APPLICATION INSTRUCTIONS
Thank you for choosing SUNY Empire State College to further your college education. Please read through the application and instructions carefully and pay close attention to the priority dates listed below. For quicker application processing, apply online at www.esc.edu/Apply.

APPLICATION PRIORITY DATES
All application materials, including transcripts, must be received before the priority date to guarantee review of your application for your term of choice. Once your application is complete, if space is not available for that term, you will be eligible to enroll in the next available term.

<table>
<thead>
<tr>
<th>Start Term</th>
<th>Priority Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Spring 2</td>
<td>Jan. 5</td>
</tr>
<tr>
<td>Summer 1 and 2</td>
<td>March 1</td>
</tr>
<tr>
<td>Fall 1</td>
<td>June 1</td>
</tr>
<tr>
<td>Fall 2</td>
<td>Sept. 1</td>
</tr>
</tbody>
</table>

Nonmatriculated Study
If you do not wish to pursue a degree at Empire State College, do not complete this application. Please visit www.esc.edu/nmapply and submit the online Application for Nondegree Undergraduate Studies. Note: Financial aid is available only to degree-seeking students.

APPLICATION

Student Identification Number
You will be issued an Empire State College student identification number. However, your Social Security number is used to coordinate the collection of information for all your student records. Authority to collect the Social Security number is granted under section 355 of the New York Education Law. Your response, however, is voluntary.

New York State Residency
Residency affects eligibility for in-state tuition. Typically, students are considered state residents if their primary domicile (or, if dependent, that of their parents) is in N.Y. for at least 12 months prior to enrollment. Otherwise, students are presumed to be out-of-state residents. Generally, only U.S. citizens and permanent residents are eligible for the N.Y. state tuition rate. However, certain non-U.S. citizens and residents of other states who graduated from a New York high school or have a New York GED and meet other requirements may qualify for the resident tuition rate. Please visit www.esc.edu/nyresidency for further information. New York state residents who are not U.S. citizens must provide a copy of their permanent resident card (Form I-551).

How and where do you want to study at Empire State College? (Table A)
Select a New York state location at which you can study onsite and online, or select programs that are offered only online. If you have questions, please contact the Student Information Center at 800-847-3000 or email Admissions@esc.edu.

Previous Education
Proof of regionally accredited high school completion is required in the form of one of the following: (1) high school transcript; (2) GED or TASC score report/diploma; (3) official transcript from U.S. regionally accredited college or university showing conferred of a degree; (4) official transcript(s) from U.S. regionally accredited college or university showing completion of 24 college credits distributed as follows:

- 6 semester hours in English
- 3 semester hours in mathematics
- 3 semester hours in natural sciences
- 3 semester hours in social sciences
- 3 semester hours in humanities
- 6 semester hours in any other courses. If you are applying for financial aid, the 24-college-credit option will not be sufficient. Please visit www.esc.edu/Financial-Aid for information. If your high school or college education is from a country other than the United States, the credential must be evaluated by one of these approved evaluation services:

- Academic Evaluation Services, Inc. (AES) www.aes-edu.org
- Educational Credential Evaluators, Inc. (ECE) www.ece.org
- Educational Perspectives (EP) www.edperspective.org
- World Education Services (WES) www.wes.org/esc.asp

Transcripts
Official transcripts are required from all institutions you have listed on the application. Please contact your previous college(s) to request official transcript(s) to be sent to Admissions, SUNY Empire State College, 2 Union Ave., Saratoga Springs, NY 12866-4390.

If your transcript(s) are from a country other than the United States, the credential must be evaluated by one of these approved evaluation services:

- Academic Evaluation Services, Inc. (AES) www.aes-edu.org
- Educational Credential Evaluators, Inc. (ECE) www.ece.org
- Educational Perspectives (EP) www.edperspective.org
- World Education Services (WES) www.wes.org/esc.asp

Essay
A complete and thoughtful, typed essay is required as part of the application. Instructions are provided on the application. Please read and follow the instructions carefully. The writing you submit here will determine whether you are admitted into the college. Many of our applicants are successful in being admitted; however, some are referred for further reading and writing development during their first enrollment at the college. A few applicants may be referred elsewhere, if they need more skill development assistance than we can provide.

Felony/Dismissal Information
A felony in New York state law is defined as a crime for which more than one year in prison may be imposed. The felony question applies only if you have been convicted as an adult.
If you have been adjudicated as having juvenile delinquent or youthful offender status, you are required to respond to the felony question by indicating a response of “no.” Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently.

An affirmative response to either question will not prevent admission, but you will be asked to provide additional information to be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data will result in a denial of admission or dismissal.

Students with Disabilities
Empire State College makes reasonable accommodation on the basis of a disabling medical or other condition. For information about requesting accommodations, please visit www.esc.edu/DisabilityServices.

Promoting Diversity
Empire State College and the State University of New York seek to enroll students of diverse racial and ethnic heritage. Racial and ethnic information is collected to meet federal reporting requirements.

Canadian Border Commuter Students
Empire State College is authorized under federal law to issue Department of Homeland Security Form I-20 documents to Canadian citizens who wish to study with one of our center-based programs as border commuter students.

Please visit www.esc.edu/ISS for more detailed information.

International Distance Learning
If you live outside the U.S. and are not a U.S. citizen, you may study online through our International Distance Learning program (see Table A). Test of English as a Foreign Language (TOEFL) paper score of 550 or TOEFL iBT score of 80 or better is required. Please visit www.esc.edu/IDL for more detailed information.

APPLICATION PROCESSING
The application will be reviewed in Admissions, and you will be advised of the status of the application by letter.

Please send all information to:
Admissions
SUNY Empire State College
2 Union Ave.
Saratoga Springs, NY 12866-4390

A complete application contains the following:
• the application form or online application
• a nonrefundable $50 orientation fee paid by check, money order or credit card. This fee is waived for veterans and active military. (When a third-party organization has an agreement with the college to cover the orientation fee, you will not be charged the fee.)
• proof of high school graduation (see Previous Education)
• essay of at least 300 typed words
• official transcripts listed on the application sent directly from the issuing institution(s) to Admissions.

RN TO BSN DEGREE PROGRAM
Application to the RN to BSN degree program is only through the online application and only for the Fall 1 and Spring 1 terms, with priority application dates of June 1 and Oct. 1. Please visit www.esc.edu/Apply and check “online only” to access the RN to BSN application. All BSN applicants must submit the following:
• online application at www.esc.edu
• essay
• official transcript sent directly from the issuing institution documenting an associate degree or diploma from an accredited nursing program
• copy of an active, unencumbered nursing license.

The RN to BSN degree program has limited capacity. If we are unable to accommodate you in the term that is your first choice, your application will be given preference in the next available term.

Please visit www.esc.edu/Nursing for more information.

FINANCIAL AID
Empire State College participates in a variety of student financial aid, grant, scholarship, work study and loan programs to assist students with financing their education.
To begin the financial aid application process, we recommend that you apply over the Internet at www.esc.edu/finaid/whatyearforms, and contact the Student Information Center at 800-847-3000 or FinancialAid@esc.edu or StudentAccounts@esc.edu.

APPLICATION CHECKLIST
- Have you completed and signed the application?
- Have you enclosed your essay of at least 300 typed words?
- Have you enclosed a check or money order, or completed the credit card authorization for the nonrefundable $50 orientation fee? Make your check or money order payable to Empire State College. This fee is waived for veterans and active military. (When a third-party organization has an agreement with the college to cover the orientation fee, you will not be charged.)
- Have you provided a GED or TASC score report/diploma or a regionally accredited high school transcript?
- Have you made arrangements for mailing your official transcripts to Admissions?
HOW AND WHERE DO YOU WANT TO STUDY AT EMPIRE STATE COLLEGE? (TABLE A)

Select a New York state location at which you can study onsite and online, or select programs that are offered only online. If you have questions, please contact the Student Information Center at 800-847-3000 or email Admissions@esc.edu.

### TABLE A

<table>
<thead>
<tr>
<th>NEW YORK STATE LOCATIONS (ONSITE AND ONLINE)</th>
<th>ONLINE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central New York Center – 315-472-5730</td>
<td>Center for Distance Learning 1003</td>
</tr>
<tr>
<td>Syracuse</td>
<td>International Distance Learning (for non-U.S. citizens) 1019</td>
</tr>
<tr>
<td>Utica</td>
<td>RN to BSN (online application only) 1022</td>
</tr>
<tr>
<td>Binghamton</td>
<td>CORPORATE AND MILITARY ONLINE ONLY PROGRAMS</td>
</tr>
<tr>
<td>Watertown</td>
<td>U.S. Navy 1015</td>
</tr>
<tr>
<td>Fort Drum</td>
<td>U.S. Army 1016</td>
</tr>
<tr>
<td>Auburn</td>
<td>U.S. Air Force 1021</td>
</tr>
<tr>
<td>Ithaca</td>
<td>Verizon Online (Verizon employees only) 1020</td>
</tr>
<tr>
<td>Genesee Valley Center – 585-224-3200</td>
<td>Bahr (recipients of the Morton Bahr Scholarship) 1017</td>
</tr>
<tr>
<td>Rochester</td>
<td>ICD Steelworkers 1008</td>
</tr>
<tr>
<td>Alfred</td>
<td>AARP Employees College Program (AARP employees only) 1006</td>
</tr>
<tr>
<td>Canandaigua</td>
<td>HOT SPOT IPTV (online application only) 1005</td>
</tr>
<tr>
<td>Corning/Elmira</td>
<td>SPECIAL PROGRAMS ONSITE AND ONLINE</td>
</tr>
<tr>
<td>Batavia</td>
<td>The Harry Van Arsdale Jr. Center for Labor Studies</td>
</tr>
<tr>
<td>Hudson Valley Center – 914-948-6206</td>
<td>Center for Labor Studies (consideration given to applicants with or without union affiliation) 0701</td>
</tr>
<tr>
<td>Hartsdale</td>
<td>IBEW – associate (union members only) 0703</td>
</tr>
<tr>
<td>Nanuet</td>
<td>IBEW – bachelor’s (union members only) 0704</td>
</tr>
<tr>
<td>Newburgh</td>
<td>Center for International Programs serves students residing in other countries who wish to receive an Empire State College degree. Students can study at the following Empire State College sites:</td>
</tr>
<tr>
<td>Long Island Center – 516-997-4700</td>
<td>Athens, Greece 1304</td>
</tr>
<tr>
<td>Old Westbury</td>
<td>Prague, Czech Republic 1309</td>
</tr>
<tr>
<td>Hauppauge</td>
<td>Thessaloniki, Greece 1310</td>
</tr>
<tr>
<td>Riverhead</td>
<td>Halat, Jounieh and Tripoli, Lebanon AUT 1315</td>
</tr>
<tr>
<td>Metropolitan Center – 212-647-7800</td>
<td>Beirut, Lebanon AUT 1316</td>
</tr>
<tr>
<td>Manhattan – 325 Hudson</td>
<td>Anadolu, Turkey 1317</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>Tirana, Albania 1318</td>
</tr>
<tr>
<td>Staten Island</td>
<td>Santo Domingo, Dominican Republic 1319</td>
</tr>
<tr>
<td>Corporate College Program</td>
<td>(nonmanagement employees only) 0328</td>
</tr>
<tr>
<td>Niagra Frontier Center – 716-686-7800</td>
<td>Special Programs ONSITE AND ONLINE</td>
</tr>
<tr>
<td>Buffalo/Cheektowaga</td>
<td>The Harry Van Arsdale Jr. Center for Labor Studies</td>
</tr>
<tr>
<td>Business Leadership Program (online application only) 0920</td>
<td>Center for Labor Studies (consideration given to applicants with or without union affiliation) 0701</td>
</tr>
<tr>
<td>Fredonia</td>
<td>IBEW – associate (union members only) 0703</td>
</tr>
<tr>
<td>Lockport (Niagara County)</td>
<td>IBEW – bachelor’s (union members only) 0704</td>
</tr>
<tr>
<td>Jamestown</td>
<td>Center for International Programs serves students residing in other countries who wish to receive an Empire State College degree. Students can study at the following Empire State College sites:</td>
</tr>
<tr>
<td>Olean</td>
<td>Athens, Greece 1304</td>
</tr>
<tr>
<td>Northeast Center – 518-783-6203</td>
<td>Prague, Czech Republic 1309</td>
</tr>
<tr>
<td>Albany/Latham</td>
<td>Thessaloniki, Greece 1310</td>
</tr>
<tr>
<td>Schenectady</td>
<td>Halat, Jounieh and Tripoli, Lebanon AUT 1315</td>
</tr>
<tr>
<td>Plattsburgh</td>
<td>Beirut, Lebanon AUT 1316</td>
</tr>
<tr>
<td>Saratoga</td>
<td>Anadolu, Turkey 1317</td>
</tr>
<tr>
<td>Johnstown</td>
<td>Tirana, Albania 1318</td>
</tr>
<tr>
<td>(Fulton-Montgomery Community College)</td>
<td>Santo Domingo, Dominican Republic 1319</td>
</tr>
<tr>
<td>Troy</td>
<td>0823</td>
</tr>
</tbody>
</table>

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Undergraduate Application for Admission

Please type or print.

NAME ________________________________________________________________

Last First Middle

Other name(s) used previously, birth name, maiden name

MAILING ADDRESS _____________________________________________________________

Number and street

City State Zip + 4

PERMANENT ADDRESS (if different from mailing address)

Number and street

City State Zip + 4

PHONE ( ) ________________________________ BUSINESS ( ) ________________________________

CELL ( ) ________________________________ EMAIL ADDRESS ________________________________

DATE OF BIRTH ________________________________ SEX M F

Month/Day/Year

Is English your native language? Yes No

Please list your current employer.

Employer ________________________________ Current position ________________________________ Years held ________________________________

Employer Address ______________________________________________________________

Number and street

City State Zip + 4

ACADEMIC INFORMATION

Application to the undergraduate certificate must be made through the online application.

I plan to seek both an associate and bachelor’s degree. Yes No

Which degree do you wish to pursue?

A.A. A.S. B.A. B.S. B.P.S.

Associate (two-year degree) Bachelor’s (four-year degree)

Have you ever applied to Empire State College before? Yes No

Were you ever previously enrolled at Empire State College? Yes No What program or center/unit?

How and where do you want to study at Empire State College? (Please refer to Table A.)

Do you plan to study Full time, 12-16 credits per term

Part time, up to 11 credits per term

Onsite at New York state location or online-only program Code

When do you wish to enroll? Fall 1 Fall 2 Spring 1 Spring 2 Summer 1 or 2

Indicate the academic area in which you wish to concentrate your studies.

The Arts Historical Studies Public Affairs (bachelor’s degree only)

Business, Management and Economics Human Development Science, Mathematics and Technology

Community and Human Services Interdisciplinary Studies Social Science

Cultural Studies Labor Studies Other or uncertain

Educational Studies
How did you hear about the college?
- Web advertising
- Friend, family, colleague
- From my employer, labor organization or other group
- Other advertising
- Fairs, meetings, presentations
- Empire State College graduate
- Other

Have you attended an Empire State College information session?  Yes  No  Location

Do you plan to apply for financial aid?  Yes  No

PREVIOUS EDUCATION
Did you graduate from high school?  Yes  No  If yes, what month/year? ____________
Name of high school ____________________________ City ____________ State ____________
Did you earn a GED or TASC diploma?  Yes  No  If yes, what month/year? ____________
Location of GED or TASC exam ____________________________ City ____________ State ____________

Proof of regionally accredited high school completion is required in the form of one of the following: (1) high school transcript; (2) GED or TASC score report/diploma; (3) An official transcript from U.S. regionally accredited college or university showing conferral of a degree; (4) official transcript(s) from U.S. regionally accredited college or university showing completion of 24 college credits distributed as follows: 6 semester hours in English, 3 semester hours in mathematics, 3 semester hours in natural sciences, 3 semester hours in social sciences, 3 semester hours in humanities and 6 semester hours in any other courses. If you are applying for financial aid, the 24-college-credit option will not be sufficient.

You must request official transcripts from each institution listed below. Transcripts must be sent directly to Admissions at Empire State College from each listed institution.

Empire State College accepts credit from any regionally accredited institution, regardless of dates attended. List all of the colleges from which you wish to transfer credit into your degree program. Attach an additional sheet if more space is required.

1. Name of institution (use complete title) ________________________________________ City/State ____________________________
   Dates of attendance ____________________________ Total # of credits ____________ Degree and date completed ____________________________
2. Name of institution (use complete title) ________________________________________ City/State ____________________________
   Dates of attendance ____________________________ Total # of credits ____________ Degree and date completed ____________________________
3. Name of institution (use complete title) ________________________________________ City/State ____________________________
   Dates of attendance ____________________________ Total # of credits ____________ Degree and date completed ____________________________
4. Name of institution (use complete title) ________________________________________ City/State ____________________________
   Dates of attendance ____________________________ Total # of credits ____________ Degree and date completed ____________________________

RESIDENCY INFORMATION
Are you a U.S. citizen?  Yes  No
Are you a New York state resident?  Yes  No  If yes, but for less than one year, how many months? ____________

NON-U.S. CITIZEN
Are you a permanent resident of the U.S.?  Yes  No
If yes, please provide your alien registration number.  A ____________________________
* To be eligible for in-state tuition, New York state residents who are not U.S. citizens must provide a copy of their permanent resident card (Form I-551).
Country of citizenship ____________________________ Country of birth ____________________________
If you are not a permanent resident, indicate your visa type and include a copy of your visa. ____________________________
Visa expiration date ________ / ________  Indicate the number of years you have been in the U.S. ________ _______________________

MILITARY INFORMATION
Have you ever served in the U.S. armed forces?  Yes  No
If yes: please indicate your military status  Active  Veteran  Guard  Reserves  N/A
Branch of Service  Air Force  Army  Coast Guard  Marine Corps  Navy
Are you a spouse or dependent of someone who is serving or has served in the U.S. Armed Forces?  Yes  No
If yes:  Spouse  Dependent
Please indicate status of service member with whom you are associated:  Active  Guard  Reserves  Veteran
Branch of Service  Air Force  Army  Coast Guard  Marine Corps  Navy

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The following information is requested for recruitment and statistical reporting purposes.

Admission is based on the qualifications of the applicant without regard to sex, age, race and ethnicity, color, religion, disability, national origin, sexual orientation, military status or marital status.

My ethnicity/race:
Are you Hispanic/Latino? ❑ Yes ❑ No
If Hispanic/Latino, is your background (select one):
❑ Central American ❑ Dominican ❑ Mexican
❑ Other Hispanic/Latino ❑ Puerto Rican ❑ South American

All applicants, please indicate your race (select one or more):
❑ American Indian or Alaska Native ❑ Asian
❑ Black or African American ❑ Native Hawaiian or Other Pacific Islander ❑ White

All applicants must answer these questions. Additional information will be required.

Have you been convicted of a felony? ❑ Yes ❑ No
Have you been dismissed and/or suspended from a college for disciplinary reasons? ❑ Yes ❑ No
(Even if you never attended college, a response is required.)

ORIENTATION FEE PAYMENT

Nonrefundable $50 orientation fee may be paid by credit card, check or money order.

CREDIT CARD AUTHORIZATION ❑ MasterCard ❑ VISA ❑ Discover ❑ American Express

Credit card # Expiration date Signature (required)

I certify that the information provided in this application is true and accurate. I understand that Empire State College does not offer an undergraduate program approved by the New York State Education Department for the fulfillment of teacher certification or professional licensure requirements. Applicants are advised to communicate with the State Education Department in Albany about these requirements.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Code 20 USC 1092), Empire State College provides information relating to crime statistics and security measures to all current students, faculty and staff. Information and a copy of the current annual security report also may be obtained by prospective students or staff upon request through the Office of Campus Safety and Security. Additionally, the current annual security report may be accessed on the Empire State College website at www.esc.edu/SafetyandSecurityAnnualReport.

SIGNATURE __________________________________________________________________________ DATE ______________________

TITLE IX

Pursuant to college policy, the college is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status or criminal conviction. Employees, students, applicants or other members of the college community (including, but not limited to, vendors, visitors and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The college policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to the Affirmative Action Office, 2 Union Ave., Saratoga Springs, NY 12866-4390; 518-587-2100. Inquiries also may be directed to the United States Department of Education’s Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; 646-428-3800; email OCR.NewYork@ed.gov.
ESSAY

The quality of your essay will determine your admission to the college.

Your essay will be evaluated on the following areas:

• how well you answer the essay questions below
• how well you organize and develop your ideas
• grammar, spelling and vocabulary.

In a typed essay of at least 300 words, please describe:

• why you are applying to SUNY Empire State College
• what you hope to study and how it relates to your personal and professional goals
• what strengths and experience (educational, employment, community and personal background) you have that will make you a successful student at Empire State College.

*Remember to proofread your essay before you submit it.*