CUNY Veterans Undergraduate Application Guide

	Quick reference guide on how veterans apply to CUNY
STEP 1:	**Apply Online –** Prospective students should submit a freshman or transfer application online at www.cuny.edu/apply.
STEP 2:	**Obtain Fee Waiver –** Applicants must be sure to answer all the Military Status questions of the application. Then upload a clear scanned image of the Veteran/Military Service proof in the "Supporting Materials" section of the application. Questions? They should at least provide name, CUNYfirst ID number, and date of birth and email vetwaiver@cuny.edu. Proof of military service may be copies of one of the following items: • DD214 (Certificate of Release of Discharge from Active Duty) • Pre-separation orders • Other military-issued paperwork
STEP 3:	**Send Supporting Documents –** Official transcripts and other supporting documents should be sent directly to the University Application Processing Center (UAPC). **Regular Mail** General Freshman Admission General Transfer Admission Macaulay Honors College CUNY/UAPC CUNY/UAPC CUNY/UAPC P.O. Box 350136 P.O. Box 359023 P.O. Box 359021 Brooklyn, NY 11235-0001 Brooklyn, NY 11235-9023 Brooklyn, NY 11235-0001 **Overnight/Express Shipping (DHL, Fedex, etc.)** CUNY/UAPC 2001 Oriental Blvd., Building T-1, Room 122 Brooklyn, NY 11235

STEP 4:	**Request the JST –** Veterans should also send their Joint Services Transcript (JST), which is the transcript of their military courses, to UAPC using the following websites:
	
	• **Army, Navy, Marines and Coast Guard:** https://jst.doded.mil/official.html
	  1. Create an account and sign-in.
	  2. Click "Transcript," then "Official Transcript Request."
	  3. Choose to submit the JST to City University of New York (Processing Center) and to any individual CUNY college(s) of your choice.
	• **Air Force:** www.au.af.mil/au/ccaf/transcripts.asp
	
	Note: This transcript will not affect the admissions decision. The amount of military credits that can transfer to CUNY varies by college. After the veteran is accepted to a college, the campus' Admissions Office will determine the number of transfer credits each student can receive, including credits for military courses.

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