

Freshman Enrollment Checklist



- Apply online at www.cuny.edu/apply** before posted deadlines: February 1 for fall; September 15 for spring.
If deadline has passed:
Bring the following to the **One-Stop Center** (room V-100). Call 718-368-4600 for hours.
 - Credit/debit card or check/money order made payable to CUNY/UAPC for \$65 application fee. (Cash **not** accepted.)
 - Official High School Transcript
 - Standardized Test Scores
 - High School Equivalency Exam Scores & Diploma (*if applicable*)
 - Military Transcripts (*if applicable*)

ADDITIONAL ITEMS FOR APPLICANTS EDUCATED OUTSIDE THE U.S.

 - Secondary School Transcript/ Statement of Marks
 - Official English Translations of Foreign Documents
 - TOEFL, IELTS or PTE Scores
 - Green card (if not a U.S. citizen)
- Complete the Free Application for Federal Student Aid (FAFSA)** online at www.fafsa.gov, even if you don't think you'll qualify for financial aid. NEED HELP? Bring your paperwork to the **KCC Financial Aid Lab** (room V-201).
- Submit proof of immunization for measles, mumps and rubella** to the **Health Services Office** (room A-108).
- Prepare for CUNY Assessment Test(s)** by taking practice exams online: www2.cuny.edu/academics/testing.
- Return Enrollment Commitment Form and deposit.** The link to the form will be in the acceptance letter sent to the email you listed on your application.
- Take CUNY Assessment Test(s).**
- Go to Freshman Services** (room F-123) after the test to schedule an appointment for a future date to register for your classes.
- Check your CUNYfirst account for billing.** If required, pay your bill at the **Bursar's Office** (room A-205).
- Get your official KCC college I.D.** Go to **Public Safety** on the 2nd floor of the Library (room L-202).
- OPTIONAL: To **purchase a parking permit**, bring your college I.D. and a check or money order to the **Bursar** (room A-205). NOTE: Your Bursar account must be cleared.
- Attend orientation.**