**FRESHMEN ADMISSIONS:**

**General Admissions Requirement for all CUNY Students**
As mandated by the Board of Trustees of The City University of New York, all new students are required to meet minimal standards in three skills areas: English reading, English writing and Mathematics, before enrolling in a CUNY senior college. Students can demonstrate that they meet the University’s skills requirement based on SAT, ACT, or New York State Regents test scores or through the CUNY Skills Assessment Test.

Unless a student is otherwise exempt, the CUNY Skills Assessment Test scores will determine if the students meet the minimal competency mandated by The City University of New York. Students who do not meet the requirements must enroll in an associate degree program and receive appropriate instruction that will assist them in achieving the required academic standards. Students who do not pass the CSAT tests may be eligible for additional preparation through the Basic Skills Program and will have the opportunity to be retested.

**Matriculated Undergraduate Admission without Prior College Credits Policy**
Matriculated undergraduate students without prior college credits must satisfy these requirements:
- Present evidence of having received a high school diploma from an accredited high school, or a New York State equivalency diploma or, having passed a GED examination with a score of 300 during or after June 1970.
- Admission into the baccalaureate degree programs is based on a combination of SAT scores, high school academic average and high school academic units. Generally, students should have a minimum SAT scores (Critical Reading and Math) of 960 to 1020 or a high school average of at least 80 for admissions to baccalaureate degree programs. A minimum of 15 academic units, based on a three-year high school record, with four units of English, three units of mathematics, two units in science with lab, social studies and / or history, foreign languages, and at least one unit in fine arts.
- Students from non-English-speaking countries must take the TOEFL examination.

**Matriculated Undergraduate Admission without Prior College Credits Procedure**
All entering freshmen (students without prior college experience except for Advance Placement and College Now credit) must apply to CUNY through the University Application Processing Center (UAPC). The Freshmen Application is completed online at the CUNY portal website. Paper versions of the application are not available. Applications are not accepted or processed at John Jay College. Students can also track the status of their application via the CUNY Portal.

In addition to completing the application, students must also provide the following:
- Submit a non-refundable $65.00 application fee. Payment can be made online or in the form of a check or money order made payable to UAPC,
- New York City Public High School graduates should provide OSIS number on the application. UAPC can obtain an electronic version of high school transcripts.
- Non New York City Public High School graduates should request all official high school transcripts be sent to UAPC,
- Request that SAT or ACT scores be sent to UAPC. The institutional code number for John Jay is 2115.
- If the student is a GED holder, photocopies of the GED scores and diploma must be sent to UAPC along with all high school transcripts.
• If applicable, request your Advanced Placement course grades to be sent from College Board to UAPC.
• If applicable, request your College Now transcript to be sent to UAPC.

Students who were educated outside of the United States must also provide the following:
• Photocopies of secondary school documents/transcripts, mark sheets, and/or diploma,
• Translations of all foreign language documents, and
• A copy of the TOEFL exam, if applicable.
*Please note that students educated outside of the United States may need to obtain F-1 student status. Students must also complete the above prescribed procedure to qualify for admission.

Home-Schooled Applicants
Effective fall 2006, all New York State residents who are home-schooled must submit a transcript outlining all completed coursework with grades earned, if applicable. In addition, students must submit a letter from the superintendent of their school district confirming that all high school graduation requirements of the district have been met through home-schooling. If the student cannot obtain the letter from the high school district, he/she must take the GED, and send a copy of the score report and diploma.

Out-of-state residents must submit a state-issued diploma. If the student has not obtained a state-issued diploma, the student must take the GED.

New Freshmen Student Reallocation
Based on space availability and academic eligibility, freshmen students may request that their admissions be transferred from another CUNY college to John Jay College. Students should contact the Admissions Office to determine academic eligibility.

New Freshmen Reactivation
Students who have been accepted to John Jay College and do not attend are sent a letter and a reactivation form. They may reactivate their application for the following semester. Reactivation is not a guarantee of admissions. Admission to the College is based on current admissions criteria and space availability. Students who have been accepted to John Jay College but attended another college must complete the Undergraduate Transfer Admissions process in order to re-apply to John Jay College.

The student may mail or hand-deliver the reactivation form along with the following items:
• If proof of high school graduation is needed, students must bring their original High School diploma in person and/or request an updated high school transcript mailed to the admissions office, and
• If the original acceptance semester is more than one semester old, an application fee of $65.00 in the form of check or money order must be made payable to UAPC.

Upon receiving the reactivation application, the students’ original admissions application is sent to the University Application Processing Center (UAPC) so that the students’ record may be updated in the University’s system. Once the application is processed at the UAPC, it is returned to the college and students’ information will be included in the pool of admitted students. These applications are sent to the UAPC weekly.
**Freshmen Admissions Appeal**

Freshmen applicants who are denied admissions can appeal the decision if applicants can provide a written statement and/or documentation from a high school guidance counselor explaining any extenuating circumstances that warrant special admissions consideration for the student. The written statement and/or documentation are sent to the Admissions Office and will be reviewed by the Vice President for Enrollment Management. This appeal along with any paperwork must be submitted prior to the beginning of the semester. The student may be required to take the City University of New York Assessment Test to determine if the student is skills-exempt before a decision is made.

**Admission Application Fraud Policy**

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or that omit information, including registration and/or attendance at a college, university, or postsecondary institution after high school, are prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending or considered for admission to CUNY for five years.

**Admissions Disclaimer**

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 the College community. That judgment will be based on an individualized determination taking into account any information the College has about the crime committed by the student and the particular circumstances of the College, including the presence of a child care center, summer camp, public school or public school students on the campus. In addition, the College may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student's application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the College will consult with a counselor or representative from said program.