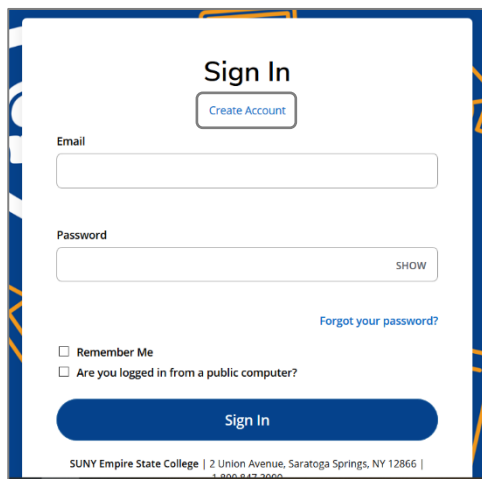# Quick Guide to the Online Admission Application
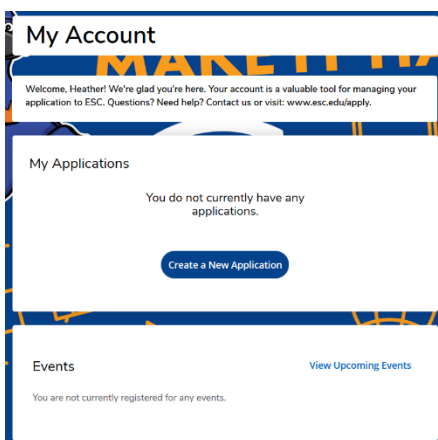
SUBMITTING AN APPLICATION

- 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**.

- 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.

- Begin your application by selecting "Create a New Application."
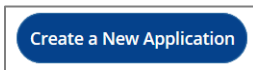
- Select the application you are starting (undergraduate, graduate or nondegree).

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."

- 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.

- 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."
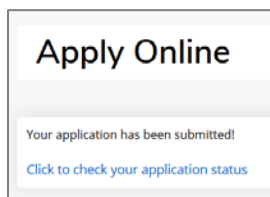
SUPPLEMENTAL ADMISSIONS DOCUMENTS

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."

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.

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 | Browse... 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: