

14 Steps to Completing the SUNY Application



1. Visit suny.edu/attend/find-a-suny-program/ to research colleges and majors that are a good match for you
2. If you wish to view the questions and prepare your answers before beginning the online application, print the [Online Application Worksheet](#).
3. Go to www.suny.edu/applysuny/
4. Click **“Create your applySUNY account now”**
5. Fill in all of the information to make an account. **Write down** your username and password in a safe place. (I recommend using the notes app on your phone.)
6. You are applying as a **Freshman**
7. You are **NOT** an adult learner
8. Complete all sections of the application
9. EOP guidelines are very strict. Even if you received a fee waiver for other applications or exams, **you must meet the EOP guidelines to qualify for a SUNY fee waiver.**
10. Please reference line 8B of your parents’ 2019 1040 tax return to locate your annual adjusted gross income and determine if you are EOP eligible.
11. If you are eligible, you will indicate that you want to be considered for EOP and when submitting your application you will indicate that you have a fee waiver. If not, you will select **“pay by credit or debit”**. Each school costs \$50 to apply to.
12. If you qualify for a fee waiver you must access the **“Fee Waiver Request Form”** . Fully complete the family section including student and parent signature. Scan and Email it along with the **“School Counselor Form”** to Mr. Dwyer at ddwyer5@johnadamsnyc.org
13. After you submit your application, you must submit your supplemental applications to each of the schools that require it. Click **“Start SUNY Supplemental”** and complete this part of the application. (All 4-year colleges will require a supplemental application, which includes an essay, senior classes, activities/work experience and other.) Most 4-year colleges will also require at least one teacher recommendation letter (check your colleges for specific requirements)
14. Make sure you also provide all supporting documents including required recommendations, EOP supplemental information etc.

If you need assistance contact Mr. Dwyer at ddwyer5@johnadamsnyc.org