

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.

Step	Status	Created On / Started On
1. Create a Profile	Completed	10/26/2018
2. Start an Application	Completed	10/26/2018
3. Complete an Application	Not Started	
4. Submit Supplemental Items	Not Started	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

Country
United States

State/Province
New York

City (full or partial)

Search Cancel

Results Found:
Select an organization

Select

Type in high school name

Click on "search"

Select it from the dropdown list

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.)


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.”

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.”

6 If done correctly, you will see this confirmation.

- 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	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	Not Received	Choose File no file selected
	Click here to view the RN to BSN Essay		
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
STATE COLLEGE