
P.O. Box 359023
Brooklyn, NY 11235-9023

CUNY Welcome Center
admissions@cuny.edu, 212-997-CUNY (2869)
205 E 42nd St
New York, NY 10017
Frequently Asked Questions for the CUNY Transfer Application

1. Do I have to complete each section before I can move on with the application?

Yes, required sections must be answered in order to continue filling out the application. Fields in these sections are indicated with an asterisk.

2. How do I select the college and major that I want to apply to?

First, choose the desired semester from the dropdown options and click the add program button. After this, select a college and choose the academic program. Transfer applicants can select up to 4 choices and will receive an admissions decision via email from each college.

3. Where can I find out if the college and major that I select requires supporting materials?

If applicable, necessary supporting materials will be listed in the College and Major and Supporting Materials sections of the application.

4. What dates (month and day) should I put in the respective fields when reporting attendance in the From and To and Degree Conferral fields in the Post-Secondary/University section?

<table>
<thead>
<tr>
<th>From and To:</th>
<th>Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall – Start 09/01, End 12/31</td>
<td>Fall – 12/31</td>
</tr>
<tr>
<td>Winter – Start 01/01, End 01/21</td>
<td>Winter – 01/31</td>
</tr>
<tr>
<td>Spring – Start 02/01, End 05/30</td>
<td>Spring 06/01</td>
</tr>
<tr>
<td>Summer – Start 06/01, End 08/01</td>
<td>Summer – 08/31</td>
</tr>
</tbody>
</table>

6. Do current CUNY students have to complete a separate process to receive a fee waiver and what should these students click in fee payment section?

Current CUNY students must click “Yes” to the question that appears in the CUNY Enrollment section and “Next” in the Fee Payment section in order to move onto Submit Application section.

7. Do I have to submit standardized test scores and/or letters of recommendation?

Transfer applicants that have earned 24 college credits or more from an accredited institution are not required to submit SAT or ACT scores and only a few selective programs require letters of recommendation.

8. Who should students contact if they have additional questions or concerns?

Please contact or visit the CUNY Welcome Center (see front) if any questions remain after carefully reviewing the instructions and frequently asked questions on this handout.