You may wish to print these instructions for use as a handy reference.

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Logging On

The first time you use applySUNY, you will be required to create an account. Answer each question in your Profile carefully. The answers you provide for your Profile will also appear on your applySUNY Undergraduate Application.

You must supply a valid email address and password to prohibit others from accessing the data on your academic record. Our password requirements include: Length between 8 and 16 characters, at least one upper-case alphabetic character, at least one lower-case alphabetic character, at least one numeric character, at least one non-alpha-numeric character and may not include spaces. You will need your password to re-enter applySUNY so please create a password that you will remember. If you forget your password, click the “forgot password?” link. You will be required to answer your security question. If you
answer correctly, your password will be emailed to the address you provided.

Previewing the Application

You can view the questions and prepare your answers before beginning your online application by printing the Online Application Worksheet.

Getting Started

Once you have created an account, you will be prompted to login with your email address and password. You will then be directed to the "Start" tab. You must complete all required questions on this tab before you will be able to continue.

Completing your Application

We ask that you complete all application questions in each section of each tab. You are required to complete each question marked with a *. If you wish to edit an answer in a list, click the pencil button to the right. If you wish to delete an answer in a list, click the "x" button to the right. Once you have completed all questions in a section, click "Save and Continue." You may move to any section or tab by clicking on the section or tab title. If you wish to edit the answers on your Profile, click the "Update Profile" button at the top of the page.

When you click on the "Save and Continue" button on the "Campus Selections" tab, you will be presented with a summary page. This summary lists all of the tabs in your application. If you have successfully completed all required questions on a tab, that tab summary will be marked with a green checkmark. If you have omitted any required information on a tab, that tab summary will be marked with a red "x." Click the link in the tab summary to fix any errors. Once you have completed the required fields on all tabs correctly, click "Continue" to submit your application.
Saving your Application

Each page of the application is saved when you click the "Save and Continue" button. If you logout of applySUNY, you can return at a later time and your information will still be there.

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Proofing your Application

Once you have answered all the required questions on your application, you will be directed to the "Submit" tab. Step One of submitting your application requests you to print your application and proof the data you have entered. Please correct any errors at this time to avoid delays in processing your application.

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Acknowledging the Terms and Conditions of Your Application

By submitting your application, you agree to the following:

I understand that the application fee is non-refundable. I also understand that this application cannot be processed if it has not been completed according to instructions, or if payment is not received, and that any knowing falsification or omission of data may result in denial of admission or dismissal. All information submitted is true to the best of my knowledge. If I am an Early Decision of Early Action applicant, I agree to comply with the program requirements. By submitting this application, I authorize the release of my transcript(s) and standardized test scores to State University campuses for admission purposes.

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Submitting your Application

Once you have acknowledged the terms and conditions of your application, press the "Continue" button. Please note that your application has not yet been completely submitted.

You will now be directed to make arrangements for payment of your application fee. You will know your application has been submitted for processing when you reach the "Next Steps" page.

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Paying the Application Fee

The chart shown on the "Select Payment Method" page summarizes the applications you are about to submit. The amount due reflects the application fee of $50.00 per campus choice. ($50.00 for one campus choice; $100.00 for two campus choices, etc.). Applicants to the College of Arts at Purchase College may apply to more than one program of study but must pay a separate $50 fee for each curriculum choice.

The application fee is for processing services; it is non-refundable and independent of an admission decision or a decision to withdraw or decline an offer of acceptance. When you submit an application, you assume responsibility for prompt payment of all fees due.

Students facing a significant financial hardship may request that their fee be waived by having your school or transfer counselor submit a Fee Waiver Request form.

The State University waives the $50 application fee for up to seven college choices for students graduating from a SUNY or CUNY two-year college, who apply directly to State University four-year colleges for baccalaureate programs. If you are a transfer student seeking the fee waiver, you must answer "yes" to the first question in the "Transfer History" section of the "Academic History" tab.

Students submitting an application for EOP consideration may qualify for an application fee waiver for their first seven (7) campus choices. If a student does not meet both the academic and economic guidelines or the campus to which the student is applying does not operate an Educational Opportunity Program, the student will be billed for the fee.

Credit or Debit Card (Visa or Mastercard only). Applicants can submit their credit or debit card payments online. Selecting this payment method allows your application to be processed immediately.

Mail-In Payment. If you choose to mail in a check, money order or credit card information, you will be prompted to print an invoice at the end of the application. Your application will not be processed or forwarded to your campus choices until payment in full is received by the Application Services Center. Fees can be remitted in a single check or money order made payable to "SUNY ASC" in the amount of the total processing fee(s) due. International applicants must pay in U.S. dollars drawn on a U.S. bank. Mail payment to:

The State University of New York
Application Services Center
P.O. Box 22007
Albany, NY 12201-2007

(Returned checks will be subject to an additional processing fee of $20.00). All appeals for refunds must be put in writing to the Director of the Application Services Center.

Electronic Check (United States Banks only). Applicants can enter their checking account information online for payment. Selecting this payment allows your application to be processed immediately.

Printing your Application

You can print your application by clicking the "Print Application" link at the bottom right of each section.
You may also use your browser's print command (File, Print) and print each page of the application. Please do not mail this application to the Application Services Center. It is to be retained for your records.

Using your unsubmitted 2018 Application to apply for 2019

If you have saved an application for a prior year and now wish to apply for 2019, you must click the "Use My 2018 Application For 2019" link. You will then be asked to confirm this action. Click "Yes." You must then click the "Start My 2019 Application" link. If you do not complete this step, entry terms for 2019 will not appear in the entry term drop down box.

Reviewing the Status of your Application

To check the status of your application online, return to applySUNY. Login with your email address and password. The status of your application will be shown in the "Application Details" section of the portal.

Viewing your Submitted Application

To view your submitted application, return to applySUNY. Login with your email address and password. Click on the "SUNY Application" link on the respective campus tab in the "Application Details" section of the portal. Your application can no longer be revised using applySUNY. To change any information which has already been submitted, contact the Recruitment Response Center.

Sending your Academic Records

If you are applying to SUNY as a freshman student, you should arrange for your high school to upload your transcript to the Application Services Center or to mail your transcripts directly to the colleges to which you are applying. If you currently attend a New York City public high school, include your OSIS number in the Academic History tab. Your transcript may be electronically submitted directly from the
NYC Department of Education to SUNY. You can check with your counselor for the status of your electronic transcript.

If you are applying to SUNY as a transfer student, please note that academic transcripts are required for all colleges you attended, whether or not you received credit. Please request a copy of all transcripts be sent directly to each college choice to which you applied.

Transfer applicants earning less than the equivalent of one year of study (generally 24 - 30 credit hours) should arrange for their former high school to send transcripts directly to the colleges to which they are applying.

Sending your Application to Additional Campuses

Once your application has been submitted, you can add a campus selection by returning to applySUNY. Login with your email address and password. Then click on "Send my Application to Additional Campuses" in the portal. You will be responsible for payment of an additional application fee for each college added.

Completing your Supplemental Applications

Once your application has been submitted, you will be directed to return to applySUNY to complete any applicable supplemental applications. Supplemental applications ask you to provide information about your activities and interests. Most supplemental applications also require an answer to an essay question. Some of the campuses to which you applied may recommend or require this additional information. You are encouraged to submit this information no later than 14 days following submission of your online application.

To view your supplemental application requirements, click on each campus tab in the "Application Details" section of the portal. Your supplemental application requirements will be listed.

SUNY Supplemental Application: You can preview the information requested on the SUNY Supplemental Application, including the essay question topics, by printing the Supplemental Application Worksheet. All campuses that accept this form will request the same information. Therefore, you will need to enter this data only once. You must, however, submit this information to each campus individually by clicking on the "SUNY Supplemental Application" link in the "Next Steps" section on each campus tab.

Once you begin completing a SUNY Supplemental Application, "Continue SUNY Supplemental Application" will appear on the campus tab. Click the link to resume working on your form.

After you have successfully submitted a SUNY Supplemental Application to a campus, it will appear in the "Completed" section of the respective campus tab. To view your submitted supplemental application, click the "SUNY Supplemental Application" link.
Once you have submitted one SUNY Supplemental Application, you will have the option to copy your existing Supplemental Application for another campus. You can choose to submit the exact same data to all subsequent campuses, or to revise it before each submission.

**Campus Supplemental Application:** Campus-specific supplemental applications will all request different information and those forms must be sent directly to the campus. You can access a campus form by clicking the corresponding "Campus Supplemental Application" link. To obtain a status for a "Campus Supplemental Application," you must contact the campus directly.

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**Sending your EOP Financial Information**

If you have indicated interest in the Educational Opportunity Program (EOP) on your application, campuses will request supplemental information to confirm your eligibility. Approximately two-thirds of SUNY campuses use the SUNY EOP Financial Information Form to collect this information. Other campuses will contact you directly to collect this information.

Once your application has been submitted, you will be directed to return to applySUNY to complete the SUNY EOP Financial Information Form, if applicable. Click on each campus tab in the "Application Details" section of the portal. If a link to "Start SUNY EOP Financial Information Form" appears under "Next Steps," your selected campus requires this form. All campuses that require this form will request the same information. Therefore, you will need to enter this data only once. You can preview the information requested on the SUNY EOP Financial Information Form, by printing the Worksheet.

**Step One**

To begin, click "Start SUNY EOP Financial Information Form." Once you begin completing the form, "Continue SUNY EOP Financial Information Form" will appear on the campus tab. Click the link to resume working on your form.

After you have successfully submitted SUNY EOP Financial Information Form, it will appear in the "Completed" section of each campus tab. To view your submitted form, click the "SUNY EOP Financial Information Form" link.

**Step Two**

Campuses require documentation to verify your household income. This documentation should be mailed to the Application Services Center, together with the Financial Documentation Cover Sheet. Once you have submitted the SUNY EOP Financial Information Form, a link to this Cover Sheet can be found under “Other Things to Do” on the respective campus tabs. Again, you will need to provide this information only once.

**Step Three**

In addition to financial documentation, some SUNY campuses require a supplemental essay for consideration for the EOP program. If a link to “EOP Essay” appears under “Next Steps,” your selected campus requires this form. Print the essay form, attach your essay, and return it to the Application Services Center.

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Logging Off

When you are done working on your application, please click the "Logout" button at the top of the page to prevent others from accessing your application data.

Information for High School Counselors and College Advisors

Please complete the academic information requested on the School Counselor Form, along with your signature. Please enter only one rank and average. Counselors who have a SUNY Counselor Portal account may choose to submit this information online if they prefer.

Please upload an official transcript through SUNY Counselor Portal. You may also send a transcript to the Application Services Center via postal mail. Once a student is accepted and indicates his or her intent to enroll, you will be asked to send an official final transcript to the campus.

For Counselors at New York City public schools: If your student enters his or her OSIS number on the application, the transcript will be transmitted electronically directly from NYCDOE to SUNY. You can check on the status of the electronically submitted transcript using your SUNY Counselor Portal account.

If paying the application fee would prove a financial hardship to an applicant, (including EOP applicants) and the applicant's family, please submit a fee waiver request. The student may be requested to document his/her financial situation. The student's application will not be processed or forwarded to his/her campus choices until full payment or authorized fee waiver is received.

Binghamton, University at Buffalo, and Stony Brook require that SAT or ACT scores be sent directly by the testing agency.

Getting Help

For assistance using applySUNY, contact the Recruitment Response Center by:

Phone:
800-342-3811 (within the US)
518-320-1888 (outside the US)

E-mail: askSUNY@suny.edu

Mail:
Social Security Number

Providing your Social Security number allows the Application Services Center (ASC) and the campuses to process, track, and match your application credentials correctly and quickly. In addition, you are required (by the federal government) to provide your Social Security number if you will be applying for federal financial aid. The ASC and all SUNY campuses are dedicated to ensuring the confidentiality of student records and application materials. Note: International students, including Canadian citizens, should leave the "U.S. Social Security Number" field blank.

Freshman or Transfer

For admission purposes, you are a freshman if you have not taken college-level work since high school graduation. If you have taken college-level credits during high school, you are considered a freshman. Freshmen may also include students who have received a high school equivalency diploma and adult learners entering higher education for the first time.

For admission purposes, you are a transfer student if you have taken at least three credits of college-level work since high school graduation. (College work taken before high school graduation does not apply.)
**Adult Learner**

You are considered to be an adult learner if you are returning to college or beginning college study after having been away from formal education for a period of time.

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**Educational Opportunity Program (EOP) – New York State residents only**

The State University of New York's Educational Opportunity Program provides access, academic support and financial aid to students who show promise for succeeding in college but who may not otherwise be offered admission. Program participants receive a variety of academic support services and modest financial aid to alleviate non-tuition costs (e.g. books, supplies etc.) Available primarily to full-time, matriculated students, the program supports students throughout their college careers within the University. Note: You cannot apply for both the EOP and Early Decision/Early Action programs.

**Eligibility**

To be eligible for admission to EOP you must be:

- A New York State resident for 12 months prior to enrollment
- Require alternate admissions consideration
- Qualify as economically disadvantaged according to the guidelines

Please consult with your college advisor to determine if you qualify and to which campuses you should apply. You will be asked to complete additional application materials and financial aid forms by your college choices. Be sure to meet all deadlines.

*In selecting students for the program, priority is given to applicants from historically disadvantaged backgrounds. If in the year prior to enrollment your family income falls within EOP guidelines due to unemployment, separation, divorce or death of a parent, etc., you may still not qualify for EOP if you are not from an historically disadvantaged background.*

**Additional Information about EOP**

To request admission to an EOP program, you must first complete the EOP eligibility wizard. To begin the wizard, click the "Yes" button on the "Start" tab. Answer each question and click "Continue." When the wizard is complete, a recommendation will be made. Please choose your answer based on the wizard's recommendation.

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**Alien Registration Number**

Also known as an A-Number or USCIS#, it is a 7, 8, or 9 digit number that can be found on your Permanent Resident Card or Employment Authorization Card.
Type of U.S. Visa

If you are not a permanent resident, supply the VISA code which correctly identifies your status. Some common visa codes are:

F-1 Student
J-1 Exchange Visitor
A-2 Foreign Government Official
H-4 Child of Distinguished Temporary Worker

Enter F-1 if you will need a student visa. Applicants requiring an F-1 visa must provide a permanent mailing address outside the U.S. on the "Profile" tab.

Residency

Residency affects eligibility for in-state tuition and EOP. Generally, students are considered state residents if their primary domicile (or, if dependent, that of their parents) is in NY for at least 12 months prior to enrollment. Otherwise, students are presumed to be out-of-state residents. Generally, only U.S. citizens and permanent residents are eligible for the NY State tuition rate. However, certain non-U.S. citizens and residents of other states who graduate from a New York high school or have a New York high school equivalency diploma and meet other requirements may qualify for the New York State tuition rate. Please direct your questions concerning NY State residency to the campus office of student accounts.

Diversity

In accordance with federal guidelines for data collection, you are asked to provide detailed information about your ethnic and racial backgrounds. The new guidelines define ethnicity and race as separate concepts. You are first asked to self-identify your ethnic origin and then to choose the race or races with which you most closely identify.

Your ethnic origin is defined as being "Hispanic or Latino" and "Not Hispanic or Latino." The Federal government defines "Hispanic or Latino" as a person of Cuban, Mexican, Puerto Rican, South or Central
American, or other Spanish culture or origin regardless of race. If you define your ethnicity as "Hispanic or Latino," you will be asked to further identify your background.

The Federal guidelines also call for a minimum of 5 race categories. The U.S. Census defines those categories as follows:

"American Indian and Alaska Native" refers to people having origins with the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

"Asian" refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. It includes people who indicate their race or races as "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," "Burmese," "Hmong," "Pakistani," or "Thai."

"Black or African American" refers to people having origins in any of the Black racial groups of Africa. It includes people who indicate their race or races as "Black," "African American," "Nigerian," or "Haitian."

"Native Hawaiian and other Pacific Islander" refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race or races such as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," or "Tahitian."

"White" refers to people having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race or races as "White" or self-identify with terms like Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

You may select one or more of these race categories.

Your responses to these questions are strictly voluntary. In the event you choose to answer these questions, the State University of New York will keep your responses confidential and will not use the information provided in a discriminatory manner. The failure to respond to these questions will not subject you to any adverse treatment.

The State University seeks to enroll students of diverse racial and ethnic heritage.

Disciplinary Action Information

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently.

Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior and not on the basis of academic performance.

If you reply "yes" to the disciplinary action question, you will be asked to give the approximate date(s) of each incident, explain the circumstances and reflect on what you have learned from the experience. You may use up to 400 words.

An affirmative response will not automatically prevent admission, but you will be asked by your college choices to provide additional information. Any falsification or omission of data may result in a denial of admission or dismissal.
Temporary Address

If you are away at college or attending a secondary school away from home, and wish to receive mail there temporarily, you should provide the address and indicate the date mail should revert to your permanent address.

Name and Address of Parent(s) or Guardian

Indicate name and address of the parent(s) or guardian with whom you legally reside and to whom official university correspondence should be sent.

Family Income Range

Select the range corresponding to your family's gross income, as reported on the last federal income tax form. Select "Social Services" if your family receives payments from a NY county department of social services (i.e. ADC, AFDC or welfare). Select "Foster Parents" if you are in foster care as established by the court. Select "Ward of the State or County" if you are a ward of the state or a county.

If your parents are separated or divorced, you should report the income of the household in which you reside for most of the year.

Your answer here will not impact financial aid decisions.

Size of Household

Please include yourself and head of household in the total number of persons dependent for support upon your parents, your legal guardian, or you.
Alumni in the Immediate Family

If any members of your family attended or graduated from a State University of New York campus, please indicate their relationship to you, and provide their name, graduation year and State University campus. Information gathered from this question does not affect admissions decisions.

You may enter your first family member by completing the "Alumni Information" section. You may add additional alumni by clicking the "Add Alumni" button.

High School Information

If you attended a high school within the United States, you can search for your high school information by clicking the "Select High School" button in the "High School" section of the "Academic History" tab. If you attended a high school outside the U.S., or if you were home-schooled, click on the "Select High School" button and you will be able to enter your high school information directly.

Application Fee Waiver for Transfer Students

The State University waives the $50 application fee for up to seven college choices for students graduating from a SUNY or CUNY two-year college who apply directly to State University four-year colleges for baccalaureate programs. If you are a transfer student seeking the fee waiver, you must answer “yes” to the first question in the “Transfer History” section of the "Academic History" tab.

Students who are eligible for a fee waiver should select the Transfer Fee Waiver option as their payment method. If you request a waiver and are found ineligible, you will be required to submit payment before your application will be processed.
Total Credits/GPA for Transfer Students

For a college where you are currently enrolled, please enter all earned credits, both past and in progress, and enter your current GPA (grade point average).

Please note: Do not use decimals in the total credit fields. If you have any question on your credits, please contact your advisor/counselor.

College Information

Please supply information for all institutions which you have (or will have) attended prior to enrollment. Please list the most recent college first, next recent second, etc. You may enter your first transfer college by completing the "Previous Colleges" section of the "Academic History" tab. Search for your college information by clicking the "Add Previous College" button in that section. Repeat to add additional colleges.

Academic transcripts are required for all colleges you have attended, even if you did not receive credit. Transcripts should be sent directly to the colleges to which you are applying.

Campus Selection

Fifty-three of SUNY’s 64 campuses accept this online application. Apply directly to the eleven campuses that do not use this application.

You may apply to multiple campuses with one application. Enter your first campus selection by clicking the "Add a Campus Choice" button on the "Campus Selections" tab. Select your entry term. Then select a campus from the list. Be sure to choose carefully as some campuses share similar names, such as Buffalo State College and the University at Buffalo; Geneseo Community College and the College at Geneseo.

After you have answered all questions in this section, click the "Add a Campus Choice" button to add additional campuses.

Major Selection

The programs listed in the majors table are determined by the answers you have provided with regard to
your student type (freshman or transfer, EOP or non–EOP) and enrollment semester (fall, spring, summer). Not all programs are available to all students and not all programs are available for the spring or summer semesters.

For each college to which you apply, you may select a specific program of study or indicate that you do not wish to select one at this time (i.e. undeclared). Please note that Upstate Medical University and most community colleges, including FIT, require that you declare a major.

Some programs have limited space or require portfolio review, auditions, or special academic preparation. If you are interested in a program you think may fall into this category, please contact the campus directly. If additional information is available for a program, it can be viewed by clicking the respective "View notes" link.

You may choose a program of study at each campus of your choice. Choose only one program for each college (except Purchase College). If you later want to change your program, contact the admissions office at that college.

If you wish to explore all curriculum options before continuing with the application process, visit our Undergraduate Program Search.

Information about the kinds of degrees (Associate, Bachelor's, etc.) SUNY offers.

Program Format

If your major can be delivered in multiple formats, you will be asked to select the format for which you are applying. “On Campus” means that you will take classes in person at the campus. “Online” means that you will take classes online. “Partially Online” means that you will take a portion of your classes in person on campus and a portion of your classes online.

Closed Major

If a major in the table is labeled "CLOSED", the campus is no longer accepting applications from the particular student type you have indicated (freshman or transfer) for the enrollment term you have requested. Please choose another major or another enrollment term.

If a major in the table is labeled "CLOSED EOP", the campus is no longer accepting applications from EOP applicants for the enrollment term you have requested. Please choose another major or another enrollment term. You may also elect to change your student type for EOP. Change your answer to "Are you applying for the Educational Opportunity Program (EOP) at this campus" from "Yes" to "No". Please note that by doing so, your application will now be considered for "regular" admission.

Early Decision Program

The Early Decision Program is a binding early application/notification program for fall freshmen and can be used for one college choice only. This program is available at Environmental Science & Forestry,
Geneseo, Maritime, and NYS College of Ceramics at Alfred University. Please answer "yes" to the Early Decision question for the one campus selection you wished to be considered for the Early Decision Program. If the Early Decision question does not appear for any campus selection, then that program is not available at this time for this campus. The School Counselor Form includes a request for a parent and counselor signature in addition to the student's signature indicating an understanding of the Early Decision commitment and an agreement to abide by its terms. Please note that you cannot apply for Early Decision and EOP at the same time.

The deadlines to apply for Early Decision are as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Deadline to Apply</th>
<th>Completion Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYS College of Ceramics at Alfred</td>
<td>11/1</td>
<td>11/1</td>
</tr>
<tr>
<td>Environmental Science &amp; Forestry</td>
<td>12/1</td>
<td>12/1</td>
</tr>
<tr>
<td>Geneseo</td>
<td>11/15</td>
<td>11/15</td>
</tr>
<tr>
<td>Maritime</td>
<td>11/1</td>
<td>11/1</td>
</tr>
</tbody>
</table>

If your application is complete by the date indicated above, the campus will notify you of its decision by December 15. If you are accepted Early Decision, you will be asked to make a tuition deposit by January 15 and to withdraw your applications at all other colleges.

**Early Action**

Early Action is a non-binding early application/notification program for fall freshmen available only at Albany, Binghamton, University at Buffalo, Cortland, New Paltz, Old Westbury, Oneonta, Oswego, Purchase (College of Liberal Arts and Sciences only), and SUNY Polytechnic Institute. If you are accepted Early Action, you need not withdraw your applications at other institutions. Please answer "yes" to the Early Action question for the campus selection(s) you wished to be considered for the Early Action Program. If the Early Action question does not appear for any campus selection, then that program is not available at this time for this campus. Please note that you cannot apply for Early Action and EOP at the same time.

To apply Early Action, your application must be submitted by November 15 (November 1 at Albany and Binghamton. December 1 at Oswego). Applications must be complete by December 1 (November 15 at Albany and New Paltz). If your application is complete by December 1 (November 15 at Albany and New Paltz), the campus will notify you of its decision by January 1 (January 15 at Binghamton). If accepted Early Action, you will have until May 1 to finalize your enrollment decision.
Special Campus Project

A campus may request that you use a local code in this space.

Agency Code

International students who are working with an agent should select that agent from the list.

SUNY Supplemental Application: General Instructions

Please complete one SUNY Supplemental Application at a time. Once you submit your first SUNY Supplemental Application, you will have the option to copy your answers to your next SUNY Supplemental Application so you will not have to re-type your information.

You are required to complete each question marked with an *, but it is to your advantage to provide as much information as possible.

SUNY Supplemental Application: Essays Tab

When entering your responses in the “Essay” section on the “Essays” tab, you may type your response directly into the text box. If you prefer, you may copy your response from a word processing program, such as Microsoft Word, and paste it into the text box instead. Please note that you will not be able to preserve the formatting from your word processor. For example, it will not be possible to bold or italicize text. You are strongly encouraged to review the entire pasted response, before clicking “Save and Continue.”

The “Personal Statement” section is optional and is an opportunity for you to explain any inconsistencies or concerns regarding your academic performance. Campus admission staff would also be interested in learning about time you spent away from an academic setting, apart from a traditional summer break.
Joint Admissions Program

Freshmen may apply for Joint Admissions, a cooperative program between two-year and four-year SUNY colleges. The program guarantees junior-level admission (subject to certain requirements) in a parallel program at a four-year college after completing an associate degree program at the two-year college. To apply for a Joint Admissions Program, select the corresponding curriculum.

Transfer Guarantee

An opportunity to continue full-time study at a four-year State University college is guaranteed to all NY residents who transfer directly from a SUNY or CUNY two-year college with an AA or an AS degree. To be eligible, you must:

- Submit your application by March 1 for fall admission, and by October 1 for spring admission.
- Provide four-year campuses with an official two-year college transcript, showing three semesters of completed studies, by March 15 for fall admission, and by October 15 for spring admission.
- Complete all required supplemental application materials by April 15 for fall admission, and by November 15 for spring admission.

The transfer guarantee becomes effective if you are denied admission at all of your four-year college choices.

Disclosures

Nondiscrimination Statement - Pursuant to University policy, SUNY is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, transgender status, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the SUNY community may not be subjected to harassment that is prohibited by law, or treated adversely, or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York
State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations, and policies prohibiting discrimination may be directed to Mary Gulliver, Application Services Center, The State University of New York, State University Plaza, P.O. Box 22007, Albany, New York 12201-2007, ASC-nondiscrimination-policy@suny.edu.

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; Tel (646)428-3800; Email: OCR.NewYork@ed.gov.

**Admission of Persons with Prior Felony Convictions** - Consistent with SUNY policy, there is no question on the SUNY application which asks about prior felony convictions. However, please be aware that after an admission determination has been made, if you seek access to student housing, participation in clinical, field experiences or internships, or study abroad programs you will be asked to provide information about any prior felony convictions.

**The Personal Privacy Protection Law** and **University Policy** requires this notice to be provided when collecting personal information from individuals. The authority to collect personal information is based on Section 355 (2) (h) of the New York Education Law. The information will be used to evaluate your application(s) for admission, and will be incorporated into your student records if and when you enroll at a SUNY institution. Failure to provide the requested information may delay the processing of your application. The information will be maintained by the Application Services Center (ASC) of The State University of New York and at your college choices. Persons responsible for maintaining your personal information are the directors of admission at your college choices and the director of the ASC, State University Plaza, Albany, NY 12246. In the event the applicant is denied admission at all of his/her college choices, the applicant's contact information may be shared with admissions offices at other SUNY campuses for purposes of determining the candidate’s interest in being considered for admission to those campuses. For more information, visit [https://www.suny.edu/privacy-policy/](https://www.suny.edu/privacy-policy/). In the event you become an enrolled student at a SUNY campus, your information will be subject to additional protections, including the Family Educational Rights and Privacy Act (FERPA), a federal law with a corresponding **SUNY Procedure**, and campus policies that affords privacy protections and access rights to enrolled students and their records.

**Campus Crime Statistics** and personal safety information are available from each State University of New York campus in accordance with federal law and **SUNY Policy**. Requests for this information should be directed to the individual campuses. Additionally, prospective and current students can also obtain certain campus crime statistics from the U.S. Department of Education’s website: [http://ope.ed.gov/security/](http://ope.ed.gov/security/).