



APPLICATION PROCESS CHECKLIST

1-866-598-8883

cayuga-cc.edu/admissions

- ☐ **APPLY FOR ADMISSION**
HOW/WHERE? Complete and submit an application for admission www.cayuga-cc.edu/admissions/process/
WHEN? Immediately
- ☐ **INTERNATIONAL STUDENTS**
HOW/WHERE? www.cayuga-cc.edu/admissions/process/international/
- ☐ **NURSING PROGRAM APPLICANTS**
HOW/WHERE? www.cayuga-cc.edu/admissions/process/nursing-admissions/
- ☐ **OCCUPATIONAL THERAPY PROGRAM APPLICANTS**
HOW/WHERE? www.cayuga-cc.edu/admissions/process/ota/
- ☐ **SEND TRANSCRIPTS (HIGH SCHOOL AND COLLEGE) OR GED/TASC**
HOW/WHERE? Admissions Office at the campus address where you will be attending.
AUBURN CAMPUS: 197 Franklin St. Auburn, NY 13021
FULTON CAMPUS: 11 River Glen Dr., Fulton NY 13069
(Official copies must be received to complete your application. Transcripts must arrive in the original sealed envelope.)
- ☐ **APPLY FOR FINANCIAL AID**
HOW/WHERE?
Federal Aid: www.fafsa.ed.gov; School code:002861
NYS Aid: www.hesc.ny.gov; School code:2005
(NY State Residents only) or call 1-888-697-4372
WHEN? Immediately
- ☐ **APPLY FOR SCHOLARSHIPS**
HOW/WHERE? www.cayuga-cc.edu/giving/scholarships/awards-and-grants/
WHEN? Immediately
- ☐ **APPLY FOR VETERAN'S BENEFITS**
HOW/WHERE? Veteran-Certifying Official
(315) 294-8515 AUBURN; (315) 593-9394 FULTON
WHEN? Immediately

- ☐ **TAKE PLACEMENT TESTS**
You may be required to take placement exams for English or Math
HOW/WHERE? www.cayuga-cc.edu/cas/additional-resources/placement-testing/
WHEN? Beginning April for Summer and Fall
Beginning November for Intersession and Spring
- ☐ **REGISTER FOR CLASSES**
HOW/WHERE? Meet with a Student Success Advocate
(315) 294-8523 AUBURN; (315) 593-9394 FULTON
(Register early for optimal course and time selection)
WHEN? Beginning April for Summer and Fall
Beginning November for Intersession and Spring
- ☐ **COMPLETE A CERTIFICATE OF RESIDENCY APPLICATION**
NYS, Non-Cayuga County residents only
HOW/WHERE? www.cayuga-cc.edu
WHEN? After July 4 & before bill due date – FALL
After Dec 1 & before bill due date – SPRING
- ☐ **PAY YOUR TUITION BILL IN FULL OR SET UP A PAYMENT PLAN**
Payment plan may be needed if aid does not cover costs
HOW/WHERE? my.cayuga-cc.edu
or Student Accounts Office 315-294-8450
WHEN? After July 4 & before bill due date – FALL
After Dec 1 & before bill due date – SPRING
- ☐ **SUBMIT IMMUNIZATION RECORDS (MMR, Meningitis Response Form)**
Students with 6 credits or more on campus
HOW/WHERE? Health Services (315) 294-8503
WHEN? Immediately (No later than bill due date)
- ☐ **ACCESS MYCAYUGA & COLLEGE EMAIL**
HOW/WHERE? my.cayuga-cc.edu
- ☐ **OBTAIN A STUDENT ID**
Needed to apply aid for textbooks
HOW/WHERE? Public Safety
WHEN? Before 1st Day of Classes
- ☐ **BUY YOUR TEXTBOOKS & SUPPLIES**
HOW/WHERE? College Bookstore
WHEN? Two weeks before classes begin
- ☐ **STUDENTS WITH DISABILITIES**
HOW/WHERE? Accessibility Resources
(315) 294-8422 AUBURN; (315) 593-9327 FULTON
WHEN? Immediately

HELP DESK
Auburn
(315) 294-8568
Fulton
(315) 593-9300
helpdesk@cayuga-cc.edu