

LAGUARDIA APPLICATION CHECKLIST

Name

CUNYfirst ID

Application Type:

- Freshman
 Transfer

Semester:

- Spring 2020
 Fall 2020

STEPS:

1. Submit Application

After you submit your application you will be able to print or download a copy of your Application Summary. You can find your CUNYfirst ID number (an eight-digit number) on your Application Summary. You will need your CUNYfirst ID number for submitting supporting documents.

2. Pay Your Application Fee

After completing each section of the application, you will be prompted to pay your application fee. The application fee is \$65 for freshman applicants and \$70 for transfer applicants. You can pay online with a debit/credit card or e-check. *The application fee is non-refundable.*

3. Submit Supporting Documents

All documents must be official and need to be submitted to the University Application Processing Center (UAPC). You will need your CUNYfirst ID number (an eight-digit number) when submitting supporting documents.

MAIL SUPPORTING DOCUMENTS TO:

Freshman Admission

CUNY/UAPC
P.O. Box 350136
Brooklyn, NY 11235-0001

Transfer Admission

CUNY/UAPC
P.O. Box 350145
Brooklyn, NY 11235

Please note that all materials and documents (including original documents) submitted as part of an application for admission become the property of CUNY/UAPC and cannot be returned.



HOW TO CLAIM YOUR CUNYFIRST ACCOUNT

Follow the instructions below to check the status of your Admission Application. After submitting supporting documents, please allow 3-4 weeks for your application status to update.

- 1. Go to <https://cunyfirst.cuny.edu>**
- 2. On the Login page, click 'New User'**
- 3. On the Activate page, enter the following:**
 - a. First Name, Last Name as they appear on your submitted application.
 - b. Date of Birth ('D.O.B') in mm/dd/yyyy format (example: 01/02/1999)
 - c. The last four digits of your Social Security number. Applicants who do not have a Social Security number will be provided a four-digit, CUNY-assigned number via email.
 - d. Click the box next to the words "I'm not a robot" and follow the reCAPTCHA text prompts.

HOW TO CHECK YOUR APPLICATION STATUS

Visit your CUNYfirst Student Center for updates regarding your application status. If you have already claimed your CUNYfirst account, follow the instructions below to check the status of your application:

- 1. Go to <https://cunyfirst.cuny.edu>**
- 2. Enter your username and password**
- 3. Once you are logged in, on the left hand side under 'CUNYfirst Menu' click 'Student Center'**
- 4. Scroll down to the 'Admissions' section and click 'View Details'**



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