

Quick Guide to the Online Admissions Application Uploading Your Essay

- Navigate to <u>SUNY Empire Online Application Login</u> and log in to your account using your email and password.
- After logging in, you will arrive at the "My Account" page with a section labeled "My Applications".



• The "My Applications" section contains a list of all your SUNY Empire applications. Find the application that you want to upload your essay to, and under the column labeled "Action" select the link labeled "View."

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

• Selecting "View" will navigate you to a page called "Supplemental Items" which contains a list of admissions documents and whether or not they have been received.

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	Browse No file selected.		
* Official transcript from: Onondaga Community College	Not Received			
* Proof of High School Not Received Click here to view acceptable forms of proof of high school completion				
Immunization Requirement Click here to view Immunization Requirements	Not Received	Browse No file selected.		
Meningitis Click here to view the Meningitis Requirements	Not Received	Browse No file selected.		

• To upload your essay, select "Browse" and then select the essay file from your computer. When ready select "Upload." If successfully uploaded, the submission status of your essay will change to "Received."

* Essay	Not Received	Browse] ESC test app essay
Click here to view the Undergraduate Essay		
Click here to view the RN to BSN Essay		