Quick Guide to Completing the Admissions Application

If you log out of your application before submitting it

1 [Log into your account](#)

2 Enter your log in information (email and password) and click "log in."

3 Scroll down to the bottom of the page.

4 Click on "Complete an Application."
Please do NOT start a new one.

Spring 2019 - Community
& Human Services,
Bachelor of Science

☑ 1. Create a Profile — Created On
10/26/2018

☑ 2. Start an Application — Started On
10/26/2018

4 ☐ 3. Complete an Application

☐ 4. Submit Supplemental
Items
0/2 required items received

5 Enter all required application information and submit it.

TIP: One of the pieces of information you will be required to enter is regarding your educational background. If you have a GED, you select "yes." If you have received a HS diploma, select "no" and enter a high school. Please note that you must first SEARCH for the high school and then SELECT it.

High School 1

High School
School Name (full or partial)
Tupper Lake High School ——————— Type in high school name

Country
United States

State/Province
New York

City (full or partial)

[Search] [Cancel] ——————— Click on "search"

Results Found:
Select an organization ——————— Select it from the dropdown list
[Select] ——————— Click on "select"

TIP: Entering prior college(s) is done the same way. SEARCH for it first, then SELECT it. (Finding a SUNY school is easier by searching "SUNY" and then selecting the correct school.)

College Attended

1

College

School Name (full or partial)

Country

Select Country

City (full or partial)

Search   Cancel

Unlisted School Name and Address

TIP: When you get to the payment screen, insert a promo code if one was given to you or complete the payment information and click "next."

Orientation Fee Payment

Submit Payment

Summary of Charges

Undergraduate Orientation Fee
$50.00

Promo Code

Apply Code

You will then be brought to a screen where you enter your credit/debit card information. Enter your card account number and click "continue." You MUST then complete the rest of the account information and the cardholder billing information. When complete, click "continue." On the next screen, confirm the information you entered is correct and click "submit payment."

Bill+Payment Client

Submit Payment
Please review the transaction details, then submit your payment.

Payment amount:	**$50.00**
Payment type:	**Credit Card**
Card account number:	
Name on card:	**GradDog Grad Dog Traver**
Card expiration date:	**1119**
Credit card type:	**Visa**
Billing address:	**1111 Regent St**
City:	**Niskayuna**
State/Province:	**NY**
Postal code:	**12309-5826**
Country:	**UNITED STATES**
Business Correspondence Address:	**SUNY EMPIRE STATE COLLEGE**
	111 WEST AVE.
	SARATOGA SPRINGS, NY 12866
	US
Email:	**GradDogTraver@gmail.com**

Submit Payment   Change   Cancel

6 If done correctly, you will see this confirmation.

SUNY EMPIRE STATE COLLEGE

Back To ESC.edu

Log Out | My Account | Apply Online | Events

Apply Online

Thank you for your payment. Your application has been submitted!
Authorization Number: 131723

Click to check your application status

7 On the confirmation screen, click on "Click to check your application status" which will bring you to a screen where you can see if your application has been submitted (listed under "status).

8 You now must **upload your admissions essay**.

9 Click on "view" under supplemental items.

My Applications

Application	Status	Supplemental Items	Print Application
Spring 2019 - Accounting, Bachelor of Science/First Time College Student	In Progress	**9** View	🖨

10 You will now see a list of items that may need to be submitted, as well as whether they have been received or not. To upload your essay, click on "browse" in the essay row. Select wherever it is on your computer and upload it.

TIP: Anywhere you see a statement starting with "click here..," right-clicking on it will open a new window and bring you to additional information. For example, right-clicking on "click here to view the undergraduate essay" will bring you to the page which explains the application essay prompt (what you should be writing about.

Supplemental Items

Please refresh your browser to ensure that all supplemental items are listed below.

Item	Description	Submission Status	Attachment
Essay *	Click here to view the Undergraduate Essay Click here to view the RN to BSN Essay	Not Received	Choose File no file selected
Immunization Requirement	Click here to view Immunization Requirements	Not Received	Choose File no file selected
Meningitis	Click here to view the Meningitis Requirements	Not Received	Choose File no file selected
Proof of High School *	Click here to view acceptable forms of proof of high school completion	Not Received	

SUNY EMPIRE
S T A T E C O L L E G E