

## FOUR YEAR COLLEGE TRANSFER OFFICE

*Library Building, Room 434*

**Phone: 718-631-6670/Fax: 718-631-6669 - Hours: By Appointment**

**Mr. George A. Muchita, Four Year College Transfer Coordinator-email: gmuchita@qcc.cuny.edu**

### **TRANSFER INFORMATION - Overview**

- Students must have 30 credits to transfer to a 4 year CUNY/and 45 credits to transfer to a SUNY college, unless your SAT or High School record demonstrates high academic achievement. To know if your scores are high enough, check with the admissions requirements within the school you are applying to. If applying to a private institution, please check with their transfer requirements.
- Students must pass all remedial classes before transferring to a 4 year CUNY/SUNY College.
- *Students must also meet the Mathematics and/or English requirement of obtaining a grade of "C" or better in a college level English or Mathematics course. Transfer Applications will not be processed if this requirement is not met by the time the application is filed.*
- Students are required to submit a high school transcript, please see your high school to do so. QCC does not release this information.

### **Applying to CUNY vs. SUNY Colleges**

**IMPORTANT WEBSITE [www.Tipps.cuny.edu](http://www.Tipps.cuny.edu) (Select "Course Equivalency")**

<b>CUNY</b>	<b>SUNY</b>
Each application allows students to apply to 4 Colleges	Each applicant allows students to apply to 7 Colleges
There is one Application Fee that will cover 4 CUNY College choices.  <b>No Application Fee:</b> If you are a current CUNY student (currently attending at the same time you are filling out the application), there is no application fee. <i>You <u>must</u> send your current schedule to UAPC to waive the application fee. You must be enrolled in a CUNY college prior to the semester you are applying for admission, to receive this waiver. Proof of enrollment must be submitted with the application.</i>	You will have to pay an Application Fee of \$50 for each SUNY school you apply to on the application  <b>Application Fee:</b> The application fee can be waived if your family meets certain economic guidelines listed on the waiver application; must be signed by 1 parent and by the Transfer Coordinator. The fee can be waived for a maximum of 4 schools, after that, it's the applicant's responsibility to submit the fees.
Submit Application online at <b><a href="http://www.cuny.edu">www.cuny.edu</a></b>	Submit Application online at <b><a href="http://www.suny.edu">www.suny.edu</a></b>
Students will only be selected by 1 CUNY College, so <b>RANK</b> the order of the Colleges you wish to attend. Once one CUNY College accepts you, the other Colleges you listed will not review your application. At the time of acceptance, a deposit fee of \$100 will be required of most students. Contact the Admission Office for clarification.	All the Colleges listed will review your Application. You can be accepted by all the Colleges you indicated, and then <b>you</b> decide which College to attend.  The Admission Office will advise you as to the amount of a deposit you will have to submit.
The Registrar will submit your current transcript to UAPC, the <b>University Application Processing Center</b> , upon request.  Once you receive your final transcripts/grades prior to transferring, and your application has already been sent, go the Registrar, complete a Transcript Request Form and have them send an updated Official Transcript to the CUNY Processing Center. There is NO FEE for this. <b>CUNY/UAPC P.O. Box 359023 Brooklyn, New York 11235-9023</b>	Students must go to the Registrar and complete a Transcript Request Form for <b>each college</b> they are applying to on the Application. The Official Transcript will be sent to each College, so please indicate full addresses on the Form. Each official transcript copy is \$7.00 each.  Once a student receives their final transcript/grades prior to transferring, and the Application has been sent, go to the Registrar, complete another Transcript Request Form, and have them send an updated Official Transcript to each SUNY College you applied to. Again, it will cost \$7.00 per Official Transcript.
Students <b>MUST</b> submit a high school transcript. Please request this through your high school, and have them forward it to the CUNY Processing Center (UAPC). <i>Students who were in high school outside of the United States should photocopy their transcript and diploma and send them to UAPC.</i>	If transferring before completing their Associates Degree, students will have to contact their high school and have them forward their high school transcript to each SUNY College they apply to in the Application.
Once you have been accepted, the College will request a final Official Transcript.	Once you have been accepted, the College will request a final Official Transcript.