

Freshman Enrollment Checklist



Apply online before posted deadlines:
February 1 for fall; September 15 for spring.

If deadline has passed:

Bring the following to the **Office** (room V-100). Call 718-368-4600 for hours.

- Credit/debit card or check/money order made payable to CUNY/UAPC for \$65 application fee. (Cash ___ accepted.)
- Official High School Transcript
- Standardized Test Scores
- High School Equivalency Exam Scores & Diploma (*if applicable*)
- Military Transcripts (*if applicable*)

ADDITIONAL ITEMS FOR APPLICANTS EDUCATED OUTSIDE THE U.S.

- Secondary School Transcript/ Statement of Marks
- Official English Translations of Foreign Documents
- TOEFL, IELTS or PTE Scores
- Green card (if not a U.S. citizen)

Complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov, even if you don't think you'll qualify for financial aid. NEED HELP? Bring your paperwork to the **KCC Financial Aid Lab** (room V-201).

Submit financial aid materials to the **Health Service Office** (room A-108).

Prepare CUNY Admission Test (CUNY ACAT) by taking practice exams online:
www.cuny.edu/lacademec/eng

Read the Common Form ID. The link to the form will be in the acceptance letter sent to the email you listed on your application.

Take CUNY Admission Test (CUNY ACAT).

Go to Health Service (room F-123) after the test to schedule an appointment for a future date to register for your classes.

Check your CUNY financial bill. If required, pay your bill at the **Bursar's Office** (room A-205).

Get your official KCC college I.D. Go to **Public Safety** on the 2nd floor of the Library (room L-202).

OPTIONAL: To change a mailing address, bring your college I.D. and a check or money order to the **Bursar** (room A-205). NOTE: Your Bursar account must be cleared.

Attend orientation.