



EMPIRE STATE UNIVERSITY

Quick Guide to the Non-Degree Admission Application for Center for Allied Health (CAHE)

SUBMITTING AN APPLICATION

- Navigate to <https://apply.esc.edu/> to open the [Application Portal](#). You will be brought to the “Login” page

- In order to submit an application, **YOU MUST FIRST CREATE AN ACCOUNT.**

- Fill out the required information.
 - Select a password you will remember. (You’ll use this email and password for future logins to access your application.)
- [Create Account](#)
- At the bottom of the page, select the “Create Account” button.
 - If completed correctly, you will be brought to the “My Account” page, which summarizes the information you entered when creating your account.
 - Begin your application by selecting “Create a New Application.”

- Select the type of application you are starting (i.e., Undergraduate/Graduate Nondegree Application).

Start a new Undergraduate/Graduate Nondegree Application

Submit if you do not plan to enroll in a degree program, but want to take nondegree undergraduate or graduate courses. [Nondegree Requirements](#) (Link opens in a new tab.)

- Review your start-term information. If you need to change it, select “Change Academic Program or Term.” If it is correct, select “Start Application.”
- If completed correctly, you will come to a screen that has a title matching your starting semester (e.g., Fall 2021)

Fall 2024

[Review](#) Supplemental Items & Documents

Personal Demographics **Academic Plans** Partnerships, Organizations & Work Experience Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you become required based on your answers to a previous question.

Academic Plans

<p style="font-size: x-small; margin: 0;">Academic Program *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Nondegree, Undergraduate, Undergraduate Studies</div>	<p style="font-size: x-small; margin: 0;">When would you like to enroll? *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Fall 2024</div>
<p style="font-size: x-small; margin: 0;">Admit Type *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> </div>	<p style="font-size: x-small; margin: 0;">Select your academic cohort, if applicable or known:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> </div>

- Enter all required information.
- Within the “Academic Plans” tab and under the section with the same title, select “Nondegree, Undergraduate, Undergraduate Studies” for Academic Program.
- Under the “Partnerships, Organizations & Work Experience” tab, select “CAHE – Center for Allied Health Information” as your affiliate organization & partnership.
- When you get to the end of your application, you will come to a screen entitled “Certification.” Here, you can return to a previous page, save your application and return to it later, preview your information before submitting it, or submit your application.

<p style="font-size: x-small; margin: 0;">Signature *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> </div>	<p style="font-size: x-small; margin: 0;">Signature Date *</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">3/29/2023</div>
<div style="display: flex; justify-content: space-around; gap: 10px;"> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #f0f0f0;">Previous Page</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #f0f0f0;">Save Application</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #0070C0; color: white;">Preview Before Submission</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #0070C0; color: white;">Submit Application</div> </div>	

- Finally, you will come to a screen displaying the message “Your application has been submitted.” There is also a link labeled “Check your application status.”

Next Steps

Upon completion of the undergraduate non-degree application, an automated email will acknowledge receipt.

A second email is received by the applicant approximately 24 hours after application submission notifying the new-student of admission. That second email contains important information regarding the activation of the new-student Empire State University account including a @sunyempire.edu email. A password needs to be set up. With these username and password, new students are able to self-serve in registration, student accounts, and all student services available university-wide.