

APPLYING TO

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

A GUIDE

1. Apply to John Jay College as either a freshman or transfer applicant

Freshman Applicants

You are considered a freshman applicant if you have not previously attended any college, university, and/or proprietary school within or outside the United States since graduating from high school or secondary school.

Transfer Applicants

You are considered a transfer applicant if you have previously attended any college, university, and/or proprietary school since graduating from high school or secondary school. This applies whether or not you are seeking transfer credit and/or changing your program of study. Students who wish to transfer from one CUNY institution to another can get information on our transfer policies, course equivalencies, articulation agreements, and more by visiting the Transfer Information & Program Planning System (TIPPS) at <http://www.tipps.cuny.edu/>.

2. Complete the CUNY Online Application

How to Apply ONLINE

- Visit www.cuny.edu/prepare
- Explore the courses of study available at John Jay College. Then, click *Apply to CUNY*.
- You will be prompted to register for a free CUNY portal account. If you have already registered, then log in with your username and password, and press enter.
- You will see a Welcome page. Provide your Social Security Number (SSN) and date of birth. If you do not have a SSN, check the box that states, *I do not have a Social Security number*. You will be assigned a CUNY ID number for referencing your application.
- Follow the instructions to complete the application. Remember to click the *Save and Continue* button on each page. Should you need to log off for any reason, simply log in again to return to the last page you completed.

3. Deadlines for Applying

Fall Applicants – Freshmen and Transfer Students

To be considered for all programs, you can begin to apply after October 15.

Applications and documents received after February 1st will be considered based upon space availability.

Spring Applicants – Freshmen and Transfer Students

You can begin to apply after May 15th of the previous year.

Applications and documents received after September 15th will be considered based upon space availability.

4. Next Steps

■ Registration on the CUNY Portal

- Your free CUNY Portal Account allows you to:
- Apply online for undergraduate admission and check the status of your application.
- Apply for financial aid and scholarships, and check the status of those applications.
- Have a customized CUNY homepage called “My Page.”

■ Educational Documents Required

- **High School Graduates:** An official transcript is required from all high schools you attended in the United States. If you graduated from a New York City Public High School and provide your OSIS number on the application, we will obtain an electronic version of your high school transcript.
- **Transfer Students:** Official transcripts from previous colleges and high schools attended. If you are a GED holder, photocopies of the GED scores and diploma are required.
- **International Students:** If you were educated outside the United States, we require: photocopies of secondary school transcripts and official transcripts from all colleges, universities, and/or proprietary schools attended; an official word-for-word translation of documents written in languages other than English; a copy of your TOEFL scores, if applicable. Visit: www.cuny.edu/international for specific details on providing supporting documents.
- **GED Recipients:** Applicants who have earned a General Equivalency Development (GED) Diploma must send an official copy of the results and diploma to our University Application Processing Center (UAPC) along with official transcripts for any education received prior to obtaining the GED.
- **Home-schooled Applicants:** Visit <http://www.cuny.edu/admissions/undergraduate/prepare/ged-and-homeschooled.html> for CUNY requirements.
- **SAT or ACT Scores:** An official copy is required from applicants who have graduated from a high school in the United States within the past year and are applying to a senior (4-year) college. Since SAT and ACT scores may be used to fulfill CUNY Skills Proficiency requirements, we recommend that all applicants submit their scores to UAPC. John Jay College institutional code number is **2115**.
- **Advanced Placement (AP) Scores or College Transcripts**
 - If you are taking AP courses, make sure that a copy of your score report is sent to John Jay.
 - **Note:** You will only get college credit for passing the AP exam.
 - If you are taking college courses while attending high school, John Jay must receive an official transcript from the college in order for you to get college credit.

■ Immunization Records Required

To attend college in New York State, proof of immunization from measles, mumps and rubella must be presented prior to enrollment or a certificate stating the dates when you had these diseases.

New York State Public Health Law also requires that every registered student complete a form acknowledging:

- Receipt of information about meningococcal disease and the vaccine.
- Obtained the meningococcal vaccine within the last ten years OR decided NOT to obtain the vaccine.

■ Application Fee of \$65 for freshmen and \$70 for transfer students made payable to UAPC by credit card, check, money order or CUNY fee waiver

Note: CUNY fee waivers are distributed on a limited basis to New York high school students who meet the waiver income criteria. See your college counselor to request a CUNY fee waiver. CUNY does not accept fee waivers from the College Board or any other organization.

5. What and Where to Send Official Documents

What documents need to be mailed:

- The first step is to FINALIZE AND ELECTRONICALLY SEND the online application for admission.
- Applicants should include the Document Return Receipt (available when the online application is finalized).

- Applicants should submit all supporting EDUCATIONAL documents together and must provide every component of the application, including fees and transcripts. UAPC will review your application when all required documents have been received. **Please use the correct P.O. Box address.**

Where to send these documents:

General Admission (Freshmen)
 The City University of New York
 UAPC
 P.O. Box 350136
 Brooklyn, NY 11235-0001

Transfer Admission
 The City University of New York
 UAPC
 P.O. Box 359023
 Brooklyn, NY 11235-9023

If you move before you are accepted, notify UAPC immediately by sending an email to aonline@cuny.edu. If you have already been accepted, notify the school you plan to attend directly.

Please contact CUNY’s Office of Admissions Services (OAS) Call Center / Help Desk if you have any problems with your online application.

Call Center Telephone: 212.997.2869
Help Desk E-mail: aonline@cuny.edu

6. What Happens After I Apply?

Notification of Acceptance

The application review process takes 8-10 weeks before receiving a letter of acceptance. Or, you can call John Jay’s Admissions Office toll free at **1.877.564.6529** to check on the status of your application.

7. Costs to Attend John Jay College of Criminal Justice

Tuition & Fees*

Full-time In-State Total	\$2464.60 per semester
Full-time Out-of-State Total	\$5144.60 (12 credits) per semester \$6389.60 (15 credits) per semester
Expenses	Books, Transportation, Food

** All fees and tuition are subject to change without prior notice by the action of the Board of Trustees of the City University of New York.*

Payment Options

- **Cash/credit card**
- **Financial Aid — Free Application for Federal Student Aid (FAFSA)**
- **Grants (Pell Grants)**
- **Loans**
- **External Scholarships**
- **TuitionPay at www.TuitionPay.com/cuny**

8. Applying for Financial Aid

A Free Application form for Financial Aid (FAFSA) is available as of January 1st of each year.

Online Filing

- First obtain a federal PIN at <http://www.pin.ed.gov>
- Then go to <http://www.fafsa.ed.gov/> to complete the FAFSA form
- New York State residents be sure to click on the link for Tuition Assistance Program (TAP) located on FAFSA confirmation page

Paper Filing

- Obtain a paper application form from the college advisory office at your high school or at the Public Library.

When completing your FAFSA form, **please note** the following information:

- John Jay College Federal Code is 002693.
- John Jay College TAP school code is 1414
- Have a copy of your family's prior year federal tax return or proof of income.

9. Choosing Your CUNY College (Freshmen Only)

Fall Applicants – If you applied to more than one CUNY School, you will receive a “letter of acceptance” from each school that accepts you. Next, you will receive a “letter of commitment” from these schools. At this point, you will have to choose the school that you wish to attend.

Spring Applicants – You will be accepted to your first choice school as long as you meet the admission's requirements for that school. If you do not meet the requirements, you will be considered for the next school you chose until UAPC finds a school on your list that you do qualify for. However, you will be accepted to only one school.

To Learn More About John Jay College or CUNY:

Visit: www.jjay.cuny.edu or www.cuny.edu/admissions

E-mail: admission@jjay.cuny.edu or inquireCUNY@mail.cuny.edu

Call Toll Free: 1-877-John Jay or 1-800-CUNY-YES