

CUNY School of Professional Studies

ApplyYourself Applicant Guide

Revised 9/19/2018

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Introduction

This guide is intended to assist applicants interested in the CUNY School of Professional Studies (CUNY SPS) to submit their application using the ApplyYourself online application system.

Type of Applicants:

- **New students** seeking admissions to a certificate and/or graduate degree program should:

 select Application Type: Degree/Certificate Seeking Application

- **Former graduate (Master's program) students*** who previously attended the CUNY SPS, did not graduate, and have **not** been enrolled for two or more consecutive semesters should:

 select Application Type: Graduate Readmission Application

Students can only be readmitted to the same Master's program in which they were formerly accepted. Those who have never applied nor been admitted to a CUNY SPS Master's program should submit a new application for graduate admission.

- **Former undergraduate (Bachelor's program) students*** who previously attended the CUNY SPS, did not graduate, and have **not** been enrolled for two or more consecutive semesters should:

➤ select Application Type: Undergraduate Readmission Application

Students who earned a certificate or degree from CUNY SPS and are interested in pursuing a new program should not complete this application, but should file an undergraduate application for the program they wish to complete.

- **Currently enrolled CUNY students** interested in applying to the **Infor ERP Business Software** program should:

 select Application Type: Infor ERP Business Software (CUNY Student Only)

***Former students seeking readmission should contact the Bursar's office to ensure that you do not have an outstanding balance at bursar@sps.cuny.edu, 646.664.8640 prior to submitting your application.**

If you encounter any difficulty or have a question about your application, please contact the Office of Admissions at admissions@sps.cuny.edu or 646.664.8544.

Degree/Certificate Seeking Students (DC)

Application Type: Degree/Certificate Seeking Application

Students seeking admissions to a certificate and/or graduate degree program should complete the following steps:

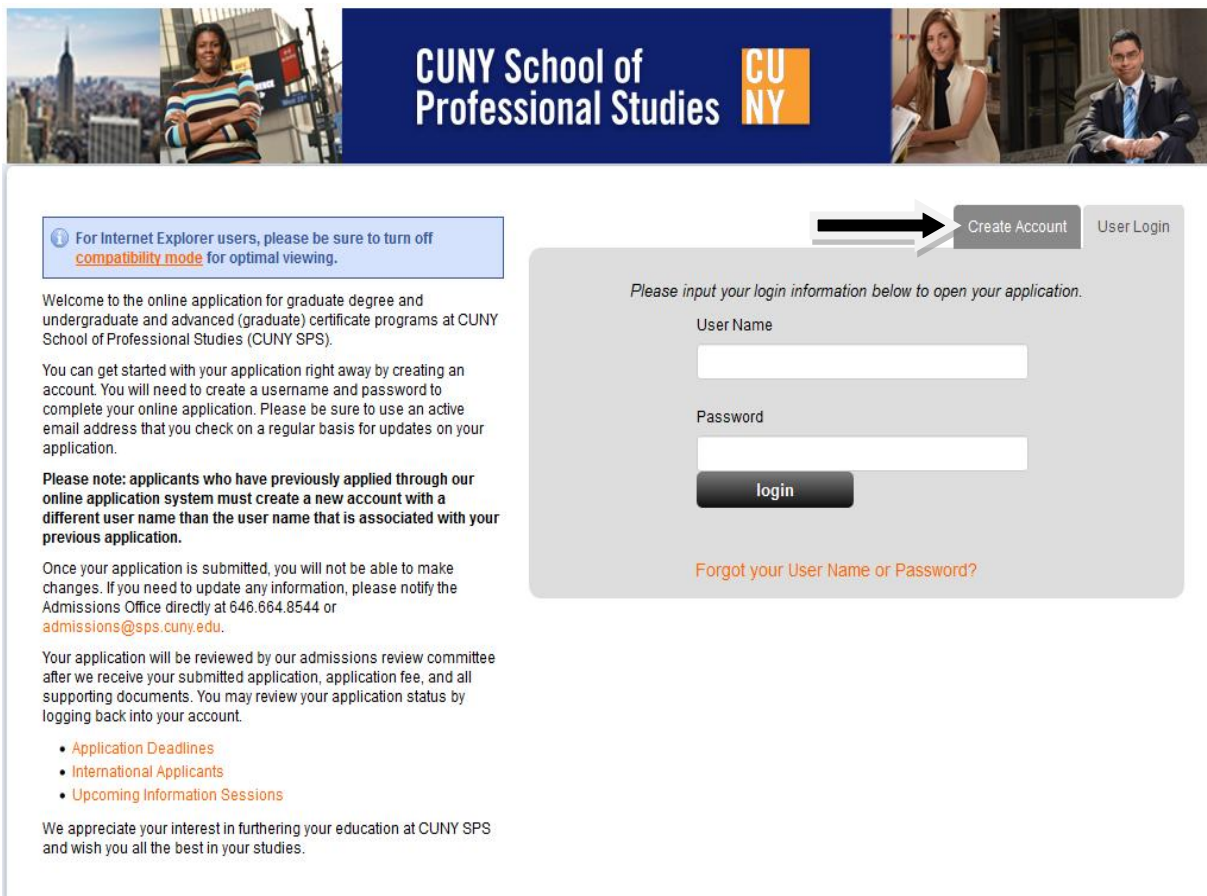
- Step 1 DC: Create a User Account
- Step 2 DC: Complete the Account Creation Form
- Step 3 DC: Select the Appropriate Application Type
- Step 4 DC: Complete Personal Information Section
- Step 5 DC: Complete Program Information Section
- Step 6 DC : Complete Educational History Section
- Step 7 DC: Upload Your Personal Statement
- Step 8 DC: Upload Your Resume or CV
- Step 9 DC: Identify Recommendation Providers (if applicable)
- Step 10 DC: Pay Application Fee
- Step 11 DC: Submit/Complete Your Application

Note: Some programs require additional sections to be completed in which you will be directed to.

Step One DC: Create a User Account

1.1 Go to <https://sps.cuny.edu/applynow>

1.2 Click the 'Create Account' button on the right side of the page:



CUNY School of Professional Studies

For Internet Explorer users, please be sure to turn off [compatibility mode](#) for optimal viewing.

Welcome to the online application for graduate degree and undergraduate and advanced (graduate) certificate programs at CUNY School of Professional Studies (CUNY SPS).

You can get started with your application right away by creating an account. You will need to create a username and password to complete your online application. Please be sure to use an active email address that you check on a regular basis for updates on your application.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

Once your application is submitted, you will not be able to make changes. If you need to update any information, please notify the Admissions Office directly at 646.664.8544 or admissions@sps.cuny.edu.

Your application will be reviewed by our admissions review committee after we receive your submitted application, application fee, and all supporting documents. You may review your application status by logging back into your account.

- [Application Deadlines](#)
- [International Applicants](#)
- [Upcoming Information Sessions](#)

We appreciate your interest in furthering your education at CUNY SPS and wish you all the best in your studies.

[Create Account](#) [User Login](#)

Please input your login information below to open your application.

User Name

Password

[login](#)

[Forgot your User Name or Password?](#)

- 1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

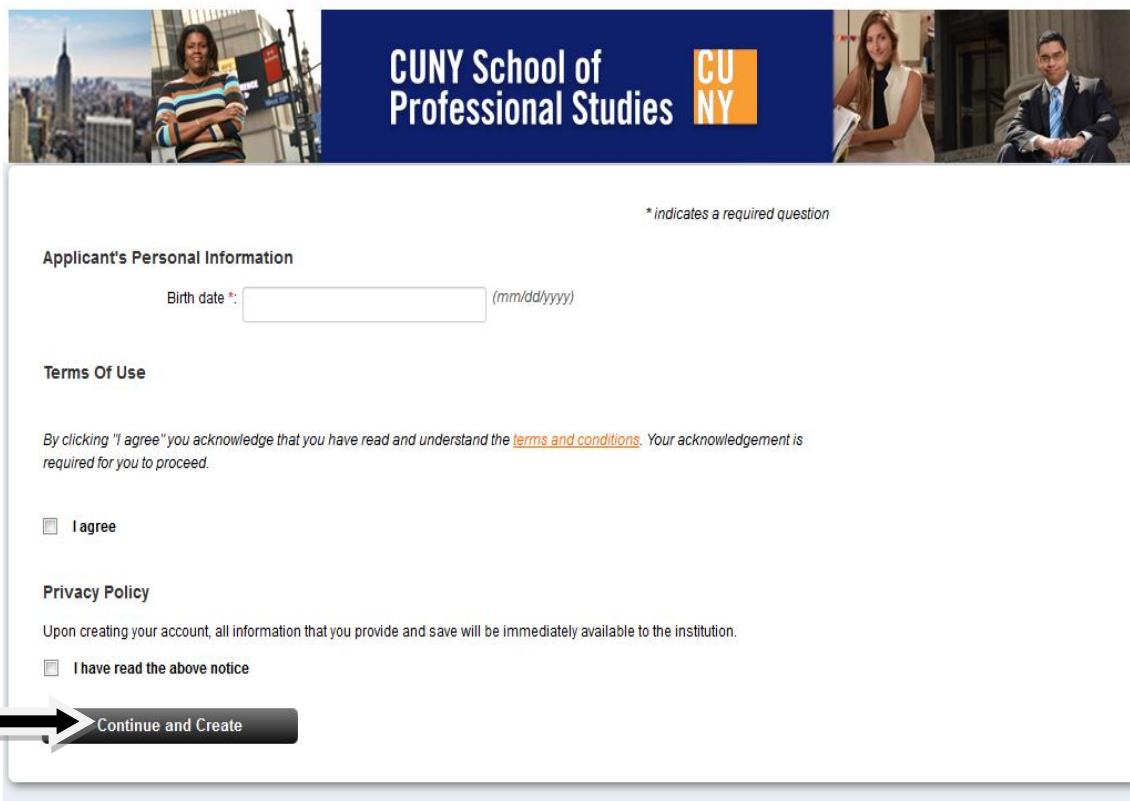
- 1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two DC: Complete the Account Creation Form

- 2.1. Log in to your account using your username and password created in Step One.
- 2.2. Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the bottom of the page.



The screenshot shows the account creation form for the CUNY School of Professional Studies. At the top, there is a banner with the CUNY logo and two photos of students. Below the banner, the form is titled "Applicant's Personal Information" and includes a "Birth date" field with a placeholder "(mm/dd/yyyy)". A note indicates that an asterisk (*) denotes a required question. The "Terms Of Use" section contains a paragraph stating that clicking "I agree" acknowledges reading and understanding the terms and conditions. Below this is a checkbox labeled "I agree". The "Privacy Policy" section contains a paragraph stating that all information provided will be immediately available to the institution. Below this is a checkbox labeled "I have read the above notice". At the bottom of the form is a large black button with a white arrow pointing right, labeled "Continue and Create".

2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.



You should now be on the welcome page. Several items of note about the welcome page:

- ***This is the ‘home’ for the application. At any point you can click on ‘Application for Admission’ on the top of the left navigation pane to be taken back to this page.***
- ***Additional application instructions can be found by clicking on the ‘Application Instructions’ at the bottom of the page.***
- ***The items in the left navigation pane and across the top will remain accessible as you navigate through the application sections.***



CUNY School of Professional Studies



Application for Admission

Application for Admission

Application Type

Personal Information

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Welcome, Test! Your application is in progress.

Thank you for your interest in the CUNY School of Professional Studies. Your application can be completed online and submitted electronically once you have answered all required questions. If you do not complete a required question you will be prompted to do so when you save your work. Prior to submitting, you may access your application and change your answers as many times as you like with your User Name/PIN and Password from any computer with Internet access.

To navigate through the application, we recommend that you use the 'Save and Continue' button at the top or bottom right of every page. This will save your work and help you navigate through the application in a logical way. You may also use the 'Save' button to save your work and then use the navigational links located on the left of your screen to move to specific sections of the application (to complete a required question, for example). Also use the 'Save' button to save your work before you log out of the application to continue at another time.

After you have completed the application forms to your satisfaction, and have made the required payment, you should submit your application by clicking the 'Submit' button at the top of the page. This will take you through the steps to electronically submit your application to our office.

Once submitted, you will not be able to make changes to your application information using the online system. If you need to update any information after you have submitted your application, please notify the Admissions Office directly at admissions@sps.cuny.edu or 646.664.8544.

After submitting your application, you can check the status by logging back into your application. To do so, you should bookmark the link to our [online application](#) and record the user name and password associated with your application.

To begin your application, please follow these steps:

- Review the "Application Instructions" to understand the structure of the application. To do so, click on the Application Instructions link on the left side of the page. By selecting this link you will also be able to access additional Instruction Pages located on the right side of the page. You can also refer to the [Apply Yourself Application User Guide](#), created to guide you through the application process.
- Proceed to the "Personal Information" subsection then begin to create your application.

★ START APPLICATION

APPLICATION INSTRUCTIONS

Submit Application

Step Three DC: Select the Appropriate Application Type

3.1 Click on 'Application Type' in the left navigation pane. Select the appropriate application type, then click 'Save & Continue'.

Select Application Type: Degree/Certificate Seeking Application

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this, a header banner features the CUNY School of Professional Studies logo and two photographs of students. The left navigation pane contains several menu items: 'Application for Admission' (with a home icon), 'Application Type' (highlighted with a red arrow), 'Personal Information', 'Important Links', 'Recommendations', 'Downloadable Forms', 'Check Your Application', and 'Application Instructions'. A 'PRINT FORMS' button is located at the bottom of this pane. The main content area is titled 'Application Type' and contains the following text: 'Please select your application type:'. Below this, there are four bullet points describing different application types: 'Degree/Certificate Seeking', 'Graduate Readmission', 'Undergraduate Readmission', and 'Infor ERP Business Software'. A dropdown menu is shown with 'Degree/Certificate Seeking' selected. At the bottom of the main content area, there are three buttons: 'SAVE', 'SAVE & CONTINUE' (circled in red), and 'RESET'. A 'Submit Application' button is located at the bottom right of the page.

Step Four DC: Complete Personal Information Section

4.1 Proceed to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY School of Professional Studies logo and two photographs. On the left, a sidebar menu lists various application steps: Application for Admission, Application Type, Personal Information (highlighted with an orange bar and a black arrow), Program Information, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is located at the bottom of the sidebar. The main content area is titled 'Personal Information' and features a 'Submit Application' button at the top right. Below the title, there are two buttons: 'SAVE' and 'SAVE & CONTINUE', with the latter circled in red. The form instructions state: 'Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.' The form fields include: Salutation (a dropdown menu with 'Please Select One'), Last (Family) Name (text box with 'Test'), First (Given) Name (text box with 'Test'), Middle Name (text box), Will you be submitting transcripts or admission documents under a former or maiden name? (radio buttons for Yes and No), and Former/Maiden Name (text box).

Navigation Bar: DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, LOG OUT

Header: CUNY School of Professional Studies

Sidebar Menu: Application for Admission, Application Type, **Personal Information**, Program Information, Important Links, Recommendations, Downloadable Forms, Check Your Application, Application Instructions, PRINT FORMS

Submit Application

Personal Information

SAVE **SAVE & CONTINUE**

Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.

Salutation: Please Select One

Last (Family) Name: Test

First (Given) Name: Test

Middle Name:

Will you be submitting transcripts or admission documents under a former or maiden name?
☐ Yes ☐ No

Former/Maiden Name:

Step Five DC: Complete Program Information Section

5.1 Proceed to the 'Program Information' page. Complete all of the items on this page then click 'Save & Continue'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY School of Professional Studies logo and two photographs of students. On the left, a sidebar menu lists various application steps: Application for Admission, Application Type, Personal Information, Program Information (highlighted with an arrow), and Important Links. The main content area is titled 'Program Information' and contains a 'Submit Application' button and 'SAVE' and 'SAVE & CONTINUE' buttons. The 'Program Information' section includes a dropdown menu for 'Program Name', a section for 'Start Term' with a dropdown for 'Desired Start Term', and a section for 'Have you submitted any other applications to the CUNY School of Professional Studies for the term that you are applying for currently?' with 'Yes' and 'No' radio buttons. A final dropdown menu asks 'If yes, what program did you also apply to?'. The 'SAVE & CONTINUE' button is circled in red.

Application for Admission

Application for Admission

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Submit Application

SAVE **SAVE & CONTINUE**

Program Information

Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.

Program Name

Select the program you are applying to.

Program Applying To

Indicate if you are applying for full time or part time enrollment.

Full Time/Part Time ☐ Full Time ☐ Part Time

For program information, please refer to the Application Instructions.

Start Term

Desired Start Term

Have you submitted any other applications to the CUNY School of Professional Studies for the term that you are applying for currently?

☐ Yes ☐ No

If yes, what program did you also apply to?

Previous Study With CUNY School of Professional Studies

Step Six DC: Complete Education History Section

6.1 Proceed to the 'Educational History' page. Complete all of the items on this page then click '**Save & Continue**'.

Note: Applicants to undergraduate level programs must complete the 'High School' section of this page. Those applying to a graduate level program must complete the 'College/University' section(s) for all previously attended institutions.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY School of Professional Studies logo and two images of students. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a list of application steps: Application for Admission, Application Type, Personal Information, Program Information, Educational History (highlighted with an orange bar and a black arrow pointing to it), Personal Statement, Resume or CV, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is located at the bottom of the sidebar. The main panel features a 'Submit Application' button at the top right. Below it is a blue header for the 'Educational History' section, which includes 'SAVE' and 'SAVE & CONTINUE' buttons. The 'SAVE & CONTINUE' button is circled in red. The main panel text instructs applicants to answer all questions completely and to save their work at the end of each form. It includes a section for 'Master's Degree and Advanced Certificate (Graduate) Seeking Applicants' with detailed instructions on transcript submission. Below this, it states that applicants should list all colleges, universities, and professional and graduate schools in chronological order. A link is provided for international applicants: <https://sps.cuny.edu/admissions/international-applicants>. A reminder to save work is followed by the 'College/University 1' section. This section includes a 'Look Up' button and two input fields for 'College/University Code' and 'College/University Name'. A final instruction states: 'Please use this section for the school where you received or will receive your most recent undergraduate degree.'

Step Seven DC: Complete Personal Statement Section

7.1 Proceed to the 'Personal Statement' page to upload your personal statement, if applicable. After you upload your personal statement, then click 'Save & Continue'.

Note: If a personal statement is required for the program you are applying to you must upload a document to the application by clicking on 'upload document' within the Personal Statement section of this page. To find out if your program requires a personal statement please visit the [Admissions section](#) of our website.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The main header features the CUNY logo and a banner image. On the left, a sidebar menu lists various application sections: Application for Admission, Application Type, Personal Information, Program Information, Educational History, **Personal Statement** (highlighted with a red circle and an arrow), Resume or CV, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is located at the bottom of the sidebar. The main content area is titled 'Personal Statement' and contains instructions for writing a 500-700 word statement. It also includes a red circle around the 'Upload Document' button, which is followed by file format options: .doc, .pdf, .txt, .xls, and a 'More' link. At the bottom of the main content area, there are buttons for 'SAVE', 'SAVE & CONTINUE', and 'RESET'. A 'Submit Application' button is located at the top right of the main content area and at the bottom right of the page.

Step Eight DC: Complete Resume or CV Statement Section

8.1 Proceed to the 'Resume or CV' page to upload your resume or CV, if applicable. After you upload your resume or CV, then click 'Save & Continue'.

Notes:

- *If your resume is required for the program you are applying to you must upload your resume as a document by clicking on 'upload document' in the 'Resume or CV' section. To find out if your program requires a resume please visit the [Admissions section](#) of our website.*
- *If you are applying to the Union Semester program you must complete an additional supplemental form. To do so, follow the instructions in the Union Semester section.*

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY School of Professional Studies logo and two photographs of students. The main content area is divided into a left sidebar and a central panel. The sidebar contains a list of application steps: Application for Admission, Application Type, Personal Information, Program Information, Educational History, Personal Statement, Resume or CV (highlighted with a red circle and an arrow), Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. At the bottom of the sidebar is a 'PRINT FORMS' button. The central panel is titled 'Resume or CV' and features an 'Upload Document' button with a list of supported file formats: .doc, .pdf, .txt, .xls, and a 'More' link. Below the upload button, there is a text block providing instructions for uploading Word documents as PDFs and a link to technical support. At the bottom of the central panel, there are three buttons: 'SAVE', 'SAVE & CONTINUE' (highlighted with a red circle), and 'RESET'. A 'Submit Application' button is located at the top right of the central panel and another at the bottom right.

Step Nine DC: Identify Recommendation Providers

Note: If the program you are applying to requires recommendations, you must complete the 'Recommendations' section of the application. To find out if your program requires a recommendations please visit the [Admissions section](#) of our website.

**IF THE PROGRAM YOU ARE APPLYING TO DOES NOT REQUIRE RECOMMENDATIONS
SKIP TO STEP 10**

9.1 Click on 'Recommendations'. **Carefully read the instructions on this page.**

9.2 Click 'Recommendation Provider List' in center of the page.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the school's name and logo, flanked by images of students. The main content area is divided into a left sidebar and a central panel. The sidebar contains a menu with 'Application for Admission' (highlighted with a blue bar) and 'Important Links' (highlighted with a blue bar). Under 'Application for Admission', there are links for Application Type, Personal Information, Program Information, Educational History, Personal Statement, and Resume or CV. Under 'Important Links', there is a link for 'Recommendations' (highlighted with an orange bar and a large black arrow pointing to it from the left), and a 'PRINT FORMS' button. The central panel contains text explaining the recommendation process, a 'RECOMMENDATION PROVIDER LIST' button (highlighted with a blue bar and a large black arrow pointing to it from the left), and a section titled 'INSTRUCTIONS FOR THE RECOMMENDATION PROCESS:' with a bulleted list of steps. Below this is an 'Additional Information' section with another bulleted list.

Application for Admission

Application for Admission

Application Type

Personal Information

Program Information

Educational History

Personal Statement

Resume or CV

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PRINT FORMS

The people submitting recommendation letters on your behalf may send their letters to our admissions office electronically through our application system. For those people who wish to submit their letter of recommendation on paper, please download and print a copy of our recommendation form and follow the directions for paper recommendations.

You must input the names and contact information for each provider, whether they will be submitting electronically or on paper. For those providers that wish to submit their letter electronically, be sure to mark "Yes" for the online submission question on the Provider Input Form.

RECOMMENDATION PROVIDER LIST

A recommendation provider is an individual who will complete and submit a recommendation form on your behalf.

INSTRUCTIONS FOR THE RECOMMENDATION PROCESS:

- Click the "Recommendation Provider List" button above.
- Insert the name and contact information of each recommendation provider.
- **IN THE SPACE FOR A PERSONAL NOTE INDICATE THE APPLICATION DEADLINE.**
- Once the recommendation provider information is saved, an email will be sent to the online recommendation provider with an access code and instructions on how to proceed with the online recommendation.
- **IT IS YOUR RESPONSIBILITY TO TELL EACH OF YOUR RECOMMENDERS WHICH PROGRAM YOU ARE APPLYING TO.**
- When the recommendation provider submits the form to our office it will become a part of your application.
- You can view the status of your online recommendations each time you log into your application account.

Additional Information

- Your Recommendations will automatically be matched to your application upon submission.
- The access code is valid for 180 days from the date you input and save their information.
- To complete the Recommendation online, a Recommendation provider must have a valid email address.
- If you would like to send a reminder, check the box next to his/her name and click on the "resend" button. This will automatically generate a reminder email.

9.3 Click 'Add a Provider' to enter the information for each of your recommendation providers.

[DASHBOARD](#) [MESSAGES](#) [PROFILE](#) [TECHNICAL SUPPORT](#) [LOG OUT](#)

CUNY School of Professional Studies **CUNY**

[Application for Admission](#) [Submit Application](#)

Application for Admission

[Application Type](#)

[Personal Information](#)

[Citizenship and Residency](#)

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[Personal Statement](#)

[Resume or CV](#)

Important Links

[Recommendations](#)

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[Check Your Application](#)

[Application Instructions](#)

[PRINT FORMS](#)

Please list the identities of at least two people who will be submitting letters of recommendation on your behalf. Each person should be familiar with your academic and/or professional background and be able to evaluate your ability to undertake study at the graduate level.

Note: Letters from friends, family members or lateral colleagues will not be accepted.

Three letters of recommendation are required for MS in Nursing Education, MS in Nursing Organizational Leadership, MS in Nursing Informatics, RN to BS-MS in Nursing Education, RN to BS-MS in Nursing Informatics and RN to BS-MS in Nursing Organizational.

- One from a Master's or doctoral prepared Nursing faculty or Nursing Educator
- One from nursing leader who was an immediate supervisor
- One from a community leader (Leader of a professional or volunteer organization with whom you have worked) or clinical instructor

Recommendation Provider

Resend Email: If you wish to have an email message sent to a recommendation provider to remind them to complete the letter of recommendation, mark the recommendation provider(s) by clicking in the box next to their name and then clicking on the "resend" button below.

[+ ADD A PROVIDER](#)

Please note that notification emails will indicate "CUNY School of Professional Studies" as the sender but will come from support@campusmgmt.com. If your recommenders use a spam-blocking tool, please ask them to add this email address to their list of known/safe addresses.

Note: Letters from friends, family members or lateral colleagues will not be accepted.

9.4 Complete the recommendation provider form and click 'Add Provider' on the upper right corner of the page.

CUNY School of Professional Studies

ADD PROVIDER

Application for Admission

Application for Admission

Application Type

Personal Information

Program Information

Educational History

Personal Statement

Resume or CV

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PRINT FORMS

Add A Recommendation Provider

** Indicates a required question*

First Name:*

Last Name:*

Street Address (Line 1):

Street Address (Line 2):

City:

State: -- Select --

Postal Code:

Country: -- Select --

Phone:

(#####) Do not use dashes or spaces

Email Address:

Title:

Organization:

Relationship to you: -- Select --

Do you wish to waive your right to examine this letter of recommendation?*

9.5 Once you have added the required number of recommendation providers, you are ready to review then pay your application fee.

Step Ten DC: Pay Application Fee

You must pay the application fee before you can submit your application.

10.1 To pay the application fee, click on the 'Check Application' page, then click on 'Proceed to Submission'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a banner featuring the CUNY logo and images of students. The main content area is titled 'Check Application Status: Complete'. It includes a congratulatory message and a 'PROCEED TO SUBMISSION' button. On the left, a sidebar menu lists various application sections, with 'Check Your Application' highlighted and pointed to by an arrow. A 'PRINT FORMS' button is also visible at the bottom of the sidebar.

Check Application Status: Complete

Congratulations, Fee! All required questions have been completed. Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

If you would like to begin the Application submission process, please click on the "proceed to submission" button below. Otherwise, you may use the navigation links to access another section of the online Application.

PROCEED TO SUBMISSION

Check Your Application

PRINT FORMS

10.2 You will be taken to the **Application Status: Ready for Submission** page. Read all of the information on this page then click the box at the bottom indicating that you have read and understand all of the information then click 'continue'.

[DASHBOARD](#) [MESSAGES](#) [PROFILE](#) [TECHNICAL SUPPORT](#) [LOG OUT](#)

CUNY School of Professional Studies

Application Status: Ready for Submission

Congratulations, Fee! All required questions have been completed. *Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.*

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

[PREVIEW APPLICATION IN PDF FORMAT](#)

Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the admissions office if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button.

☐ I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

[CONTINUE](#)

[PRINT FORMS](#)

10.3 This will take you to the Application Fee Payment page. Read all of the instructions on this page. Select the payment method then click 'pay & continue'. When you click 'pay & continue' you will be taken to a website where you will complete the payment transaction.



DASHBOARD

MESSAGES

PROFILE

TECHNICAL SUPPORT

LOG OUT



Application for Admission

Application for Admission

Application Type

Personal Information

Program Information

Program Format

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PRINT FORMS

Step 2: Application Fee Payment

***Please Note: Paying the application fee is NOT the final step in your application process. If the payment is successful, you will be returned to your application to continue the submission process.**

You may pay your application fee online here with your credit card or via e-check. Visa, Mastercard and American Express cards are accepted and processed using a secure online payment system. To use your credit card, select the Credit Card payment option and click on the pay & continue button below. You will be directed to a separate, secure website where you will be prompted to enter your credit card information.

You must pay your application fee before continuing to the final part of the application. Application fees are non-refundable and must be received by the stated application deadlines.

Review Application Fee

\$125

Select Payment Method

Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

PAY AND CONTINUE

ApplyYourself Applicant Guide
Page 20

10.4 Once you have completed the required fields, click 'Submit' on the bottom right of the screen.

Fee Test

CUNY SCHOOL OF PROFESSIONAL STUDIES

ORDER SUMMARY

ADDITIONAL INFORMATION

PAYMENT METHOD

REVIEW AND CONFIRM

Step 1 of 3: ADDITIONAL INFORMATION

All fields required unless marked (optional)

Applicant ID

04369120-155320

Applicant First Name

Fee

Applicant Last Name

Test

PREVIOUS

NEXT

webce-bd43

sps_checkout_1010

ITEM

AMOUNT

1

CUNY School of Professional Studies Application Fee
(Application for Admission)

\$125.00

Subtotal

\$125.00

Total

\$125.00

CANCEL MY TRANSACTION

NOTE: WHEN YOU CLICK SUBMIT ON THE PAYMENT SCREEN IT IS NOT THE LAST STEP IN THE PROCESS. PROCEED TO THE NEXT STEP FOR INSTRUCTIONS ON COMPLETING THE APPLICATION SUBMISSION PROCESS.

Step Eleven: Application Completion

A successfully submitted application is not considered complete until all supporting documentation has been received by the CUNY School of Professional Studies. This includes the materials required by the program you are applying to (i.e., transcripts, recommendations, etc...).

Your official transcript(s) should be sent to:

*CUNY School of Professional Studies
Office of Admissions
119 West 31st Street Suite 217
New York, NY 10001*

We will also accept electronic transcripts submitted directly from the institution or by a company contracted by the institution via a secured system. Electronic transcripts will not be accepted as official if they are emailed from the student. Please request for your official transcript to be sent electronically to Admissions@sps.cuny.edu.

Graduate Readmission Students (GRR)

Application Type: Graduate Readmission Application

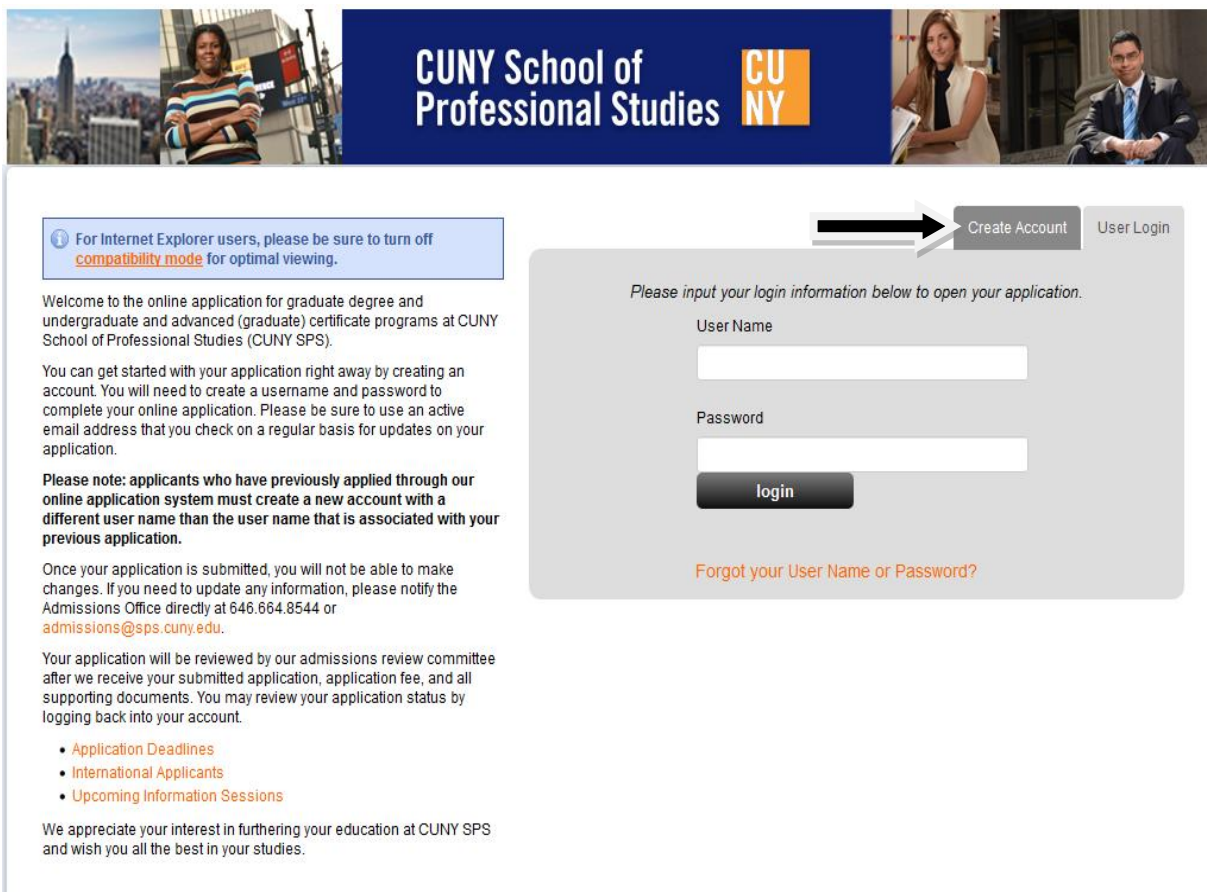
Former graduate (Master's program) students who previously attended the CUNY SPS, did not graduate, and have not been enrolled for two or more consecutive semesters should complete the following steps:

- Step 1 GRR: Create a User Account
- Step 2 GRR: Complete the Account Creation Form
- Step 3 GRR: Select the Appropriate Application Type
- Step 4 GRR: Complete Personal Information Section
- Step 5 GRR: Complete Graduate Readmission Application Section
- Step 6 GRR: Complete Readmission Personal Statement Section
- Step 7 GRR: Pay Application Fee
- Step 8 GRR: Submit/Complete Your Application

Step One GRR: Create a User Account

1.1 Go to <https://sps.cuny.edu/applynow>

1.2 Click the 'Create Account' button on the right side of the page:



CUNY School of Professional Studies

For Internet Explorer users, please be sure to turn off [compatibility mode](#) for optimal viewing.

Welcome to the online application for graduate degree and undergraduate and advanced (graduate) certificate programs at CUNY School of Professional Studies (CUNY SPS).

You can get started with your application right away by creating an account. You will need to create a username and password to complete your online application. Please be sure to use an active email address that you check on a regular basis for updates on your application.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

Once your application is submitted, you will not be able to make changes. If you need to update any information, please notify the Admissions Office directly at 646.664.8544 or admissions@sps.cuny.edu.

Your application will be reviewed by our admissions review committee after we receive your submitted application, application fee, and all supporting documents. You may review your application status by logging back into your account.

- [Application Deadlines](#)
- [International Applicants](#)
- [Upcoming Information Sessions](#)

We appreciate your interest in furthering your education at CUNY SPS and wish you all the best in your studies.

Please input your login information below to open your application.

User Name

Password

[login](#)

[Forgot your User Name or Password?](#)

[Create Account](#) [User Login](#)

1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

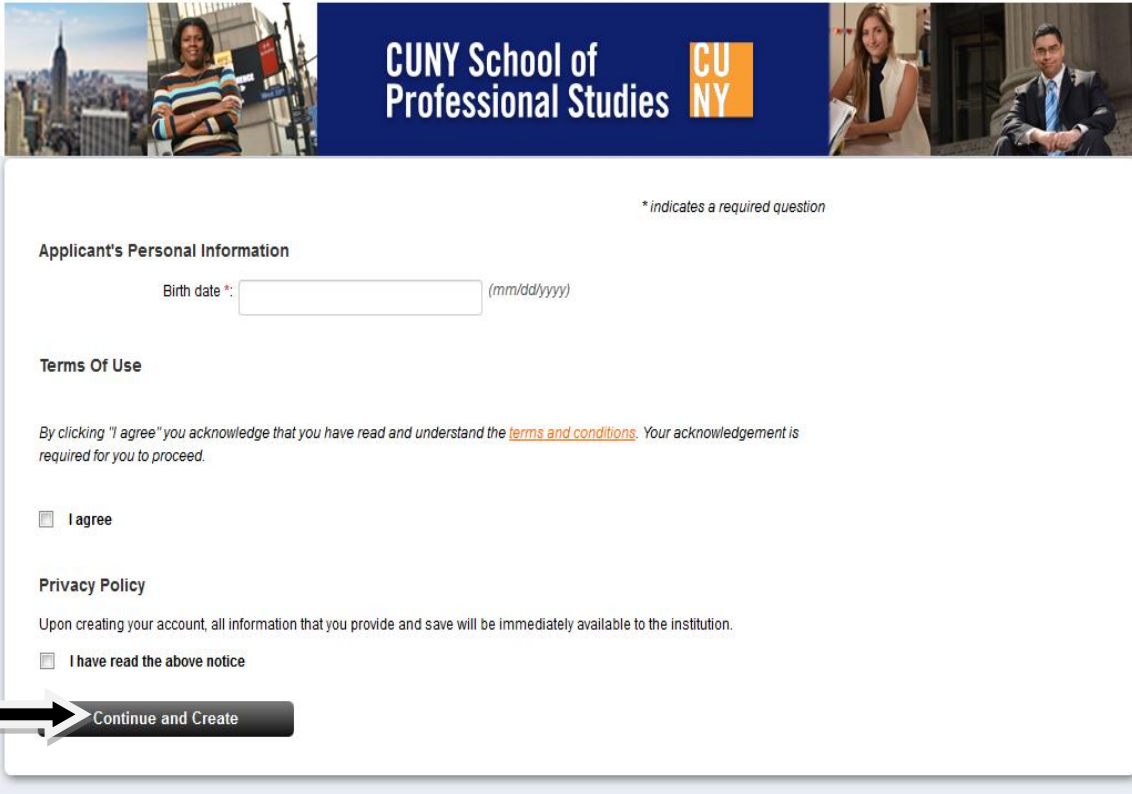
NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two GRR: Complete the Account Creation Form

2.1 Log in to your account using your username and password created in Step One.

2.2 Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the bottom of the page.



The screenshot shows the account creation form for the CUNY School of Professional Studies. At the top, there is a banner with the school's name and logo, flanked by two photos of students. Below the banner, the form is titled "Applicant's Personal Information" and includes a "Birth date" field with a placeholder "(mm/dd/yyyy)". A note indicates that an asterisk (*) denotes a required question. The "Terms Of Use" section contains a paragraph stating that clicking "I agree" acknowledges reading and understanding the terms and conditions. Below this is a checkbox labeled "I agree". The "Privacy Policy" section contains a paragraph stating that all information provided will be immediately available to the institution. Below this is a checkbox labeled "I have read the above notice". At the bottom of the form, there is a large black button with a white arrow pointing right, labeled "Continue and Create".

* indicates a required question

Applicant's Personal Information

Birth date *: (mm/dd/yyyy)

Terms Of Use

By clicking "I agree" you acknowledge that you have read and understand the [terms and conditions](#). Your acknowledgement is required for you to proceed.

☐ I agree

Privacy Policy

Upon creating your account, all information that you provide and save will be immediately available to the institution.

☐ I have read the above notice

Continue and Create

2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.

You should now be on the welcome page. Several items of note about the welcome page:

- ***This is the ‘home’ for the application. At any point you can click on ‘Application for Admission’ on the top of the left navigation pane to be taken back to this page.***
- ***Additional application instructions can be found by clicking on the ‘Application Instructions’ at the bottom of the page.***
- ***The items in the left navigation pane and across the top will remain accessible as you navigate through the application sections.***



CUNY School of Professional Studies



Application for Admission

Application for Admission

Application Type

Personal Information

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Welcome, Test! Your application is in progress.

Thank you for your interest in the CUNY School of Professional Studies. Your application can be completed online and submitted electronically once you have answered all required questions. If you do not complete a required question you will be prompted to do so when you save your work. Prior to submitting, you may access your application and change your answers as many times as you like with your User Name/PIN and Password from any computer with Internet access.

To navigate through the application, we recommend that you use the 'Save and Continue' button at the top or bottom right of every page. This will save your work and help you navigate through the application in a logical way. You may also use the 'Save' button to save your work and then use the navigational links located on the left of your screen to move to specific sections of the application (to complete a required question, for example). Also use the 'Save' button to save your work before you log out of the application to continue at another time.

After you have completed the application forms to your satisfaction, and have made the required payment, you should submit your application by clicking the 'Submit' button at the top of the page. This will take you through the steps to electronically submit your application to our office.

Once submitted, you will not be able to make changes to your application information using the online system. If you need to update any information after you have submitted your application, please notify the Admissions Office directly at admissions@sps.cuny.edu or 646.664.8544.

After submitting your application, you can check the status by logging back into your application. To do so, you should bookmark the link to our [online application](#) and record the user name and password associated with your application.

To begin your application, please follow these steps:

- Review the "Application Instructions" to understand the structure of the application. To do so, click on the Application Instructions link on the left side of the page. By selecting this link you will also be able to access additional Instruction Pages located on the right side of the page. You can also refer to the [Apply Yourself Application User Guide](#), created to guide you through the application process.
- Proceed to the "Personal Information" subsection then begin to create your application.

★ START APPLICATION

APPLICATION INSTRUCTIONS

Submit Application

Step Three GRR: Select the Appropriate Application Type

3.1 Click on 'Application Type' in the left navigation pane. Select the appropriate application type, then click 'Save & Continue'.

- **Select Application Type: Graduate Readmission** if you are a former graduate students* who previously attended the CUNY SPS, did not graduate, and have **not** been enrolled for two or more consecutive semesters.

The screenshot shows the CUNY School of Professional Studies application portal. The top navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The left navigation pane has a blue header with 'Application for Admission' and a list of links: 'Application for Admission', 'Application Type' (highlighted with a red arrow), 'UG Readmission Instructions', 'Personal Information', 'Undergraduate Readmission Application', 'Readmission Personal statement', 'Important Links', 'Recommendations', 'Downloadable Forms', 'Check Your Application', and 'Application Instructions'. A 'PRINT FORMS' button is at the bottom of the left pane. The main content area has a blue header with 'Application Type' and a 'Submit Application' button. Below the header, the 'Application Type' section is titled 'Please select your application type:' and lists three options: 'Degree/Certificate Seeking', 'Graduate Readmission', and 'Undergraduate Readmission'. The 'Graduate Readmission' option is selected in the dropdown menu. The 'SAVE & CONTINUE' button is circled in red. At the bottom of the main content area, there are 'SAVE', 'SAVE & CONTINUE', and 'RESET' buttons, and a 'Submit Application' button.

Step Four GRR: Complete Personal Information Section

4.1 Proceed to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY logo and images of students. On the left, a sidebar menu lists various application steps: Application for Admission, Application Type, Personal Information (highlighted with a red arrow), Program Information, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is located at the bottom of the sidebar. The main content area is titled 'Personal Information' and features a 'Submit Application' button at the top right. Below the title, there are two buttons: 'SAVE' and 'SAVE & CONTINUE', with the latter circled in red. The form fields include: Salutation (a dropdown menu), Last (Family) Name (text input with 'Test'), First (Given) Name (text input with 'Test'), Middle Name (text input), and a question 'Will you be submitting transcripts or admission documents under a former or maiden name?' with radio buttons for 'Yes' and 'No'. A 'Former/Maiden Name' text input field is located below the question.

CUNY School of Professional Studies

Personal Information

Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.

Salutation: Please Select One

Last (Family) Name: Test

First (Given) Name: Test

Middle Name:

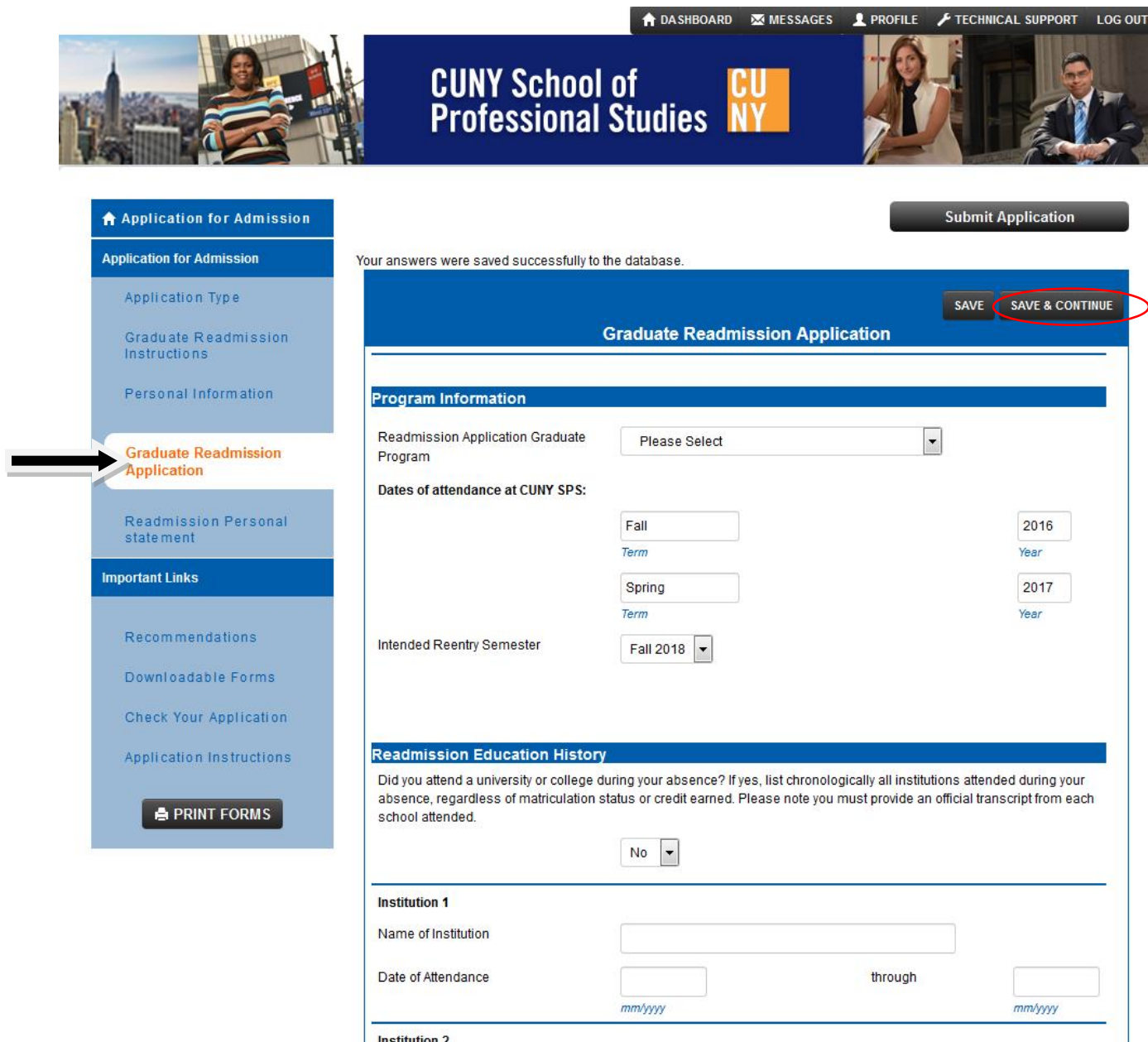
Will you be submitting transcripts or admission documents under a former or maiden name?

☐ Yes ☐ No

Former/Maiden Name:

Step Five GRR: Complete Graduate Readmission Application Section

5.1 Proceed to the 'Graduate Readmission Application' page. Complete all of the items on this page then click '**Save & Continue**'.



Application for Admission

Application for Admission

Application Type

Graduate Readmission Instructions

Personal Information

Graduate Readmission Application

Readmission Personal statement

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

Your answers were saved successfully to the database.

Graduate Readmission Application

Program Information

Readmission Application Graduate Program: Please Select

Dates of attendance at CUNY SPS:

Fall 2016

Spring 2017

Intended Reentry Semester: Fall 2018

Readmission Education History

Did you attend a university or college during your absence? If yes, list chronologically all institutions attended during your absence, regardless of matriculation status or credit earned. Please note you must provide an official transcript from each school attended.

No

Institution 1

Name of Institution

Date of Attendance: mm/yyyy through mm/yyyy

Institution 2

Step Six GRR: Complete Readmission Personal Statement Section

6.1 Proceed to the 'Readmission Personal Statement' page to upload your personal statement. After you upload your personal statement, then click 'Save & Continue'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The header features the CUNY logo and a banner image. On the left, a sidebar menu lists various application steps: Application for Admission, Application Type, Graduate Readmission Instructions, Personal Information, Graduate Readmission Application, Readmission Personal statement (highlighted with a red circle and an arrow), Important Links, Recommendations, Downloadable Forms, Check Your Application, Application Instructions, and a PRINT FORMS button. The main content area is titled 'Readmission Personal statement' and contains instructions to submit a statement of at least 250 words. It includes an 'Upload Document' button with a list of supported file formats (.doc, .pdf, .txt, .xls) and a 'More' link. Below the upload button, there is a message indicating that a file has been uploaded and options to view or delete the file. At the bottom of the main content area, there are buttons for SAVE, SAVE & CONTINUE (highlighted with a red circle), and RESET. A 'Submit Application' button is located at the top right of the main content area and at the bottom right of the page.

Step Seven GRR: Pay Application Fee

You must pay the application fee before you can submit your application.

7.1 To pay the application fee, click on the 'Check Application' page, then click on 'Proceed to Submission'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a banner featuring the CUNY logo and images of students. The main content area is titled 'Check Application Status: Complete'. It includes a congratulatory message and a 'PROCEED TO SUBMISSION' button. On the left, a sidebar menu lists various application sections, with 'Check Your Application' highlighted and pointed to by an arrow. A 'PRINT FORMS' button is also visible at the bottom of the sidebar.

Check Application Status: Complete



Congratulations, Fee! All required questions have been completed. Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

If you would like to begin the Application submission process, please click on the "proceed to submission" button below. Otherwise, you may use the navigation links to access another section of the online Application.

PROCEED TO SUBMISSION

Check Your Application


PRINT FORMS



Application Status: Ready for Submission

Congratulations, Fee! All required questions have been completed. Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

 [PREVIEW APPLICATION IN PDF FORMAT](#)


Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the admissions office if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button.

☐

I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

 [CONTINUE](#)

Application for Admission

Application Type

Personal Information

Program Information

Program Format

Educational History

Personal Statement

Resume or CV

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

7.3 This will take you to the Application Fee Payment page. Read all of the instructions on this page. Select the payment method then click 'pay & continue'. When you click 'pay & continue' you will be taken to a website where you will complete the payment transaction.


DASHBOARD



MESSAGES

PROFILE

TECHNICAL SUPPORT

LOG OUT

CU
NY



Application for Admission

Application for Admission

Application Type

Graduate Readmission Instructions

Personal Information

Graduate Readmission Application

Readmission Personal statement

Important Links

Recommendation

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Step 2: Application Fee Payment

***Please Note: Paying the application fee is NOT the final step in your application process. If the payment is successful, you will be returned to your application to continue the submission process.**

You may pay your application fee online here with your credit card or via e-check. Visa, Mastercard and American Express cards are accepted and processed using a secure online payment system. To use your credit card, select the Credit Card payment option and click on the pay & continue button below. You will be directed to a separate, secure website where you will be prompted to enter your credit card information.

You must pay your application fee before continuing to the final part of the application. Application fees are non-refundable and must be received by the stated application deadlines.

Review Application Fee

\$20

Select Payment Method

Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

PAY AND CONTINUE

ApplyYourself Applicant Guide
Page 33

7.4 Once you have completed the required fields, click ‘Submit’ on the bottom right of the screen.

Test Test

CUNY SCHOOL OF PROFESSIONAL STUDIES

ADDITIONAL INFORMATION

PAYMENT METHOD

REVIEW AND CONFIRM

Step 1 of 3: ADDITIONAL INFORMATION

All fields required unless marked (optional)

Applicant ID

04346459-152020

Applicant First Name

Test

Applicant Last Name

Test

PREVIOUS

NEXT

ORDER SUMMARY

ITEM	AMOUNT
<div><div>1</div><div><div></div><div>CUNY School of Professional Studies Application Fee (Application for Admission)</div></div></div>	\$20.00
Subtotal	\$20.00
Total	\$20.00

CANCEL MY TRANSACTION

NOTE: WHEN YOU CLICK SUBMIT ON THE PAYMENT SCREEN IT IS NOT THE LAST STEP IN THE PROCESS. PROCEED TO THE NEXT STEP FOR INSTRUCTIONS ON COMPLETING THE APPLICATION SUBMISSION PROCESS.

ApplyYourself Applicant Guide

Page 34

Step Eight GRR: Application Completion

A successfully submitted application is not considered complete until all supporting documentation has been received by the CUNY School of Professional Studies. This includes the materials required by the program you are applying to (i.e., transcripts, recommendations, etc...).

Your official transcript(s) should be sent to:

*CUNY School of Professional Studies
Office of Admissions
119 West 31st Street Suite 217
New York, NY 10001*

We will also accept electronic transcripts submitted directly from the institution or by a company contracted by the institution via a secured system. Electronic transcripts will not be accepted as official if they are emailed from the student. Please request for your official transcript to be sent electronically to Admissions@sps.cuny.edu.

Undergraduate Readmission Students (URA)

Application Type: Undergraduate Readmission Application

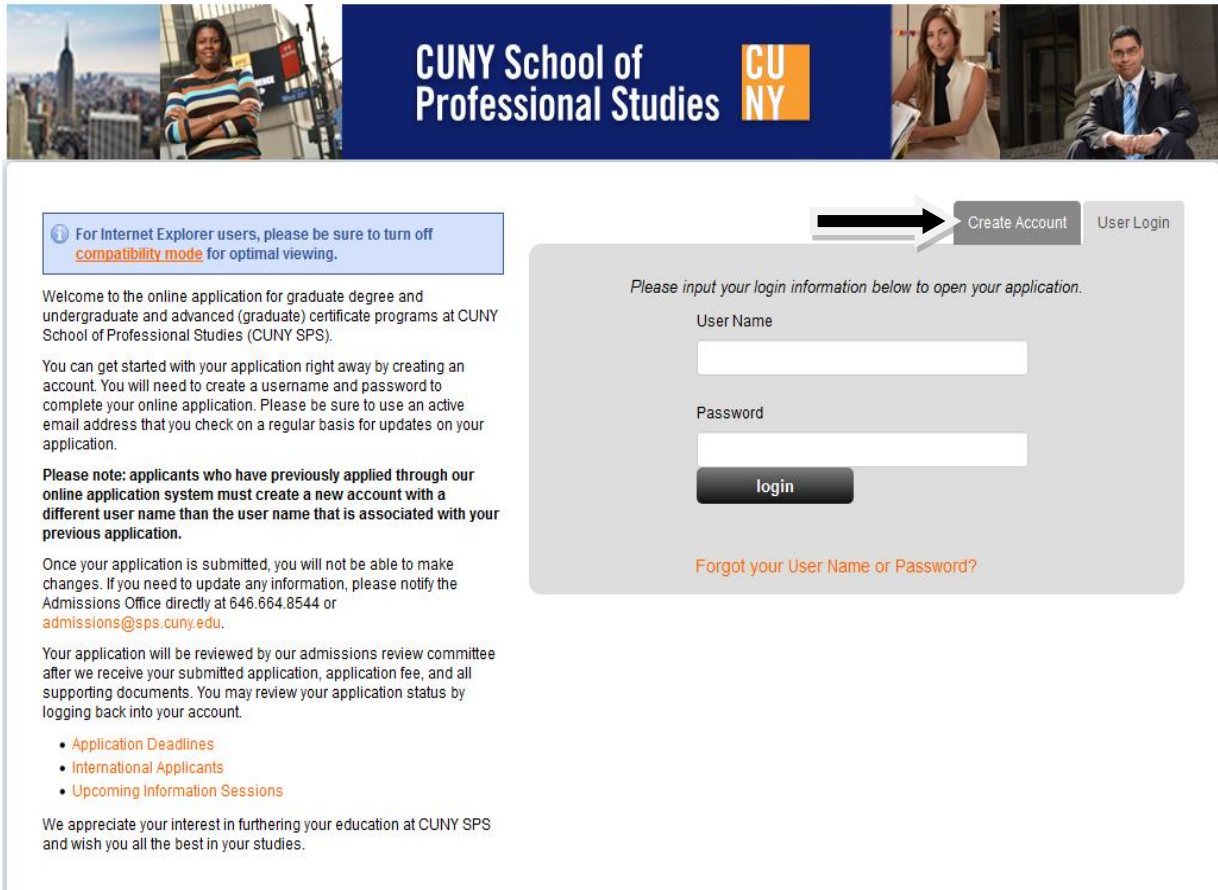
Former undergraduate (Bachelor's program) students* who previously attended the CUNY SPS, did not graduate, and have not been enrolled for two or more consecutive semesters should complete the following steps:

- Step 1 URA: Create a User Account
- Step 2 URA: Complete the Account Creation Form
- Step 3 URA: Select the Appropriate Application Type
- Step 4 URA: Complete Personal Information Section
- Step 5 URA: Complete Undergraduate Readmission Application Section
- Step 6 URA: Complete Readmission Personal Statement Section
- Step 7 URA: Pay Application Fee
- Step 8 URA: Submit/Complete Your Application

Step One URA: Create a User Account

1.1 Go to <https://sps.cuny.edu/applynow>

1.2 Click the 'Create Account' button on the right side of the page:



CUNY School of Professional Studies

For Internet Explorer users, please be sure to turn off compatibility mode for optimal viewing.

Welcome to the online application for graduate degree and undergraduate and advanced (graduate) certificate programs at CUNY School of Professional Studies (CUNY SPS).

You can get started with your application right away by creating an account. You will need to create a username and password to complete your online application. Please be sure to use an active email address that you check on a regular basis for updates on your application.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

Once your application is submitted, you will not be able to make changes. If you need to update any information, please notify the Admissions Office directly at 646.664.8544 or admissions@sps.cuny.edu.

Your application will be reviewed by our admissions review committee after we receive your submitted application, application fee, and all supporting documents. You may review your application status by logging back into your account.

- [Application Deadlines](#)
- [International Applicants](#)
- [Upcoming Information Sessions](#)

We appreciate your interest in furthering your education at CUNY SPS and wish you all the best in your studies.

Please input your login information below to open your application.

User Name

Password

login

[Forgot your User Name or Password?](#)

Create Account User Login

1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

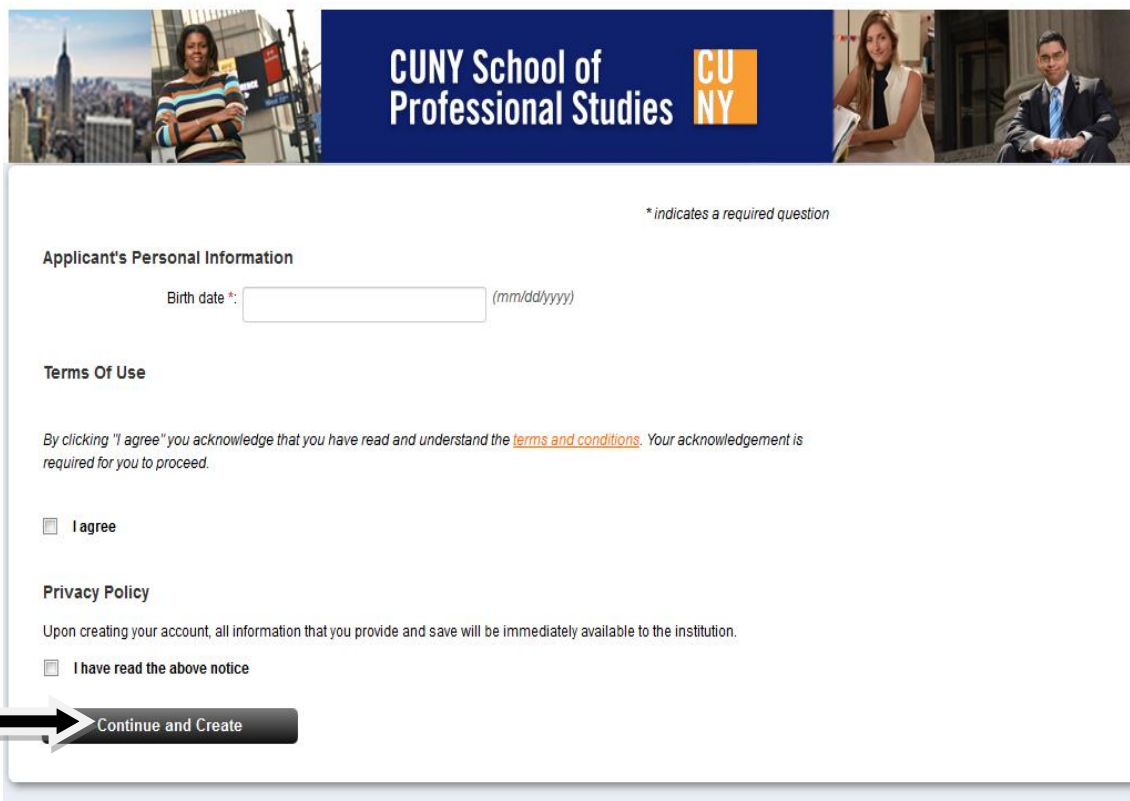
NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two URA: Complete the Account Creation Form

2.1 Log in to your account using your username and password created in Step One.

2.2 Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the bottom of the page.



The screenshot shows the account creation form for the CUNY School of Professional Studies. At the top, there is a banner with the school's name and logo, flanked by two photos of students. Below the banner, the form is titled "Applicant's Personal Information" and includes a "Birth date" field with a placeholder "(mm/dd/yyyy)". A note indicates that an asterisk (*) denotes a required question. The "Terms Of Use" section contains a paragraph stating that clicking "I agree" acknowledges reading and understanding the terms and conditions. Below this is a checkbox labeled "I agree". The "Privacy Policy" section contains a paragraph stating that all information provided will be immediately available to the institution. Below this is a checkbox labeled "I have read the above notice". At the bottom of the form, there is a large black button with a white arrow pointing right, labeled "Continue and Create".

2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.



You should now be on the welcome page. Several items of note about the welcome page:

- ***This is the ‘home’ for the application. At any point you can click on ‘Application for Admission’ on the top of the left navigation pane to be taken back to this page.***
- ***Additional application instructions can be found by clicking on the ‘Application Instructions’ at the bottom of the page.***
- ***The items in the left navigation pane and across the top will remain accessible as you navigate through the application sections.***

Step Three URA: Select the Appropriate Application Type

3.1 Click on 'Application Type' in the left navigation pane. Select the appropriate application type, then click 'Save & Continue'.

- Select Application Type: Undergraduate Readmission

The screenshot displays the CUNY School of Professional Studies application portal. At the top, there is a navigation bar with links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner featuring the CUNY School of Professional Studies logo and images of students. The left navigation pane contains several menu items: 'Application for Admission' (with a home icon), 'Application Type' (highlighted with an arrow), 'UG Readmission Instructions', 'Personal Information', 'Undergraduate Readmission Application', 'Readmission Personal statement', 'Important Links', 'Recommendations', 'Downloadable Forms', 'Check Your Application', and 'Application Instructions'. A 'PRINT FORMS' button is located at the bottom of the left pane. The main content area is titled 'Application Type' and contains the following text: 'Please select your application type:'. Below this, there are four bullet points: 'Degree/Certificate Seeking: Students who have not attended CUNY SPS and wish to apply for admission to a certificate, advanced certificate or a Master's degree program as a new student.', 'Graduate Readmission: Former (Master of Art or Master of Science) students who previously were granted admission and attended CUNY SPS, did not graduate, and have not been enrolled for two or more consecutive semesters, must complete an application for Graduate Readmission.', 'A student can only be readmitted to the same graduate program in which they were formerly accepted. (Former non-matriculated students who are seeking admission to a degree program should submit an application for graduate admissions.)', and 'Undergraduate Readmission: Former undergraduate students who previously attended the CUNY School of Professional Studies (CUNY SPS), did not graduate, and have not been enrolled for two or more consecutive semesters, must complete an application for readmission.' Below these instructions, there is a dropdown menu labeled 'Please select your application type:' with 'Undergraduate Readmission' selected. At the bottom of the main content area, there are three buttons: 'SAVE', 'SAVE & CONTINUE' (circled in red), and 'RESET'. A 'Submit Application' button is located at the bottom right of the page.

Step Four URA: Complete Personal Information Section

4.1 Proceed to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY logo and images of students. On the left, a sidebar menu lists various application steps: Application for Admission, Application Type, Personal Information (highlighted with a red arrow), Program Information, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is located at the bottom of the sidebar. The main content area is titled 'Personal Information' and features a 'Submit Application' button at the top right. Below the title, there are 'SAVE' and 'SAVE & CONTINUE' buttons, with the latter circled in red. The form fields include: Salutation (a dropdown menu with 'Please Select One'), Last (Family) Name (text input with 'Test'), First (Given) Name (text input with 'Test'), Middle Name (text input), and a question 'Will you be submitting transcripts or admission documents under a former or maiden name?' with radio buttons for 'Yes' and 'No'. A 'Former/Maiden Name' text input field is located below the question.

Application for Admission

Application for Admission

Application Type

Personal Information

Program Information

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

SAVE SAVE & CONTINUE

Personal Information

Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.

Salutation

Last (Family) Name:

First (Given) Name:

Middle Name

Will you be submitting transcripts or admission documents under a former or maiden name?

☐ Yes ☐ No

Former/Maiden Name

Step Five URA: Complete Undergraduate Readmission Application Section

5.1 Proceed to the 'Undergraduate Readmission Application' page. Complete all of the items on this page then click 'Save & Continue'.

Top Navigation: DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, LOG OUT

Left Sidebar:

- Application for Admission
- Application for Admission
 - Application Type
 - UG Readmission Instructions
 - Personal Information
 - Undergraduate Readmission Application**
 - Readmission Personal statement
- Important Links
 - Recommendations
 - Downloadable Forms
 - Check Your Application
 - Application Instructions

Submit Application

Undergraduate Readmission Application

Program Information

Readmission Application Undergraduate Program: Online Bachelor's Degree in Business (B.S.)

Intended Reentry Semester: Fall 2018

Readmission Education History

Did you attend a university or college during your absence? If yes, list chronologically all institutions attended during your absence, regardless of matriculation status or credit earned. Please note you must provide an official transcript from each school attended.

No

Institution 1

Name of Institution: [Text Box]

Dates of Attendance: [mm/yyyy] through [mm/yyyy]

Institution 2

Name of Institution: [Text Box]

Date of Attendance: [mm/yyyy] through [mm/yyyy]

PRINT FORMS

Step Six URA: Complete Readmission Personal Statement Section

6.1 Proceed to the 'Readmission Personal Statement' page to upload your personal statement. After you upload your personal statement, then click 'Save & Continue'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY logo and images of students. The main content area is divided into a left sidebar and a central form area. The sidebar contains a menu for 'Application for Admission' with options like Application Type, UG Readmission Instructions, Personal Information, Undergraduate Readmission Application, and Readmission Personal statement (highlighted with an arrow). Below this is an 'Important Links' section with links for Recommendations, Downloadable Forms, Check Your Application, and Application Instructions, along with a PRINT FORMS button. The central form area is titled 'Readmission Personal statement' and features a 'Submit Application' button at the top right. The form itself has a blue header with 'SAVE' and 'SAVE & CONTINUE' buttons. The main text area contains instructions: 'Submit a statement of at least 250 words explaining your leave of absence and your interest in continuing your studies.' Below this is an 'Upload Document' button with a list of supported file formats (.doc, .pdf, .txt, .xls) and a 'More' link. A message states: 'You have uploaded a file. You may view or delete your uploaded file. You may also upload another file to replace the file you have already uploaded.' Below this message are 'VIEW' and 'DELETE' buttons. At the bottom of the form area are 'SAVE', 'SAVE & CONTINUE', and 'RESET' buttons. A 'Submit Application' button is also present at the bottom right of the page.

Application for Admission

Application for Admission

Application Type

UG Readmission Instructions

Personal Information

Undergraduate Readmission Application

Readmission Personal statement

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

SAVE SAVE & CONTINUE

Readmission Personal statement

Submit a statement of at least 250 words explaining your leave of absence and your interest in continuing your studies.

Upload Document e.g. .doc, .pdf, .txt, .xls [More](#)

You have uploaded a file. You may view or delete your uploaded file. You may also upload another file to replace the file you have already uploaded.

VIEW DELETE

SAVE SAVE & CONTINUE RESET

Submit Application

Step Seven URA: Pay Application Fee

You must pay the application fee before you can submit your application.

7.1 To pay the application fee, click on the 'Check Application' page.

7.2 You will be taken to the **Application Status: Ready for Submission** page. Read all of the information on this page then click the box at the bottom indicating that you have read and understand all of the information then click 'continue'.

[DASHBOARD](#) [MESSAGES](#) [PROFILE](#) [TECHNICAL SUPPORT](#) [LOG OUT](#)

CUNY School of Professional Studies

Application Status: Ready for Submission

Congratulations, Fee! All required questions have been completed. *Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.*

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

[PREVIEW APPLICATION IN PDF FORMAT](#)

Step 1: Confirmation


Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the admissions office if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button.


☐ I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

[CONTINUE](#)

[PRINT FORMS](#)



[DASHBOARD](#)
[MESSAGES](#)
[PROFILE](#)
[TECHNICAL SUPPORT](#)
[LOG OUT](#)



[Application for Admission](#)

Application for Admission

[Application Type](#)

[UG Readmission Instructions](#)

[Personal Information](#)

[Undergraduate Readmission Application](#)

[Readmission Personal statement](#)

Important Links

[Recommendations](#)

[Downloadable Forms](#)

[Check Your Application](#)

[Application Instructions](#)

[PRINT FORMS](#)

Step 2: Application Fee Payment

***Please Note: Paying the application fee is NOT the final step in your application process. If the payment is successful, you will be returned to your application to continue the submission process.**

You may pay your application fee online here with your credit card or via e-check. Visa, Mastercard and American Express cards are accepted and processed using a secure online payment system. To use your credit card, select the Credit Card payment option and click on the pay & continue button below. You will be directed to a separate, secure website where you will be prompted to enter your credit card information.

You must pay your application fee before continuing to the final part of the application. Application fees are non-refundable and must be received by the stated application deadlines.

Review Application Fee

\$20

Select Payment Method

☒ Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

PAY AND CONTINUE

7.4 Once you have completed the required fields, click ‘Submit’ on the bottom right of the screen.

Test Test

CUNY SCHOOL OF PROFESSIONAL STUDIES

ADDITIONAL INFORMATION

PAYMENT METHOD

REVIEW AND CONFIRM

Step 1 of 3: ADDITIONAL INFORMATION

All fields required unless marked (optional)

Applicant ID

04346459-152020

Applicant First Name

Test

Applicant Last Name

Test

PREVIOUS

NEXT

ORDER SUMMARY

ITEM	AMOUNT
<div><div>1</div><div><div>CUNY School of Professional Studies Application Fee</div><div>(Application for Admission)</div></div></div>	\$20.00
Subtotal	\$20.00
Total	\$20.00

CANCEL MY TRANSACTION

NOTE: WHEN YOU CLICK SUBMIT ON THE PAYMENT SCREEN IT IS NOT THE LAST STEP IN THE PROCESS. PROCEED TO THE NEXT STEP FOR INSTRUCTIONS ON COMPLETING THE APPLICATION SUBMISSION PROCESS.

Step Eight URA: Application Completion

A successfully submitted application is not considered complete until all supporting documentation has been received by the CUNY School of Professional Studies. This includes the materials required by the program you are applying to (i.e., transcripts, recommendations, etc...).

Your official transcript(s) should be sent to:

*CUNY School of Professional Studies
Office of Admissions
119 West 31st Street Suite 217
New York, NY 10001*

We will also accept electronic transcripts submitted directly from the institution or by a company contracted by the institution via a secured system. Electronic transcripts will not be accepted as official if they are emailed from the student. Please request for your official transcript to be sent electronically to Admissions@sps.cuny.edu.

Currently Enrolled CUNY Students – Infor ERP Business Software

Application Type: Infor ERP Business Software

At the time of application, students are required to write a personal statement and upload a resume. Students who meet the basic eligibility criteria may be asked to take part in an individual interview before final acceptance is determined.

Currently enrolled CUNY students interested in applying to the Infor ERP Business Software program should complete the following steps:

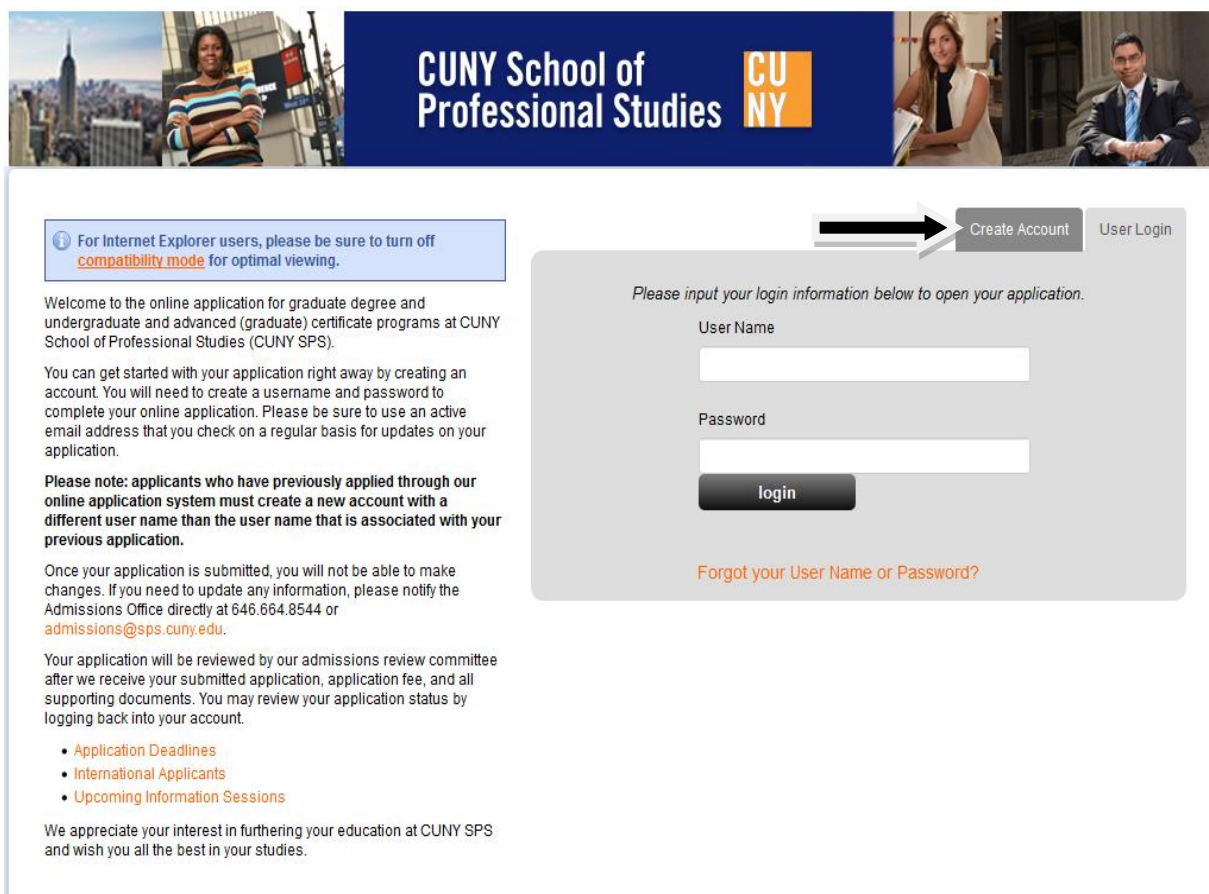
- Step 1 INFOR: Create a User Account
- Step 2 INFOR: Complete the Account Creation Form
- Step 3 INFOR: Select the Appropriate Application Type
- Step 4 INFOR: Complete Personal Information Section
- Step 5 INFOR: Complete Program Information Section
- Step 6 INFOR: Complete Educational History Section
- Step 7 INFOR: Upload Your Personal Statement
- Step 8 INFOR: Upload Your Resume or CV
- Step 9 INFOR: Submit Your Application

Note: Some programs require additional sections to be completed in which you will be directed to.

Step One INFOR: Create a User Account

1.1 Go to <https://sps.cuny.edu/applynow>

1.2 Click the 'Create Account' button on the right side of the page:



CUNY School of Professional Studies

CU NY

Create Account **User Login**

For Internet Explorer users, please be sure to turn off compatibility mode for optimal viewing.

Welcome to the online application for graduate degree and undergraduate and advanced (graduate) certificate programs at CUNY School of Professional Studies (CUNY SPS).

You can get started with your application right away by creating an account. You will need to create a username and password to complete your online application. Please be sure to use an active email address that you check on a regular basis for updates on your application.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

Once your application is submitted, you will not be able to make changes. If you need to update any information, please notify the Admissions Office directly at 646.664.8544 or admissions@sps.cuny.edu.

Your application will be reviewed by our admissions review committee after we receive your submitted application, application fee, and all supporting documents. You may review your application status by logging back into your account.

- [Application Deadlines](#)
- [International Applicants](#)
- [Upcoming Information Sessions](#)

We appreciate your interest in furthering your education at CUNY SPS and wish you all the best in your studies.

Please input your login information below to open your application.

User Name

Password

login

[Forgot your User Name or Password?](#)

1.3 Complete the form, then click 'Submit Information' on the bottom left of the page.

Please note: applicants who have previously applied through our online application system must create a new account with a different user name than the user name that is associated with your previous application.

1.4 After you click the submit button, you will be taken to a confirmation page. To proceed to your application, click 'Log in to the application'. This will take you back to the initial log in page.

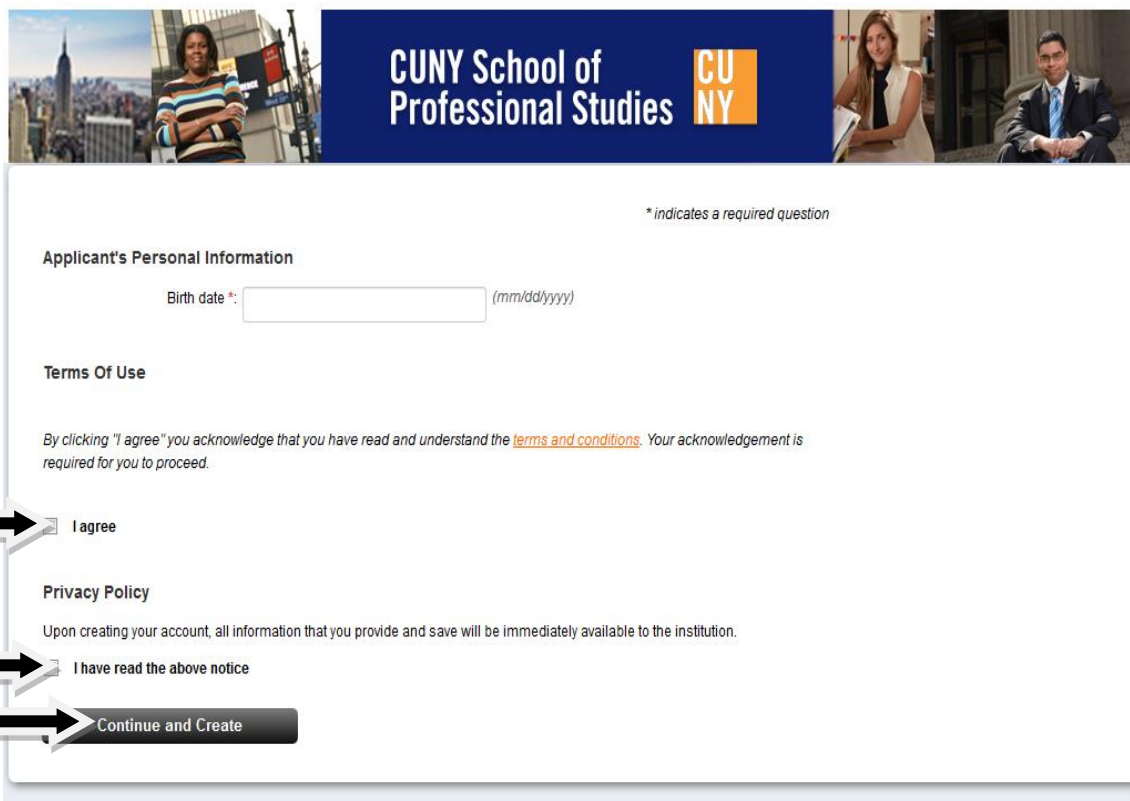
NOTE: While your username and password will be emailed to you, you should also write down your username and password. You will need this each time you log into your account.

You are now ready to begin your application!

Step Two INFOR: Complete the Account Creation Form

2.1 Log in to your account using your username and password created in Step One.

2.2 Complete the form and agree to the Terms of Use/Privacy Policy, then click "Continue and Create" on the bottom of the page.



* indicates a required question

Applicant's Personal Information

Birth date *: (mm/dd/yyyy)

Terms Of Use

By clicking "I agree" you acknowledge that you have read and understand the [terms and conditions](#). Your acknowledgement is required for you to proceed.

☐ I agree

Privacy Policy

Upon creating your account, all information that you provide and save will be immediately available to the institution.

☐ I have read the above notice

2.3 After you click the “Continue and Create” button, you will be taken to the application. To proceed, click on “Start Application” to begin the application.



You should now be on the welcome page. Several items of note about the welcome page:

- ***This is the ‘home’ for the application. At any point you can click on ‘Application for Admission’ on the top of the left navigation pane to be taken back to this page.***
- ***Additional application instructions can be found by clicking on the ‘Application Instructions’ at the bottom of the page.***
- ***The items in the left navigation pane and across the top will remain accessible as you navigate through the application sections.***



CUNY School of Professional Studies



Application for Admission

Application for Admission

Application Type

Personal Information

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Welcome, Test! Your application is in progress.

Thank you for your interest in the CUNY School of Professional Studies. Your application can be completed online and submitted electronically once you have answered all required questions. If you do not complete a required question you will be prompted to do so when you save your work. Prior to submitting, you may access your application and change your answers as many times as you like with your User Name/PIN and Password from any computer with Internet access.

To navigate through the application, we recommend that you use the 'Save and Continue' button at the top or bottom right of every page. This will save your work and help you navigate through the application in a logical way. You may also use the 'Save' button to save your work and then use the navigational links located on the left of your screen to move to specific sections of the application (to complete a required question, for example). Also use the 'Save' button to save your work before you log out of the application to continue at another time.

After you have completed the application forms to your satisfaction, and have made the required payment, you should submit your application by clicking the 'Submit' button at the top of the page. This will take you through the steps to electronically submit your application to our office.

Once submitted, you will not be able to make changes to your application information using the online system. If you need to update any information after you have submitted your application, please notify the Admissions Office directly at admissions@sps.cuny.edu or 646.664.8544.

After submitting your application, you can check the status by logging back into your application. To do so, you should bookmark the link to our [online application](#) and record the user name and password associated with your application.

To begin your application, please follow these steps:

- Review the "Application Instructions" to understand the structure of the application. To do so, click on the Application Instructions link on the left side of the page. By selecting this link you will also be able to access additional Instruction Pages located on the right side of the page. You can also refer to the [Apply Yourself Application User Guide](#), created to guide you through the application process.
- Proceed to the "Personal Information" subsection then begin to create your application.

★ START APPLICATION

APPLICATION INSTRUCTIONS

Submit Application

Step Three INFOR: Select the Appropriate Application Type

3.1 Click on 'Application Type' in the left navigation pane. Select the appropriate application type, then click 'Save & Continue'.

- Select Application Type: Infor ERP Business Software (CUNY Student Only)

The screenshot displays the CUNY School of Professional Studies application portal. At the top, there is a navigation bar with links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header section featuring a cityscape image, the CUNY School of Professional Studies logo, and a photo of two students. The left navigation pane includes links for Application for Admission, Application Type (highlighted with a red arrow), Personal Information, Program Information, Personal Statement, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A PRINT FORMS button is also present. The main content area is titled 'Application Type' and contains a list of application types: New students seeking admissions to a certificate and/or graduate degree program, Graduate Readmission, Undergraduate Readmission, and Infor ERP Business Software. A dropdown menu is set to 'Infor ERP Business Software (CUNY Students Only)'. At the bottom, there are buttons for SAVE, SAVE & CONTINUE (circled in red), and RESET. A Submit Application button is located at the bottom right.

Step Four INFOR: Complete Personal Information Section

4.1 Proceed to the 'Personal Information' page. Complete all of the items on this page then click 'Save & Continue'.

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CUNY School of Professional Studies

Application for Admission

Application for Admission

Application Type

Personal Information

Program Information

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

SAVE SAVE & CONTINUE

Personal Information

Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.

Salutation

Last (Family) Name:

First (Given) Name:

Middle Name

Will you be submitting transcripts or admission documents under a former or maiden name?

☐ Yes ☐ No

Former/Maiden Name

Step Five INFOR: Complete Program Information Section

5.1 Proceed to the 'Program Information' page. Complete all of the items on this page then click '**Save & Continue**'.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY School of Professional Studies logo and two photographs of students. On the left side, a sidebar menu lists various application steps: Application for Admission, Application Type, Personal Information, Program Information (highlighted with an orange bar and a large black arrow pointing to it), and Important Links. The main content area is titled 'Program Information' and contains a 'Submit Application' button and 'SAVE' and 'SAVE & CONTINUE' buttons. The 'SAVE & CONTINUE' button is circled in red. The form fields include: 'Program Name' with a dropdown menu labeled 'Please Select One'; a section for 'Program Applying To' with radio buttons for 'Full Time' and 'Part Time'; a 'Start Term' section with a dropdown menu labeled 'Please Select One'; and a question 'Have you submitted any other applications to the CUNY School of Professional Studies for the term that you are applying for currently?' with 'Yes' and 'No' radio buttons. A final dropdown menu labeled 'Please Select One' is at the bottom of the form.

Step Six INFOR: Complete Education History Section

6.1 Proceed to the 'Educational History' page. Complete all of the items on this page then click '**Save & Continue**'.

Note: Applicants to undergraduate level programs must complete the 'High School' section of this page. Those applying to a graduate level program must complete the 'College/University' section(s) for all previously attended institutions.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY School of Professional Studies logo and two images of students. The left sidebar contains a menu with the following items: Application for Admission (with a home icon), Application for Admission, Application Type, Personal Information, Program Information, **Educational History** (highlighted with an orange bar and a black arrow pointing to it), Personal Statement, Resume or CV, Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. A 'PRINT FORMS' button is located at the bottom of the sidebar. The main content area is titled 'Educational History' and features a 'Submit Application' button at the top right. Below the title, there are 'SAVE' and 'SAVE & CONTINUE' buttons, with the latter circled in red. The text below the buttons reads: 'Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.' The section is divided into two parts: 'Master's Degree and Advanced Certificate (Graduate) Seeking Applicants' and 'College/University 1'. The 'College/University 1' section includes a 'Look up' button and input fields for 'College/University Code' and 'College/University Name'. A 'PRINT FORMS' button is also visible at the bottom of the sidebar.

Application for Admission

Application for Admission

Application Type

Personal Information

Program Information

Educational History

Personal Statement

Resume or CV

Important Links

Recommendations

Downloadable Forms

Check Your Application

Application Instructions

PRINT FORMS

Submit Application

SAVE SAVE & CONTINUE

Educational History

Answer all questions completely, unless otherwise noted. Please be sure to save your work at the end of each form.

Master's Degree and Advanced Certificate (Graduate) Seeking Applicants

Applicants to Master's degree and advanced certificate programs must have an official transcript from each previously attended institution (college, university, professional and graduate school) sent to the School of Professional Studies. To request official transcripts applicants may download a Transcript Request form available [here](#). This form should be completed then mailed to each previously attended institution. Transcripts may also be sent electronically directly from the institution to Admissions@sps.cuny.edu. Please note: Transcripts must be received before your application will be reviewed.

With the most recent first, please list in chronological order all colleges, universities, and professional and graduate schools from which you have taken courses since high school, regardless of length of attendance or if a degree was earned. Include schools within the CUNY system and please attach a separate sheet of paper should additional space be needed. Please note that the omission of transcripts from previously attended institutions, as well as altered documents, violates the University's policy on the [Prohibition on Submission of Fraudulent Admission Documents](#).

If you are submitting foreign transcripts, please be sure to review <https://sps.cuny.edu/admissions/international-applicants>.

Please be sure to save your work at the end of each form.

College/University 1

Please use the 'Look Up' button below to search for the institution you have attended. Selecting your institution through this feature will automatically populate some of the fields below and ensure that the identifying information for this institution is formatted properly in our records. Most international schools are not available in this feature. If your school is not listed, you can enter the school's information manually, bypassing the school code.

Please use this section for the school where you received or will receive your most recent undergraduate degree.

Look up

College/University Code

College/University Name

Step Seven INFOR: Complete Personal Statement Section

7.1 Proceed to the 'Personal Statement' page to upload your personal statement, if applicable. After you upload your personal statement, then click 'Save & Continue'.

Note: If a personal statement is required for the program you are applying to you must upload a document to the application by clicking on 'upload document' within the Personal Statement section of this page. To find out if your program requires a personal statement please visit the [Admissions section](#) of our website.

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY logo and images of students. The main content area is divided into a left sidebar and a central form area. The sidebar contains a menu with the following items: Application for Admission (with a home icon), Application Type, Personal Information, Program Information, Educational History, **Personal Statement** (highlighted with an orange bar and a black arrow pointing to it), Resume or CV, Important Links, Recommendations, Downloadable Forms, Check Your Application, Application Instructions, and a PRINT FORMS button. The central form area is titled 'Personal Statement' and contains instructions: 'Write then upload a Personal Statement (500-700 words) that addresses your personal motivation for applying to the program, what you want to accomplish, and why this matters. Statements should demonstrate clarity of expression, capacity for complex thought, writing skills commensurate with this level of study, and a developed rationale for wanting to pursue this field of study.' Below the instructions, there is a red circle around the 'Upload Document' button, which is followed by a list of supported file formats: .doc, .pdf, .txt, .xls, and a 'More' link. At the bottom of the form area, there are three buttons: 'SAVE', 'SAVE & CONTINUE' (circled in red), and 'RESET'. A 'Submit Application' button is located at the top right of the form area and another at the bottom right.

Step Eight INFOR: Complete Resume or CV Section

8.2 Proceed to the 'Resume or CV' page to upload your resume or CV, if applicable. After you upload your resume or CV, then click 'Save & Continue'.

Notes:

- *If your resume is required for the program you are applying to you must upload your resume as a document by clicking on 'upload document' in the 'Resume or CV' section. To find out if your program requires a resume please visit the [Admissions section](#) of our website.*
- *If you are applying to the Union Semester program you must complete an additional supplemental form. To do so, follow the instructions in the Union Semester section.*

The screenshot displays the CUNY School of Professional Studies application portal. At the top, a navigation bar includes links for DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. Below this is a header banner with the CUNY School of Professional Studies logo and two photographs of students. The main content area is divided into a left sidebar and a central panel. The sidebar contains a list of application steps: Application for Admission, Application Type, Personal Information, Program Information, Educational History, Personal Statement, Resume or CV (highlighted with a red circle and an arrow), Important Links, Recommendations, Downloadable Forms, Check Your Application, and Application Instructions. At the bottom of the sidebar is a 'PRINT FORMS' button. The central panel is titled 'Resume or CV' and features an 'Upload Document' button with a list of supported file formats: .doc, .pdf, .txt, .xls, and a 'More' link. Below the upload button, there is a text block providing instructions for uploading Word documents as PDFs and a link to technical support. At the bottom of the central panel, there are three buttons: 'SAVE', 'SAVE & CONTINUE' (highlighted with a red circle), and 'RESET'. A 'Submit Application' button is located at the top right of the central panel and another at the bottom right.

Step Nine INFOR: Identify Recommendation Providers

9.1 The application fee is waived for this program. Therefore, you will be taken the Application Status: Ready for Submission page ready for submission.

9.2 Read all of the information on this page then click the box at the bottom indicating that you have read and understand all of the information then click 'continue' to submit your application.

CUNY School of Professional Studies

Application Status: Ready for Submission

Congratulations, Fee! All required questions have been completed. Please note that this refers only to the minimum number of questions required by the system before submission is allowed. There may be many other questions on the form that should also be answered; thus, please be sure you have fully responded to both required and relevant non-required items before you submit your Application.

Please review the print version of your Application before you submit by clicking on the link below. If you experience difficulty viewing the document, please contact technical support. (Adobe Acrobat Reader is required to view this file. [Download Reader](#))

PREVIEW APPLICATION IN PDF FORMAT

Step 1: Confirmation

Be sure that you have carefully reviewed your responses and that you have answered all of the questions accurately. Your responses will become the official property of our institution and your admission will be based on the answers you have provided. You cannot change your answers through this form once they are submitted. Please contact the admissions office if you need to update your application record.

To pay your application fee and begin the submission process, check the box below and click the Continue button.

☐ I have read and understand the above information and wish to submit this Application at this time. Please note: The Application is not submitted until you see the words "Submission Complete!"

CONTINUE

PRINT FORMS