**CUNY APPLICATION - TRANSFER INFORMATION SHEET**

***To submit transcripts and other supportive documentation:*** If you are a current LaGuardia student, you do not have to submit a paper copy of your transcript, instead an electronic copy of your official transcript will be retrieved by CUNY—In order to retrieve your transcript, your social security number or CUNY ID as indicated on your Admission Application must match the identification number listed on your CUNY college record. Also, if there are stops and/or holds on your CUNY record, please resolve them with the Office of the Registrar in Room C-107. Once the problem is resolved, CUNY will then be able to electronically retrieve your transcript.

Transcripts: If you attended any other colleges or universities, please submit all prior transcripts to the address below. Also, an official high school transcript with proof of graduation indicated must be submitted. An official transcript is required for each school attended.

CUNY/UAPC

P.O. Box 359023

Brooklyn, NY 11235-9023

***To check your CUNY application status:*** Follow the instructions below to check the status of your application. Depending on when you application was submitted, please allow about 6 to 8 weeks for your application status to update.

Transfer Applicants: Log-in to the CUNY Portal by following these steps:

1. Visit the CUNY Portal Log-in webpage and enter your CUNY Portal username and password and click "Log-in"
2. On the Citizen CUNY main page, select "Apply Online" located in the center of the page. If you are currently attending CUNY, you must first select "ADMISSIONS/FINANCIAL AID" in the top navigation menu.
3. To see your status, select "Admission," then "Online Application" from the left sidebar.

If you still have questions, please call 212-997-2869 or email aonline@cuny.edu (Include your ten digit application number in the subject line of your email)

***To report an error on your CUNY application:*** If you discover an error after you have submitted your Admission Application, please email our Help Desk for Students at admissions@cuny.edu with the following information:

1. First and Last Name
2. Application Control Number (ten-digit number beginning with a W that is listed on your Application Summary Package)
3. Date of Birth
4. Include a description of the error
5. Include "Update Application" in the subject line of your email


***After you are admitted:*** Congratulations, you are one step closer to completing your goal of obtaining a bachelor's degree. (*For campus specific transfer admission questions, as well as the most up to date transfer information, please contact the Office of Admission at the college you plan to attend.* This information is intended to provide a general guideline.)

✓ Revisit your College
Set aside time to visit the colleges to which you have been accepted.

✓ Submit Commitment Tuition Deposit
All undergraduate students are required to pay a non-refundable $100 Commitment Tuition Deposit to secure their enrollment. The deposit will be applied towards your first semester tuition charges.

✓ Sign Up for Orientation
Schedule a campus tour and get to know your new campus.

✓ Sign up for Academic Advisement and Registration
Meet your academic advisor as early as possible to ensure that you have the most choices for your course selections.

✓ Submit Immunization Information
Submit your immunization documents and proof of health insurance. For more information, visit the CUNY Immunization Records FAQs page:

www.cuny.edu/about/administration/offices/sa/services/student-health/immunization-info/faqs.html

NOTE: Regarding the math placement test for Baruch College, if you successfully completed MAT 201 (Calc.1) with a C or better, you are exempt from Baruch's math placement exam.

***To make an appointment with a transfer advisor:*** The good news is the Office of Transfer Services is here to help. It's easy, just contact the front-desk and make an appointment to meet with a transfer advisor.

***In person:*** Room B-215 **| *By phone:*** 718-482-5185 **| *By email:*** transfer@lagcc.cuny.edu