Kingsborough College Now

Online Application for New Students Tutorial

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Application Process

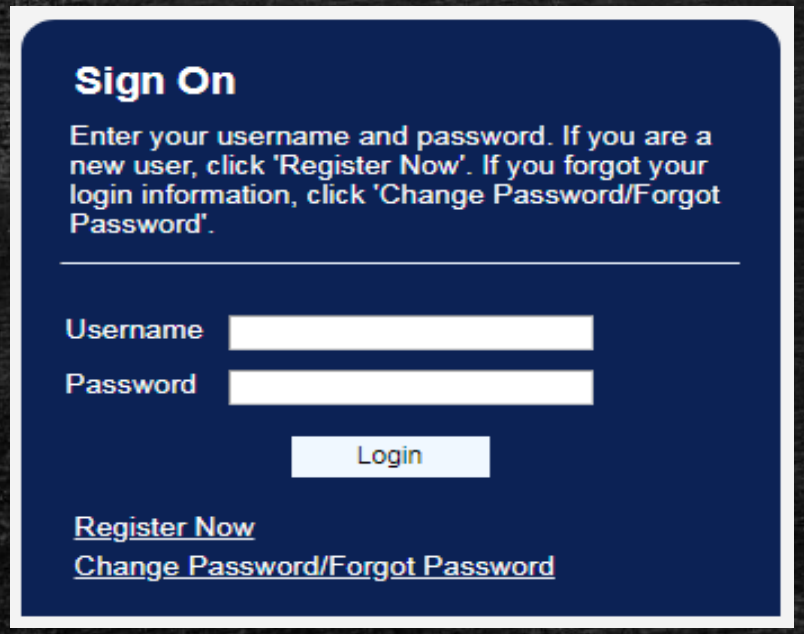
- Register and Create Application Account
- Complete Your Application
- Submit Application
- Application Submission Status
- Supplemental Documents Submission

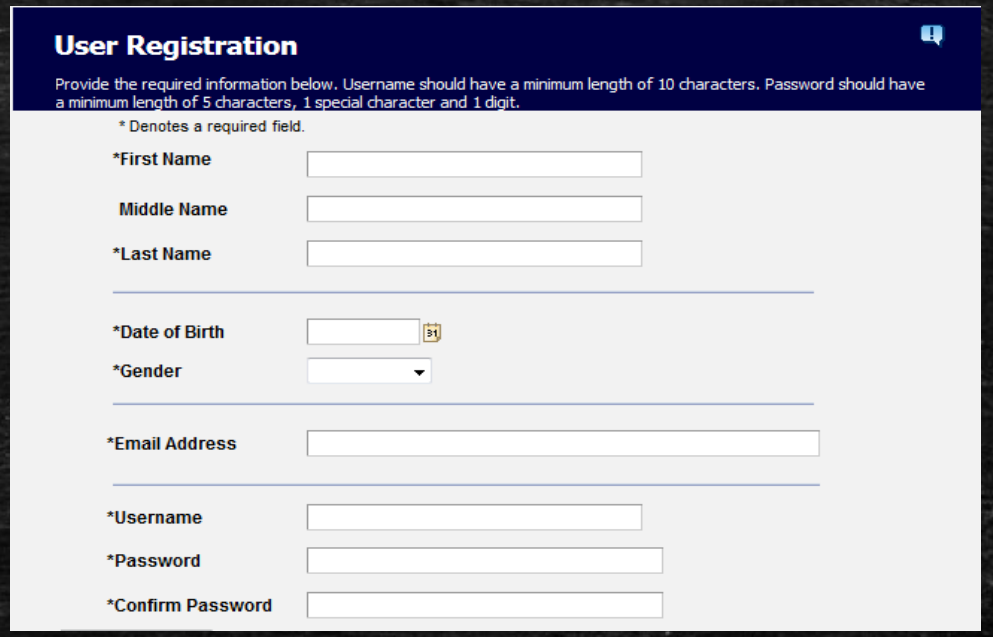
Before You Start

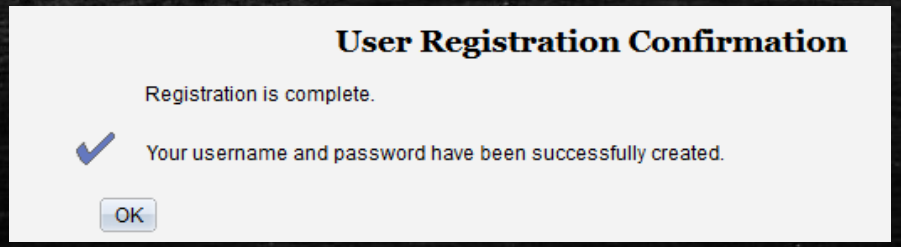
- Make sure you have:
  - Your OSIS number
  - Your SSN: **Note that SSN is not required to participate in College Now,** but if you have one, you must enter it on the application

Register and Create Application Account

- STEP I. Click 'Register Now' and create an application account
  - Write down and secure the username and password you used to create your application

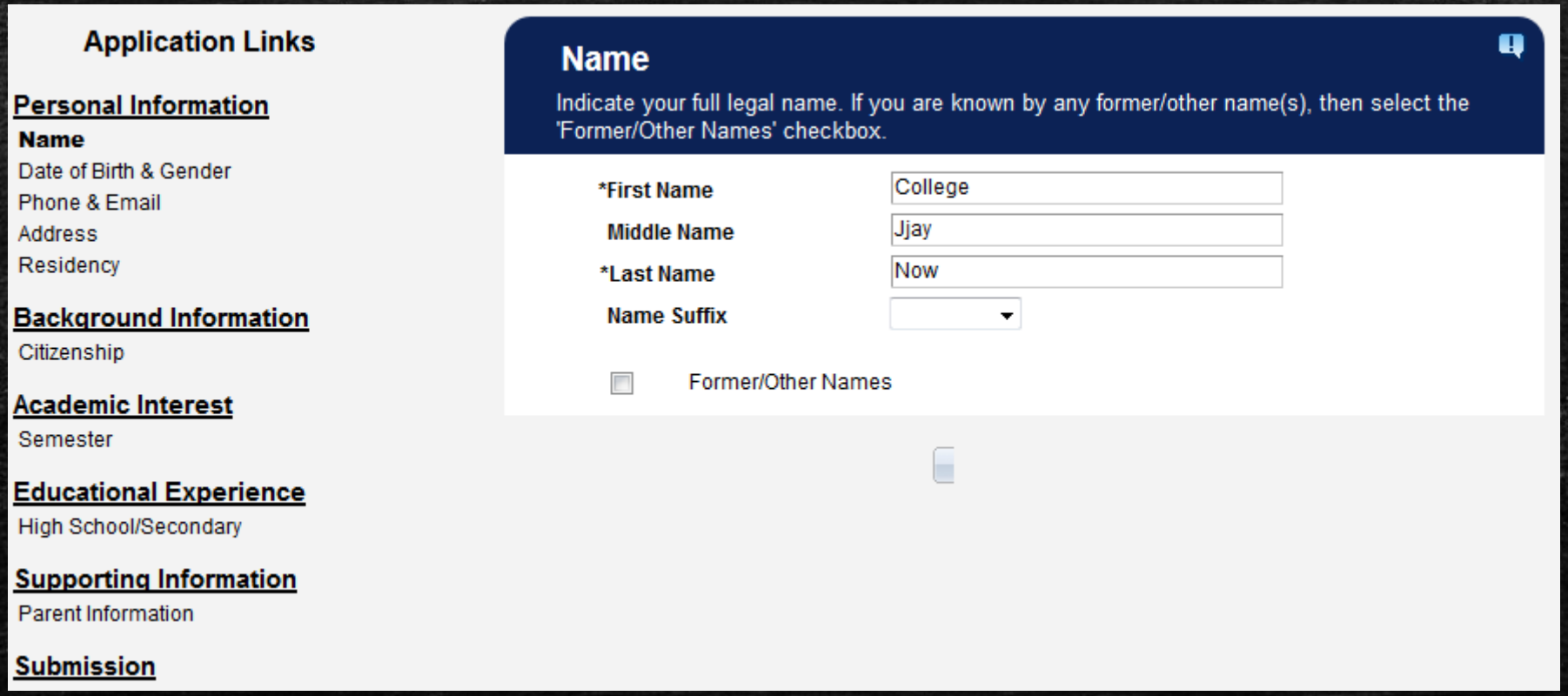






Complete Your Application

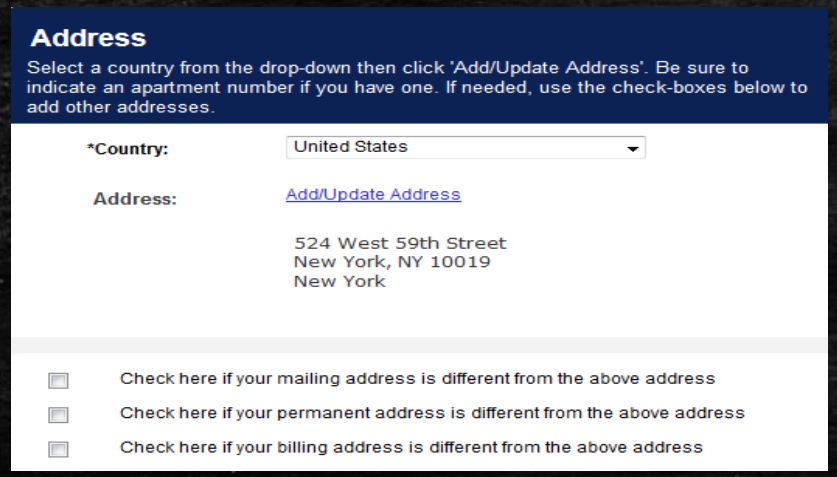
- To complete your application 'Sign On' using the username and password you created



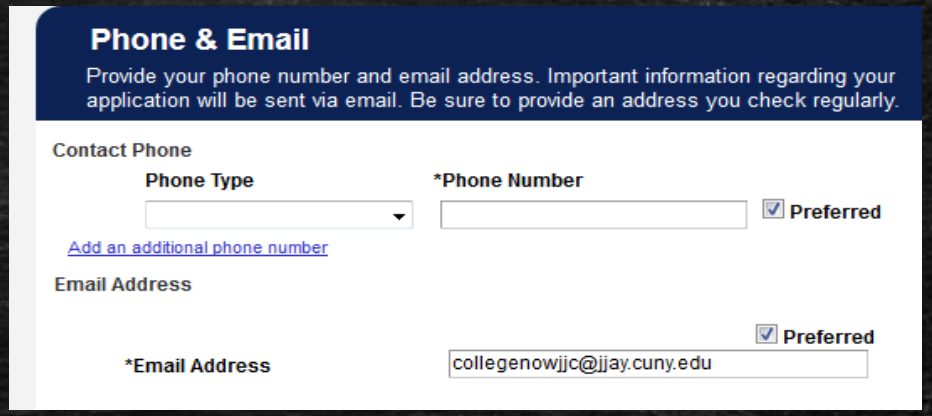
Complete Your Application Cont'd

- Date of Birth & Gender

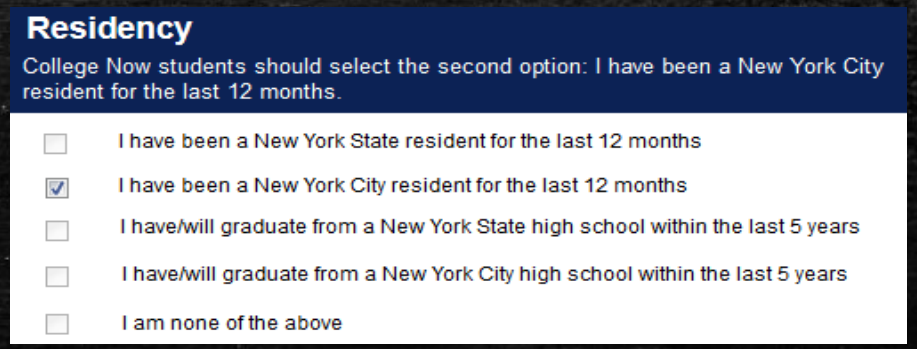
- Address



- Phone & Email



- Residency

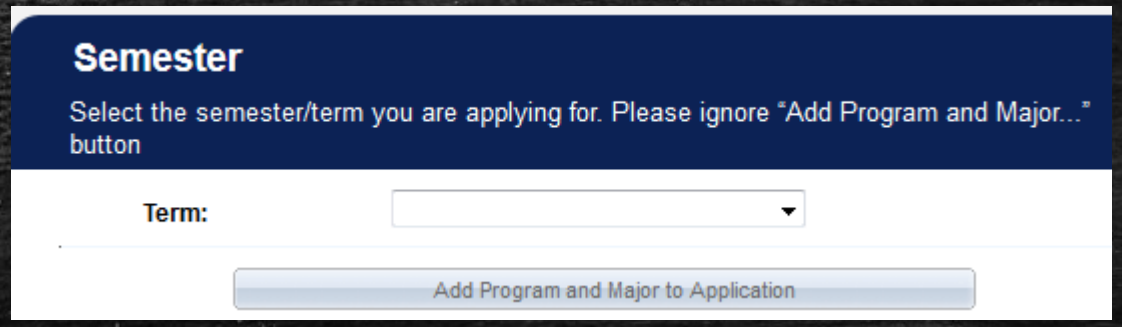


Complete Your Application Cont'd

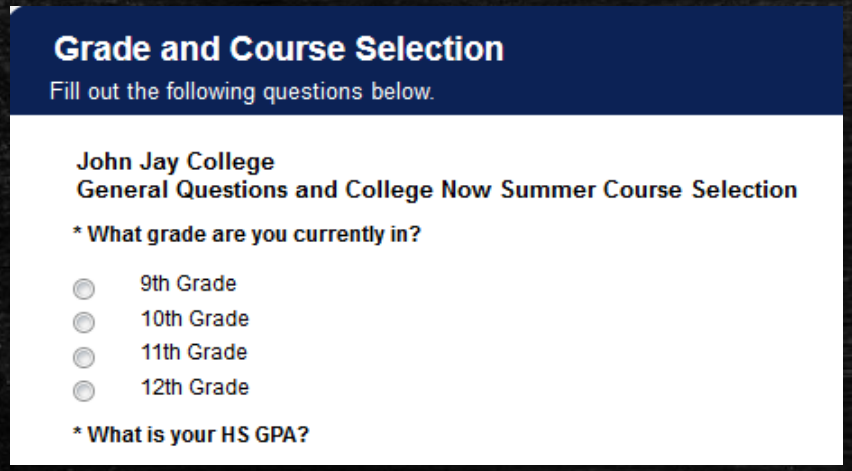
- Citizenship and Social Security#

Complete Your Application Cont'd

- Select the semester

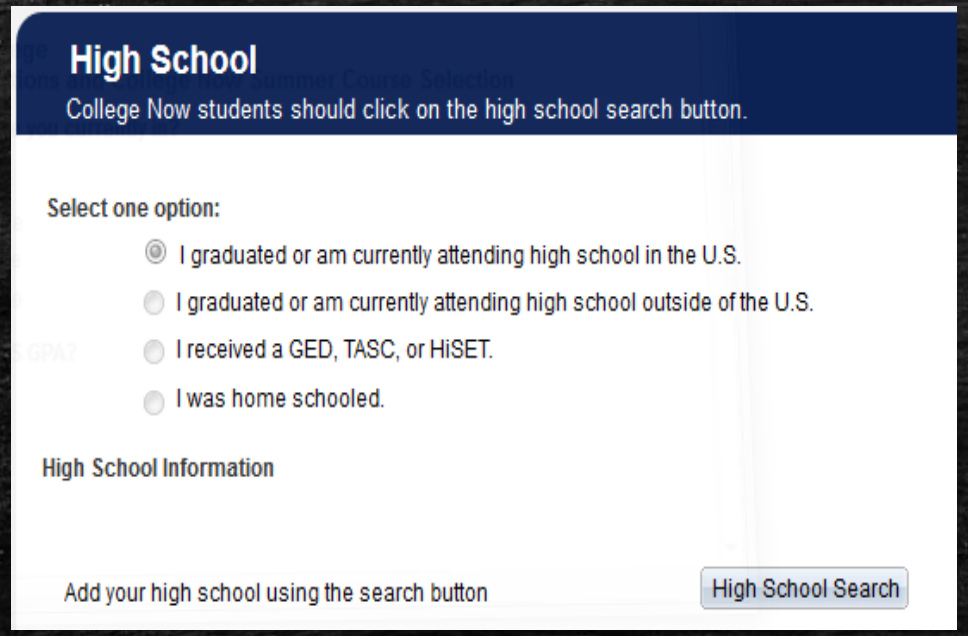


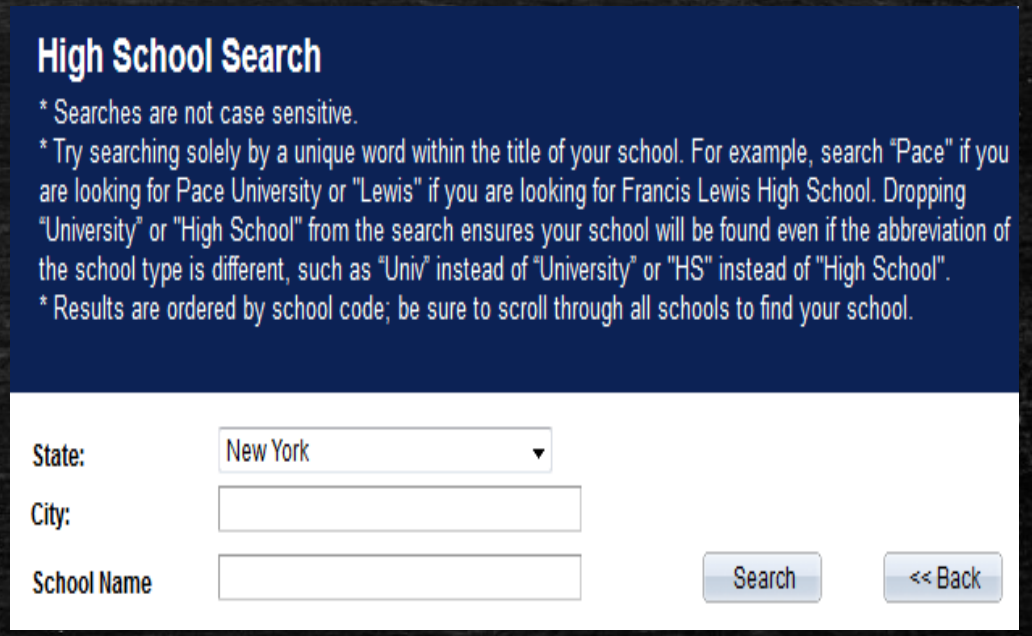
- Grade and Course Selection



Complete Your Application Cont'd

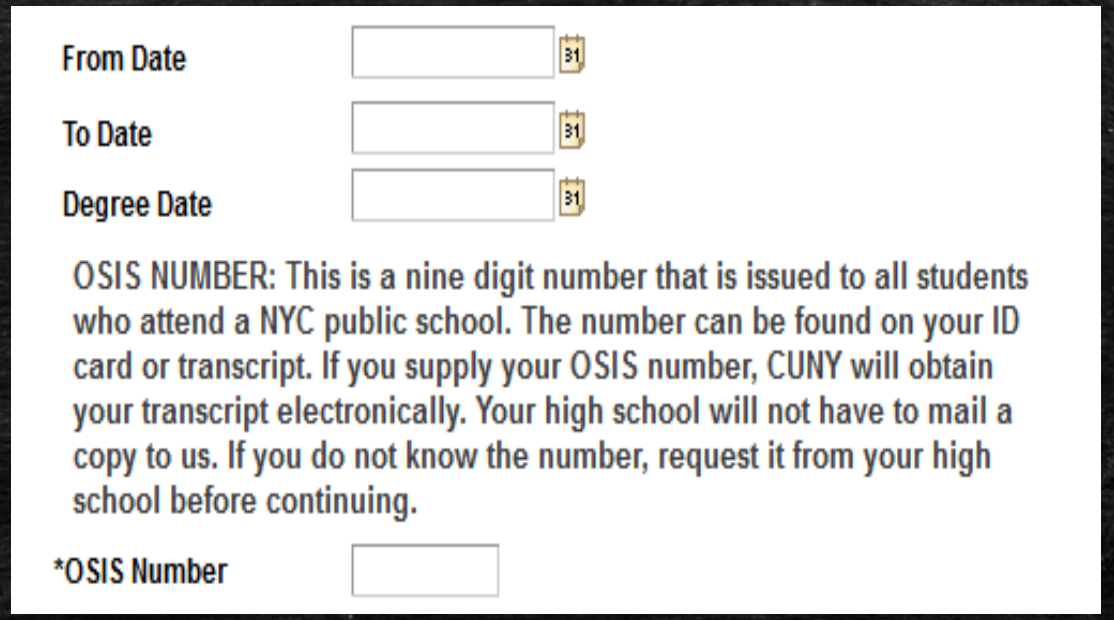
- High School
  - Search for your high school by city or school name then select 'Search'
  - Click select once the name of the school is located





Complete Your Application Cont'd

- High School Information
  - Enter your start date MM/DD/YYYY – when you started high school
  - To Date select 'Current'
  - Enter your OSIS number

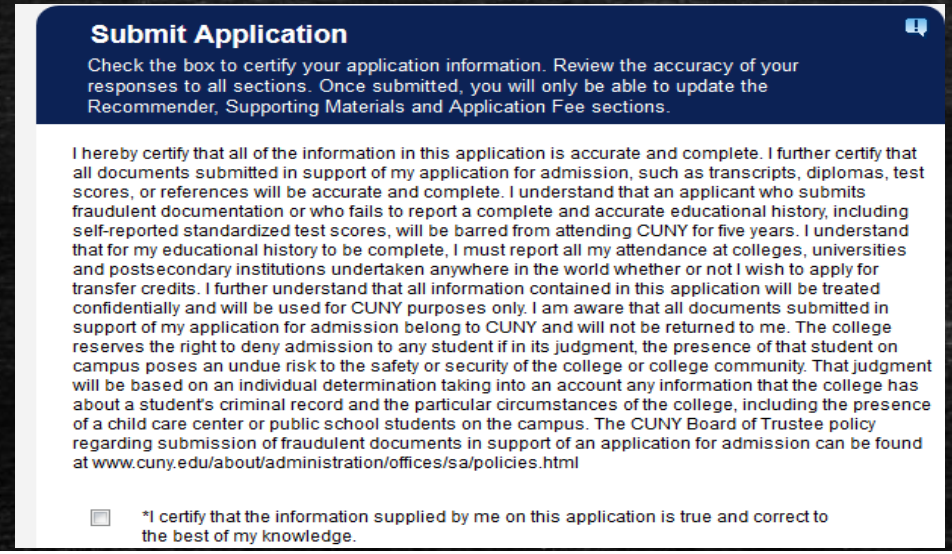


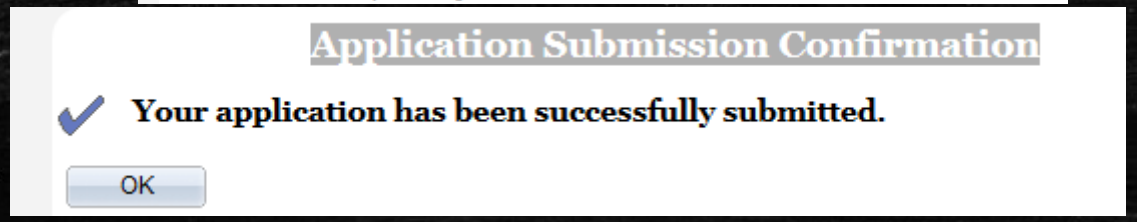
Complete Your Application Cont'd

- Parent/Guardian Consent
  - After entering the information, click on the 'Add' tab

Submit Application

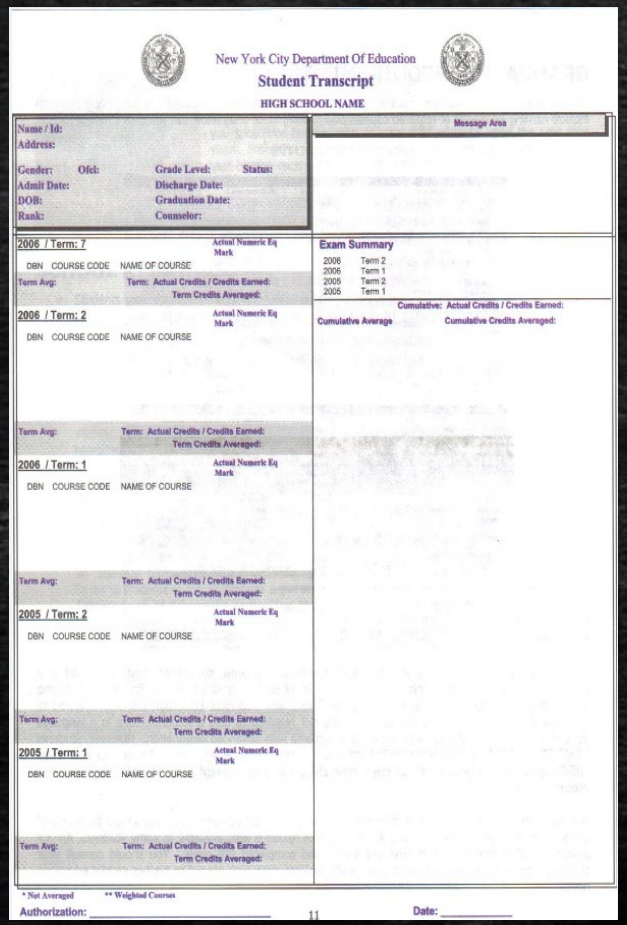
- Review your application **carefully** (each tab) for errors - Name, DOB, email address, home address, phone number, year entered high school, OSIS #, before you click submit.





Supplemental Documents

- We will follow up with you later and request your high school transcript. Please have it ready.



New York City Department Of Education

Student Transcript

HIGH SCHOOL NAME

Name / Id:
Address:
Gender: Ofcl: Grade Level: Status:
Admit Date: Discharge Date:
DOB: Graduation Date:
Rank: Counselor:

Message Area

2006 / Term: 7 — Actual Numeric Eq Mark
DBN COURSE CODE NAME OF COURSE
Term Avg: Term: Actual Credits / Credits Earned: Term Credits Averaged:

2006 / Term: 2 — Actual Numeric Eq Mark
DBN COURSE CODE NAME OF COURSE
Term Avg: Term: Actual Credits / Credits Earned: Term Credits Averaged:

2006 / Term: 1 — Actual Numeric Eq Mark
DBN COURSE CODE NAME OF COURSE
Term Avg: Term: Actual Credits / Credits Earned: Term Credits Averaged:

2005 / Term: 2 — Actual Numeric Eq Mark
DBN COURSE CODE NAME OF COURSE
Term Avg: Term: Actual Credits / Credits Earned: Term Credits Averaged:

2005 / Term: 1 — Actual Numeric Eq Mark
DBN COURSE CODE NAME OF COURSE
Term Avg: Term: Actual Credits / Credits Earned: Term Credits Averaged:

Exam Summary
2006 Term 2
2006 Term 1
2005 Term 2
2005 Term 1

Cumulative: Actual Credits / Credits Earned:
Cumulative Average Cumulative Credits Averaged:

* Not Averaged ** Weighted Courses

Authorization: _____ Date: _____