



SAMPLE CUNY Matriculation Checklist Template

Steps	Dates	Who To Contact
Admissions	You will receive notification of admissions four to six weeks after you submit your application (after February 1st).	<u>Admissions Office:</u>
Testing	Shortly after you receive an admissions letter, you should receive a letter for testing. It is important that you take the CUNY Assessment Tests as soon as possible.	<u>Testing Office:</u>
	If you do not pass any sections of the Assessment Tests, contact the English or Math Depts. for information about free summer workshops.	<u>English Department:</u> <u>Math Department:</u>
Commitment Fee	Most colleges require a deposit to be submitted by May 1 st (or as shortly after as possible).	<u>Admissions Office:</u>
Special Opportunity Programs	Once you have been accepted, you may receive emails or letters about orientations for College Discovery or ASAP, two programs that can provide critical financial academic support. Keep an eye out for any invitations and contact the CD or ASAP office if you have any questions.	<u>ASAP Office:</u> <u>College Discovery Office:</u>
Financial Aid Verification	Over the summer, make an appointment with the Financial Aid office to verify your forms and ask about work study.	<u>Financial Aid Office:</u>
Register for Classes	Fall 2012 Registration will take place in August (although some colleges may provide early registration).	<u>Registrar:</u>
	You will receive notification with a registration date and time. If you haven't received a letter by early August, call the Registrar's office.	

This sample matriculation checklist template was developed by At Home in College as a tool for counselors and students who plan to matriculate to CUNY. Please consult specific campus matriculation checklists whenever possible, and contact Daniel Voloch at Daniel.Voloch@mail.cuny.edu if you have any questions.