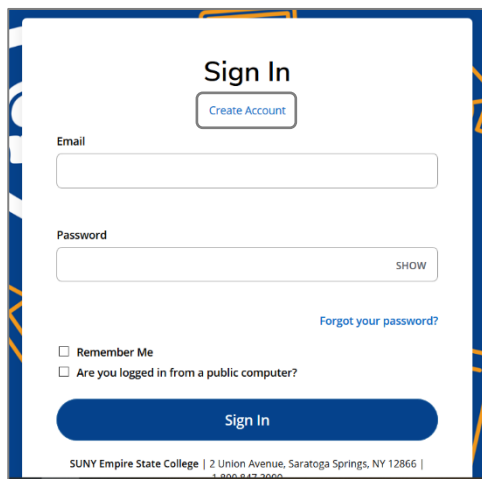



Quick Guide to the Online Admission Application

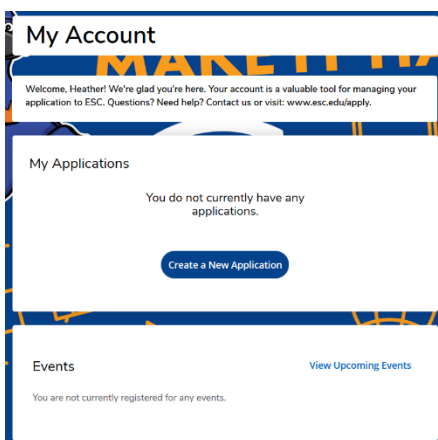
SUBMITTING AN APPLICATION

- Navigate to [SUNY Empire Online Application Login](#) and select the appropriate program.
- Select “Apply Now.” You will be brought to the “Login” page.
- In order to submit an application, **YOU MUST FIRST CREATE AN ACCOUNT.**



The screenshot shows a 'Sign In' form with the following elements: a 'Create Account' button at the top; an 'Email' input field; a 'Password' input field with a 'SHOW' toggle; a 'Forgot your password?' link; two checkboxes for 'Remember Me' and 'Are you logged in from a public computer?'; and a large blue 'Sign In' button at the bottom. The footer contains the college's name, address, and phone number.

- Fill out the required information.
- Select a password you will remember. (You’ll use this email and password for future logins to access your application.)
- At the bottom of the page, select the “Create Account” button. 
- If completed correctly, you will be brought to the “My Account” page, which summarizes the information you entered when creating your account.



The screenshot shows the 'My Account' page with a welcome message: 'Welcome, Heather! We're glad you're here. Your account is a valuable tool for managing your application to ESC. Questions? Need help? Contact us or visit: [www.esc.edu/apply](#).' Below this, there are two main sections: 'My Applications' with the message 'You do not currently have any applications.' and a 'Create a New Application' button; and 'Events' with the message 'You are not currently registered for any events.' and a 'View Upcoming Events' link.

My Profile Update Profile

Sandy Sample
 123 Main Street
 Somewhere
 New York
 11111
 United States
 Sandysample1234@gmail.com
 3151234567

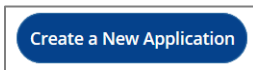
Area of Interest

Entry Term	Academic Level	Academic Program	Admit Type	Location
Fall 2021	Undergraduate	B.S. in Business Administration		

My Admissions Counselor

Recruiter	Primary Email	Main Phone	Mobile Phone
Heather Howard	Heather.Howard@esc.edu		

- Begin your application by selecting “Create a New Application.”



- Select the application you are starting (undergraduate, graduate or nondegree).

Start a new Undergraduate Degree Application

Submit if you plan to pursue an undergraduate degree/certificate, including those in the School of Nursing and Allied Health, Harry Van Arsdale Jr. Center for Labor Studies and International Education. [Undergraduate Requirements](#) *(Link opens in a new tab.)*

Start a new Graduate Degree/Advanced Certificate Application

Submit if you plan to pursue a graduate degree/certificate, including a graduate nursing degree. [Graduate Requirements](#) *(Link opens in a new tab.)*

Start a new Undergraduate/Graduate Nondegree Application

Submit if you do not plan to enroll in a degree program, but want to take nondegree undergraduate or graduate courses. [Nondegree Requirements](#) *(Link opens in a new tab.)*

- Review your start-term information. If it is correct, select “Start Application.” If you need to change it, select “Change Academic Program or Term.”

Online Application

● Fall 2021 - B.S. in Business Administration

Change Academic Program or Term
Start Application

- If completed correctly, you will come a screen that has a title matching your intended program and starting semester.

Fall 2021 - B.S. in Business Administration

[Review](#) Supplemental Items & Documents

[Personal](#) Demographics Academic Plans Educational Background

Partnerships, Organizations & Work Experience Certification & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

- Enter all required information.
- When you get to the end of your application, you will come to a screen entitled “Certification.” Here, you can return to a previous page, save your application and return to it later, preview your information before submitting it, or submit your application.

Certification

Please affirm the following before you submit your application.

I understand that I need to provide immunization documentation *

I understand that as a part of the State University of New York, Empire State College is required to comply with NYS Public Health Laws 2165 & 2167. I am responsible to provide the college with documentation as outlined in these regulations located at www.esc.edu/immunizations.

I have read the above statement *

I have been informed that in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Code 20 USC 1092), Empire State College provides information relating to crime statistics and security measures to all current students, faculty and staff. Information and a copy of the current annual security report may also be obtained by prospective students or staff upon request through the Office of Safety and Security. Additionally, the current annual security report may be accessed on the Empire State College Web site at <http://www.esc.edu/safetyandsecurityannualreport>.

I have read the above statement *

I understand that SUNY Empire State College no longer requires an applicant to disclose prior felony convictions in the application process. I am aware that if I seek access to internship opportunities or professional licensure, I may be asked to provide information about a prior felony conviction.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

[Previous Page](#) [Save Application](#) [Preview Before Submission](#) [Submit Application](#)

- After you submit your application, you will be brought to the payment screen.

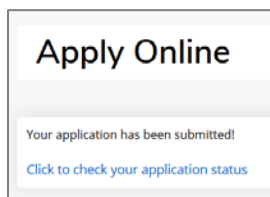
Order Summary

DESCRIPTION	TOTAL
Undergraduate Orientation Fee	\$50.00
Subtotal:	\$50.00
Discount:	\$0.00
Total:	\$50.00

Enter a promo code: [Apply](#)

[Make Online Payment](#)

- If you have a fee-waiver code, enter it in the promo code section and then select “Apply.”
- If you plan to pay with a credit or debit card, select “Make Online Payment.”
- If your payment and application have been submitted successfully, you will come to a screen displaying the message “Your application has been submitted.” There is also a link labeled “Check your application status.”



SUPPLEMENTAL ADMISSIONS DOCUMENTS

Admissions requires that you submit additional documents as part of your application. To check those requirements, select “Check on your application status” on the final screen of your application to navigate to the “My Applications” page, where you will encounter information about the application you just submitted. Under the column labeled “Action,” select “View.”

My Applications Create a New Application		
APPLICATION	STATUS	ACTION
> Fall 2021 - Human Development, Associates of Science	Additional Action Required	View

You will come to a page listing required admissions documents and whether or not they have been received. Items marked with a “Browse” button under the “Action” column allow you to upload a file from your computer. The other items which do not display a “Browse” button must be sent directly to Admissions.

Supplemental Items		
SUPPLEMENTAL ITEMS WITH THE RED ASTERISK (*) ARE REQUIRED TO COMPLETE YOUR APPLICATION	SUBMISSION STATUS	ACTION
* Essay Click here to view the Undergraduate Essay Click here to view the RN to BSN Essay	Not Received	<input type="button" value="Browse..."/> No file selected.
* Official transcript from: Onondaga Community College	Not Received	
* Proof of High School Click here to view acceptable forms of proof of high school completion	Not Received	
Immunization Requirement Click here to view Immunization Requirements	Not Received	<input type="button" value="Browse..."/> No file selected.
Meningitis Click here to view the Meningitis Requirements	Not Received	<input type="button" value="Browse..."/> No file selected.

To upload a document from your computer, select “Browse” and then select the file from your computer. When ready, select “Upload.” If successful, the submission status of that item will change to “Received.”

* Essay

Not
Received

ESC test app essay -

Upload

[Click here to view the Undergraduate Essay](#)

[Click here to view the RN to BSN Essay](#)

NOTE

In the "Academic Plans" section, you have the option to select how you would like to connect with your mentor. This is different from how you will take your courses. You can take all of your courses online yet choose to have a local mentor with whom you can meet face to face.

Mentor/Advisor

Your faculty mentor works with you from first registration through graduation to

- design your degree program
- help you earn credit for what you already know
- make the best use of transfer and prior learning credits
- provide individual academic advisement, including selecting courses
- support your success

There are two options for connecting with your mentor:

1. **Face to Face:** Provides opportunities to meet with your mentor at a college location near you.
2. **Online:** Provides opportunities to connect with your mentor virtually from anywhere.

Note: All mentors are also available by email and phone

Select the option you prefer: *

If you have worked with an ESC mentor recently or in the past please enter the name here: