Before You Start

- Make sure you have:
  - Your OSIS number
  - Your SSN: Note that SSN is not required to participate in College Now, but if you have one, you must enter it on the application
Register and Create Application Account

- STEP I. Click ‘Register Now’ and create an application account
  - Write down and secure the username and password you used to create your application
Complete Your Application

- To complete your application ‘Sign On’ using the username and password you created
Complete Your Application Cont’d

- Date of Birth & Gender
  - Date of Birth: 01/02/2000
  - Gender: Female

- Address
  - Country: United States
  - Address:
    - 524 West 50th Street
    - New York, NY 10019
    - New York.

- Phone & Email
  - Phone Number: [Input]
  - Email Address: [Input]

- Residency
  - I have been a New York State resident for the last 12 months
  - I have been a New York City resident for the last 12 months
  - I have/ will graduate from a New York State high school within the last 5 years
  - I have/ will graduate from a New York City high school within the last 5 years
  - I am none of the above
Complete Your Application Cont’d

- Citizenship and Social Security

**Citizenship**
You do not need to be a US citizen to participate in the College Now program.

*Country of Citizenship*

**Social Security**
If you have a SSN, enter it here so you can transfer your College Now course credits if you come to CUNY in the future. If you do not have a SSN, the system will generate a number for you.

Social Security #

- I do not have Social Security #
Complete Your Application Cont’d

- Select the semester

  ![Semester Selection](image)

- Grade and Course Selection

  ![Grade and Course Selection](image)
Complete Your Application Cont’d

- High School
  - Search for your high school by city or school name then select ‘Search’
  - Click select once the name of the school is located
Complete Your Application Cont’d

- High School Information
  - Enter your start date MM/DD/YYYY – when you started high school
  - To Date select ‘Current’
  - Enter your OSIS number

OSIS NUMBER: This is a nine digit number that is issued to all students who attend a NYC public school. The number can be found on your ID card or transcript. If you supply your OSIS number, CUNY will obtain your transcript electronically. Your high school will not have to mail a copy to us. If you do not know the number, request it from your high school before continuing.
Complete Your Application Cont’d

- Parent/Guardian Consent
  - After entering the information, click on the ‘Add’ tab
Submit Application

- Review your application **carefully** (each tab) for errors - Name, DOB, email address, home address, phone number, year entered high school, OSIS #, before you click submit.
Application Submission Status

- View/Print Summary

Note, that we will begin reviewing applications after the deadline. As such, please make sure to check your emails constantly for any updates regarding your application.

Reminder: To complete your application you MUST submit the following supplemental documents by the deadline.

1) High School Transcript