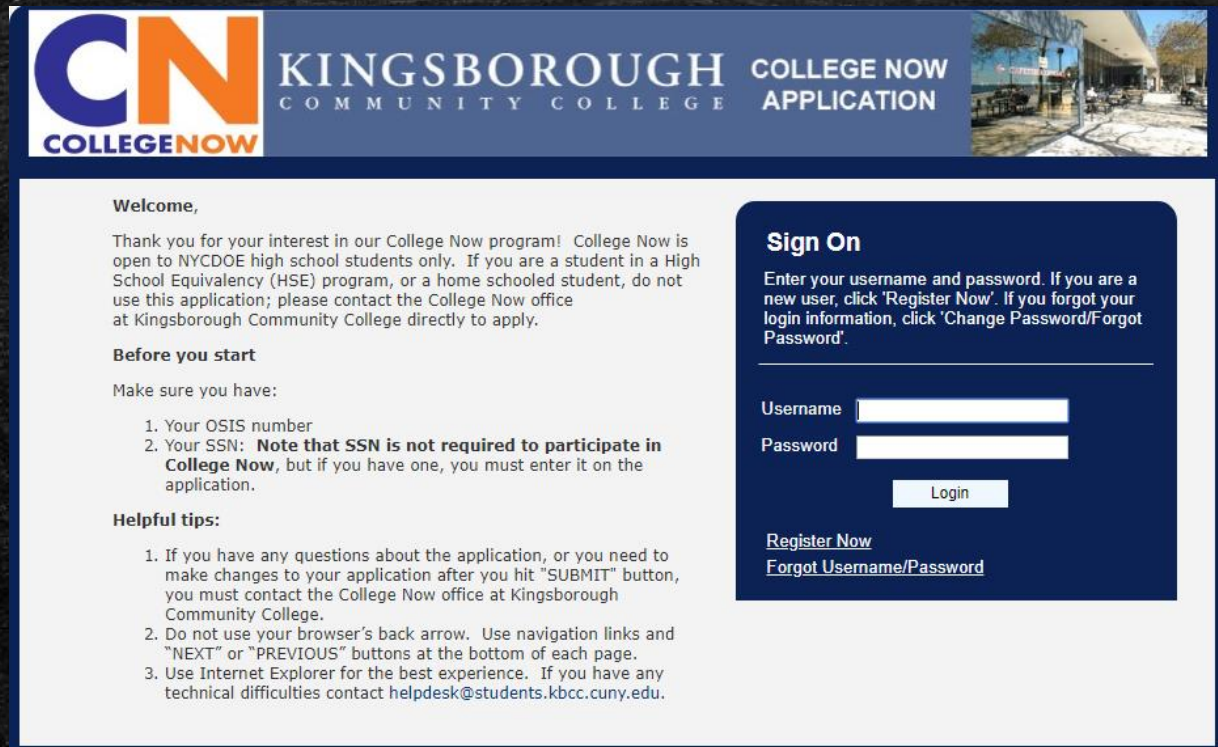


# Before You Start

- 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



**KN COLLEGE NOW** KINGSBOROUGH COMMUNITY COLLEGE COLLEGE NOW APPLICATION

**Welcome,**

Thank you for your interest in our College Now program! College Now is open to NYCDOE high school students only. If you are a student in a High School Equivalency (HSE) program, or a home schooled student, do not use this application; please contact the College Now office at Kingsborough Community College directly to apply.

**Before you start**

Make sure you have:

1. Your OSIS number
2. 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.

**Helpful tips:**

1. If you have any questions about the application, or you need to make changes to your application after you hit "SUBMIT" button, you must contact the College Now office at Kingsborough Community College.
2. Do not use your browser's back arrow. Use navigation links and "NEXT" or "PREVIOUS" buttons at the bottom of each page.
3. Use Internet Explorer for the best experience. If you have any technical difficulties contact [helpdesk@students.kbcc.cuny.edu](mailto:helpdesk@students.kbcc.cuny.edu).

**Sign On**

Enter your username and password. If you are a new user, click 'Register Now'. If you forgot your login information, click 'Change Password/Forgot Password'.

Username

Password

Login

[Register Now](#)

[Forgot Username/Password](#)

# 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

## Sign On

Enter your username and password. If you are a new user, click 'Register Now'. If you forgot your login information, click 'Change Password/Forgot Password'.

---

Username

Password

[Register Now](#)

[Change Password/Forgot Password](#)

## User Registration

Provide the required information below. Username should have a minimum length of 10 characters. Password should have a minimum length of 5 characters, 1 special character and 1 digit.

\* Denotes a required field.

\*First Name

Middle Name

\*Last Name

---

\*Date of Birth

\*Gender

---

\*Email Address

---

\*Username

\*Password

\*Confirm Password

## User Registration Confirmation

Registration is complete.

Your username and password have been successfully created.

# Complete Your Application

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


The screenshot displays a web application interface. On the left, a vertical menu titled 'Application Links' contains several categories: 'Personal Information', 'Background Information', 'Academic Interest', 'Educational Experience', 'Supporting Information', and 'Submission'. The 'Personal Information' section is expanded, listing 'Name', 'Date of Birth & Gender', 'Phone & Email', 'Address', and 'Residency'. On the right, a form titled 'Name' is shown. It includes a blue header with the title 'Name' and a help icon. Below the header, a blue box contains the instruction: 'Indicate your full legal name. If you are known by any former/other name(s), then select the 'Former/Other Names' checkbox.' The form fields include: '\*First Name' (text input), 'Middle Name' (text input), '\*Last Name' (text input), and 'Name Suffix' (dropdown menu). At the bottom of the form, there is a checkbox labeled 'Former/Other Names'.

# Complete Your Application Cont'd

- Date of Birth & Gender

### Date of Birth & Gender

Provide your date of birth (mm/dd/yyyy) and gender.

\*Date of Birth  

\*Gender

- Phone & Email

### Phone & Email

Provide your phone number and email address. Important information regarding your application will be sent via email. Be sure to provide an address you check regularly.

Contact Phone

Phone Type  \*Phone Number   Preferred

[Add an additional phone number](#)

Email Address   Preferred

\*Email Address

- Address

### Address

Select a country from the drop-down then click 'Add/Update Address'. Be sure to indicate an apartment number if you have one. If needed, use the check-boxes below to add other addresses.

\*Country:

Address: [Add/Update Address](#)

524 West 59th Street  
New York, NY 10019  
New York

Check here if your mailing address is different from the above address

Check here if your permanent address is different from the above address

Check here if your billing address is different from the above address

- Residency

### Residency

College Now students should select the second option: I have been a New York City resident for the last 12 months.

I have been a New York State resident for the last 12 months

I have been a New York City resident for the last 12 months

I have/will graduate from a New York State high school within the last 5 years

I have/will graduate from a New York City high school within the last 5 years

I am none of the above

# Complete Your Application Cont'd

- Citizenship and Social Security#

### Citizenship

You do not need to be a US citizen to participate in the College Now program.

\*Country of Citizenship

### Social Security

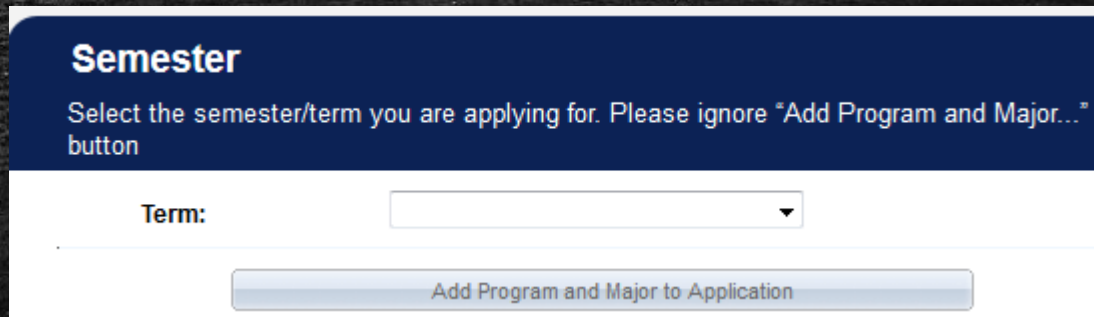
If you have a SSN, enter it here so you can transfer your College Now course credits if you come to CUNY in the future. If you do not have a SSN, the system will generate a number for you.

Social Security #

I do not have Social Security #

# Complete Your Application Cont'd

- Select the semester

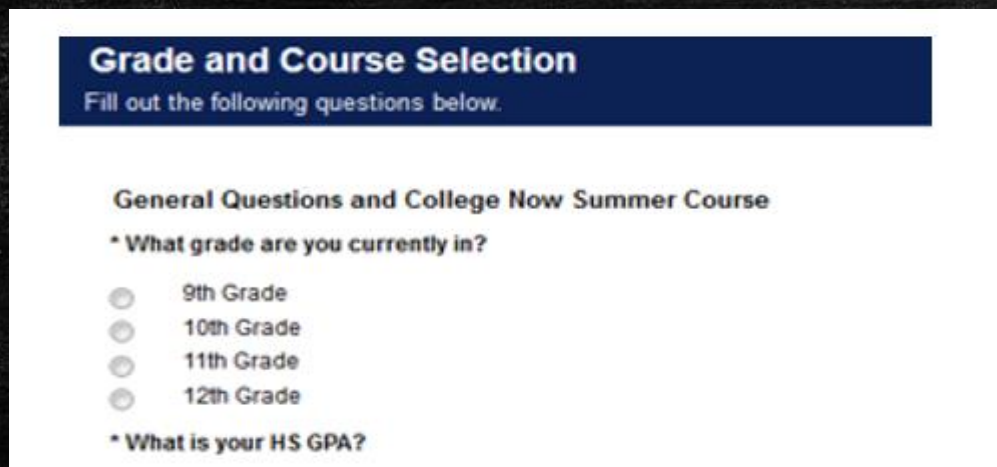


**Semester**  
Select the semester/term you are applying for. Please ignore "Add Program and Major..." button

Term:

Add Program and Major to Application

- Grade and Course Selection



**Grade and Course Selection**  
Fill out the following questions below.

**General Questions and College Now Summer Course**

\* What grade are you currently in?

9th Grade  
 10th Grade  
 11th Grade  
 12th Grade

\* What is your HS GPA?

# 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

## High School

College Now students should click on the high school search button.

Select one option:

- I graduated or am currently attending high school in the U.S.
- I graduated or am currently attending high school outside of the U.S.
- I received a GED, TASC, or HiSET.
- I was home schooled.

High School Information

Add your high school using the search button

High School Search

## High School Search

\* Searches are not case sensitive.

\* Try searching solely by a unique word within the title of your school. For example, search "Pace" if you are looking for Pace University or "Lewis" if you are looking for Francis Lewis High School. Dropping "University" or "High School" from the search ensures your school will be found even if the abbreviation of the school type is different, such as "Univ" instead of "University" or "HS" instead of "High School".

\* Results are ordered by school code; be sure to scroll through all schools to find your school.

State:

City:

School Name:

Search << Back

# 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

From Date  

To Date  

Degree Date  

**OSIS NUMBER:** This is a nine digit number that is issued to all students who attend a NYC public school. The number can be found on your ID card or transcript. If you supply your OSIS number, CUNY will obtain your transcript electronically. Your high school will not have to mail a copy to us. If you do not know the number, request it from your high school before continuing.

\*OSIS Number



# Complete Your Application Cont'd

---

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

### Parent/Guardian Consent

Provide your parent's/guardian's contact information so they can receive a required consent form via email.

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Email Address	<input type="text"/>
Parent/ Guardian's Title	<input type="text"/>

# 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.

### Submit Application

Check the box to certify your application information. Review the accuracy of your responses to all sections. Once submitted, you will only be able to update the Recommender, Supporting Materials and Application Fee sections.

I hereby certify that all of the information in this application is accurate and complete. I further certify that all documents submitted in support of my application for admission, such as transcripts, diplomas, test scores, or references will be accurate and complete. I understand that an applicant who submits fraudulent documentation or who fails to report a complete and accurate educational history, including self-reported standardized test scores, will be barred from attending CUNY for five years. I understand that for my educational history to be complete, I must report all my attendance at colleges, universities and postsecondary institutions undertaken anywhere in the world whether or not I wish to apply for transfer credits. I further understand that all information contained in this application will be treated confidentially and will be used for CUNY purposes only. I am aware that all documents submitted in support of my application for admission belong to CUNY and will not be returned to me. The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or college community. That judgment will be based on an individual determination taking into an account any information that the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center or public school students on the campus. The CUNY Board of Trustee policy regarding submission of fraudulent documents in support of an application for admission can be found at [www.cuny.edu/about/administration/offices/sa/policies.html](http://www.cuny.edu/about/administration/offices/sa/policies.html)

\*I certify that the information supplied by me on this application is true and correct to the best of my knowledge.


### Application Submission Confirmation

✓ **Your application has been successfully submitted.**

OK

# Application Submission Status

- View/Print Summary

Application 			
Below is a list of all the applications you have created. Refer to the key at the bottom of the page for more information on each status.			
Submission Status	Admission Application Name	Last Update Date/Time	View/Print Summary
Submitted		03/14/2019 11:18:36AM	<a href="#">View/Print Summary</a>

Note, that we will begin reviewing applications after the deadline. As such, please make sure to check your emails constantly for any updates regarding your application.

**Reminder: To complete your application you MUST submit the following supplemental documents by the deadline.**

1) High School Transcript