



STEPS FOR APPLYING TO BROOKLYN COLLEGE

Step 1: Register for a portal account

Please go to https://cunyportal.cuny.edu/citizen_CUNY/new_user_registration/regchoice.html to register for a portal account. On the New User Registration page please click "Applicant". On the next page please complete all the fields with the asterisk and click save. PLEASE SAVE THIS INFORMATION

Step 2: Sign into the portal account

After creating the portal account you will be prompted to sign in with the information you just created.

Step 3: Start the CUNY application

1. After signing in, click the "Apply Online" icon.
2. Students that do not have a social security number, please check the box "I do not have a Social Security Number." Complete the information on the next page and click submit.
3. CUNY will generate a temporary CUNY number, please save this number for future reference
4. Afterwards, click the "Apply Online" icon.
5. Please read each description and make sure to choose the correct application types to avoid issues with processing your application.

Step 4: Complete the CUNY application

Freshman

1. Select "General Freshman Admission" and click "Apply to Freshman Undergraduate Program" at the bottom of the page.
2. **PLEASE NOTE:** The Freshman Application processing fee is \$65. After reading the screen, click continue.
3. Please complete all fields on the Biographical Information page. Click save and continue.
4. Please complete all fields on the Student Information page. Students who were educated outside of New York and the US do not have to complete the NYC DOE Student OSIS number field.
5. If you need to apply for a student visa and are outside of the US, leave the "Immigration Status" section empty, even if you have a tourist visa. Click Save and Continue.
6. You can pick up to 6 choices. Please pick Brooklyn College as your first choice. The order of your college choices is very important. Click Save and Continue.
7. International students are not eligible for SEEK or CD programs. Please select No. Click Save and Continue.
8. Please enter the information for the fields on Optional Information and Parent Information.
9. On Educational History, please verify that your high school name and graduation date are correct and enter "high school diploma" in the only field on the page. Click Save and Continue.



10. Once you are on this page, please download the policy concerning fraudulent documents and check the box saying you have read and understand the above statements. Afterward, press submit.
11. It is best to pay the fee online for faster processing. If you are planning on paying later with credit card, you can sign into the portal account to make the payment. If you are paying by check or money order, make sure the check is made out to UAPC, has your temporary CUNY number in the memo section and is in US dollars. International students do not qualify for the CUNY Fee Waiver.
12. Please print the Application Summary Package with instructions on where to send your documents. **PLEASE NOTE!!!!** For direct processing, Freshmen can scan and email copies of their high school documents with English translations if not in English, SAT scores, and TOEFL or IELTS to Keisha.Wilson@brooklyn.cuny.edu.

Transfer

1. Select "General Admission" and click "Apply to Transfer Undergraduate Program" at the bottom of the page.
2. The next page should specify the semester you are applying to currently. If you have attended any part of CUNY please check yes and complete the required information. If not, please select No. Click Save and Continue.
3. PLEASE NOTE: The Transfer Application processing fee is \$70. After reading the screen, click Continue.
4. Please complete all fields on the Biographical Information page. Click save and continue.
5. Please complete all fields on the Student Information page. Students who were educated outside of New York and the US do not have to complete the NYC DOE Student OSIS number field.
6. If you need to apply for a student visa and are outside of the US, leave the "Immigration Status" section empty, even if you have a tourist visa. Click Save and Continue.
7. You can pick up to 4 choices. Please pick Brooklyn College as your first choice. The order of your college choices is very important. Click Save and Continue.
8. International students are not eligible for SEEK or CD programs. Please select Not Applicable. Click Save and Continue.
9. Please enter the information for the fields on Optional Information and Parent Information.
10. On Educational History, click Add College Attended. Complete all the required fields and click continue.
11. If there are classes you are currently taking, please enter that information.
12. Please verify that your high school name and graduation date are correct and enter "high school diploma" in the only field on the page. Click Save and Continue.
13. Once you are on this page, please download the policy concerning fraudulent documents and check the box saying you have read and understand the above statements. Afterward, press submit.
14. It is best to pay the fee online for faster processing. If you are planning on paying later with credit card, you can sign into the portal account to make the payment. If you are paying by check or money order, make sure the check is made out to UAPC, has your temporary CUNY number in the memo section and is in US dollars. International students do not qualify for the CUNY Fee Waiver.
15. Please print the Application Summary Package with instructions on where to send your documents. **PLEASE NOTE!!!!** For direct processing, Transfer students can mail: official copies of their post-secondary transcripts in a



sealed envelope, English translations of their official transcripts, copies of their high school documents with English translations if not in English, SAT scores, and TOEFL or IELTS to:

Brooklyn College
International Student and Scholar Services
2900 Bedford Avenue
235 West Quad
Brooklyn, NY 11210