



## 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.**

Sign In

[Create Account](#)

Email

Password SHOW

I'm not a robot reCAPTCHA Privacy - Terms


[Forgot your password?](#)

Remember Me

Are you logged in from a public computer?

Sign In

Empire State University | 2 Union Avenue, Saratoga Springs, NY 12866 | 1.800.847.3000

- 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.

My Account

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](http://www.esc.edu/apply).

My Applications

You do not currently have any applications.

[Create a New Application](#)

Events [View Upcoming Events](#)

You are not currently registered for any events.

My Profile Update Profile

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

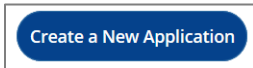
Area of Interest

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.)*

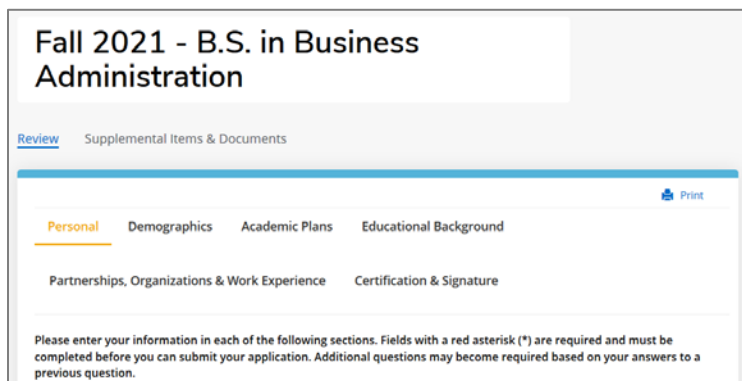
- Review your start-term information. If it is correct, select “Start Application.” If you need to change it, select “Change Academic Program or Term.”

**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.



- 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 University 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.sunyempire.edu/immunizations](http://www.sunyempire.edu/immunizations).

I have read the following 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 University Web site at <http://www.sunyempire.edu/safetyandsecurityannualreport>.

I have read the following statement \*

I understand that Empire State University 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 \*



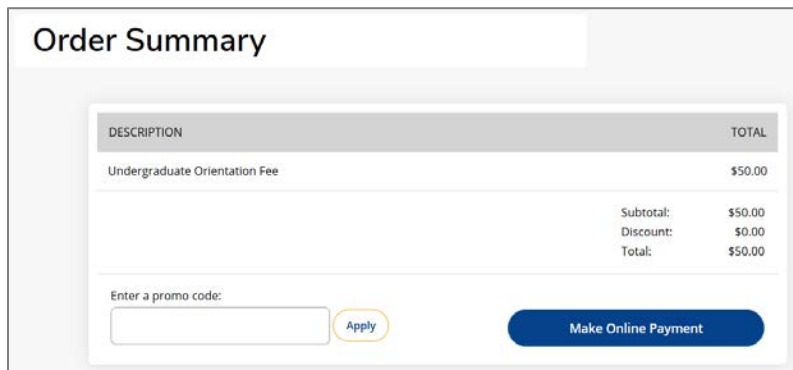
[Previous Page](#)

[Save Application](#)

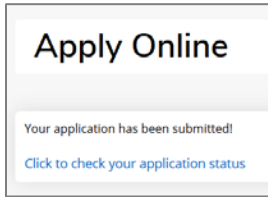
[Preview Before Submission](#)

[Submit Application](#)

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



- 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 <span style="float: right;"><a href="#">Create a New Application</a></span>		
APPLICATION	STATUS	ACTION
> <a href="#">Fall 2021 - Human Development, Associates of Science</a>	Additional Action Required	<a href="#">View</a>

You will come to a page listing required admissions documents and whether or not they have been received. 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
* Official transcript from: Skidmore College	Received	
* Proof of High School	Received	
<a href="#">Click here to view acceptable forms of proof of high school completion</a>		

