



## Quick Guide to Checking Your Application Status

1. Log in to your application by going to [SUNY Empire Online Application Login](#).
2. Enter your login information (email and password) and select "Sign In."

### Sign In

[Create Account](#)

Email

Password

 [SHOW](#)

[Forgot your password?](#)

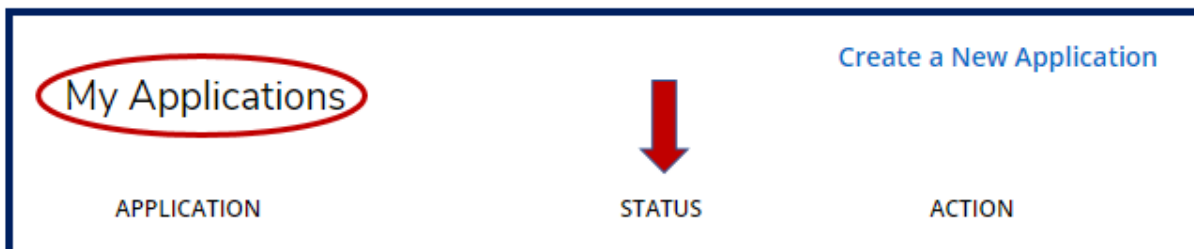
Remember Me

Are you logged in from a public computer?

[Sign In](#)

SUNY Empire State College | 2 Union Avenue, Saratoga Springs, NY 12866 |  
1.800.847.3000

3. You can find the status of your application under "My Applications."



4. If you started an application, you need to select "Complete Application" to continue and officially submit your application to Admissions.

My Applications [Create a New Application](#)

APPLICATION	STATUS	ACTION
<a href="#">Fall 2021 - B.S. in Business Administration</a>	Started	<a href="#">Complete Application</a>

5. Once your application has been submitted, your application status will change from "Started" to "Additional Action Required." You can find the supplemental items required to complete your application by selecting "View."

My Applications [Create a New Application](#)

APPLICATION	STATUS	ACTION
> <a href="#">Fall 2021 - B.S. in Management</a>	Additional Action Required	<a href="#">View</a>

6. This will show you a list of supplemental items needed to complete your application. For more information on each item, select the description in blue.

Review [Supplemental Items & Documents](#)

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### Supplemental Items

SUPPLEMENTAL ITEMS WITH THE RED ASTERISK (\*) ARE REQUIRED TO COMPLETE YOUR APPLICATION

	SUBMISSION STATUS	ACTION
* Essay <a href="#">Click here to view the Undergraduate Essay</a> ← <a href="#">Click here to view the RN to BSN Essay</a>	Not Received	<input type="button" value="Browse..."/> No file selected.
* Official Transcript from: SUNY Clinton CC	Received	
* Official Transcript from: SUNY Potsdam	Not Received	
* Proof of High School <a href="#">Click here to view acceptable forms of proof of high school completion</a>	Not Received	
Immunization Requirement <a href="#">Click here to view Immunization Requirements</a>	Not Received	<input type="button" value="Browse..."/> No file selected.
Meningitis <a href="#">Click here to view the Meningitis Requirements</a>	Not Received	<input type="button" value="Browse..."/> No file selected.

7. Once Admissions has received and processed a document, it will be reflected in your application account under "Submission Status." The document will be marked "Received."

Review [Supplemental Items & Documents](#)

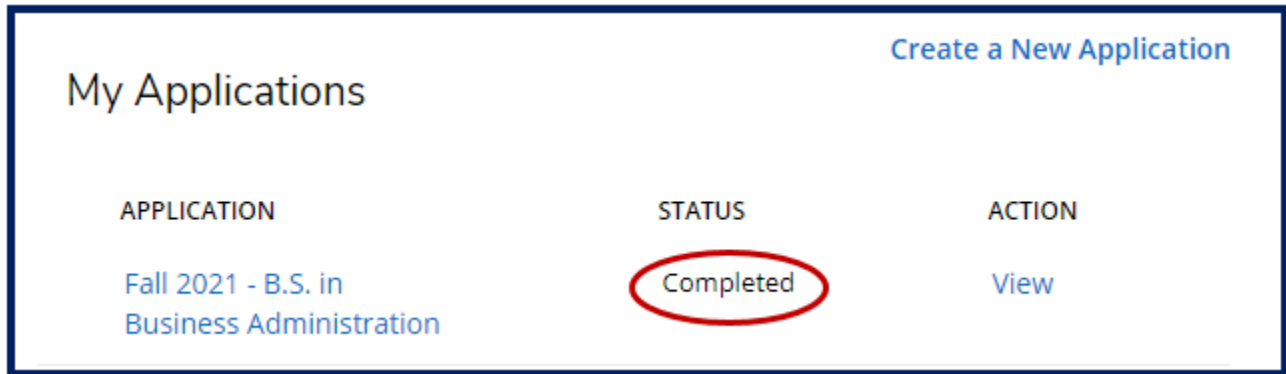
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* Proof of High School <a href="#">Click here to view acceptable forms of proof of high school completion</a>	Not Received	
Immunization Requirement <a href="#">Click here to view Immunization Requirements</a>	Not Received	<input type="button" value="Choose File"/> No file chosen
Meningitis <a href="#">Click here to view the Meningitis Requirements</a>	Not Received	<input type="button" value="Choose File"/> No file chosen

8. When all of your required documents have been received and processed, your application will be marked complete.



The screenshot shows a web interface titled "My Applications" with a link "Create a New Application" in the top right. Below the title is a table with three columns: APPLICATION, STATUS, and ACTION. The first row of the table contains the text "Fall 2021 - B.S. in Business Administration" under APPLICATION, "Completed" under STATUS (circled in red), and "View" under ACTION.

APPLICATION	STATUS	ACTION
Fall 2021 - B.S. in Business Administration	Completed	View

9. Once your application is complete, it will be scheduled for final review. You'll receive an email regarding your admissions decision.