



Choose Type of Application to Submit

- For SUNY schools
 - Consider using the SUNY application. It is short, easy, and, if you are graduating from MCC, the application fee can be waived for up to seven schools.
 - Check to see if supplemental applications are required (for example, SUNY Albany requires one for admission and The College at Brockport requires an additional application for Social Work majors.)
- For private and out-of-state schools
 - Decide if you want to use the school's individual application on their website or one that can be sent to multiple colleges such as the Common Application.
- Make sure to check deadline dates for both admission and financial aid applications!

Checklist for the Common Application

(or other multi-campus application such as Coalition or Universal)

- Transfer Common Application ([Common App](#))
- Academic evaluations (i.e. letters of recommendation)
- Official college transcripts from ALL colleges attended
- Official secondary (high school) transcripts
- College Report or Dean's Letter – print out and take to the MCC Registration and Records Office
- SAT or ACT scores, if required
- AP/IB/CLEP scores, if taken
- Mid-Term Grade Report, if required – print out and take form to each professor to complete (you will copy and mail the form directly to the college)
- Additional items if required by the specific college (ex. interview, portfolio, audition)
- Application fee or fee waiver

Checklist for Financial Aid

- FAFSA (Free Application for Federal Student Aid) and TAP application (Tuition Assistance Program - NYS aid)
- CSS PROFILE (College Scholarship Service) - on the College Board website (required by some private colleges)
- IDOC (Institutional Documentation Service) - on the College Board website (required by some private colleges)
- Parent and student federal income tax returns and W2s (or non-filing statement)
- College-specific financial aid application and documents if required (for example: Noncustodial Parent Profile)
- Documentation of permanent residency (if applicable)