

Welcome to the Baruch College Now Application Guide

This guide is designed to help students new to Baruch navigate the application process effectively. Whether you're a new, participating, or returning student, follow the **5 steps** outlined to ensure a smooth application experience.

STEP 1: Review Courses Offered

- **Action:** Visit the [Spring 2025 College Now Program](#) and look at the descriptions of the classes. **Determine 2 -3 courses of interest**

STEP 2: Identify Student Status

Decision: Are you a new, participating, or returning student?

New Student:

Has never applied to any CUNY College Now program (No CUNY EMPLID)

Participating Student:

Has applied or taken a course in other CUNY College Now programs (Has CUNY EMPLID)

Returning Student:

Has applied or taken a course specifically at Baruch before (Has EMPLID)

If you're unsure please contact collegenow@baruch.cuny.edu

STEP 3: For New Or Participating Students

Action: Go to the CUNYfirst Unified Application portal [here](#).

★ Refer to **page 3** of this PDF if you need assistance filling out the application.

Register First. Then Select Baruch College from the college dropdown menu. Then Choose Classes

Complete your application directly through the **Unified Application**

STEP 3: For Returning Students

Action: Access the Qualtrics application linked [here](#) and fill out your information.

★ Be sure to have your EMPLID ready, as it is required to complete the application process.

NEXT 

Baruch College Now Application Guide

CONTINUATION: For New
Or Participating Students

STEP 4: Accessing Your Transcript

Using the **OSIS number** provided in the Unified Application, we will access transcripts directly.

This means you do not need to submit a transcript separately.



STEP 5: FINALIZE YOUR APPLICATION

Action: Check the agreement box and click the submission button to complete your application.

Once submitted, you will receive a confirmation message indicating that your application has been successfully received.

CONTINUATION: For
Returning Students

STEP 4: Accessing Previous CN Grades

We will review your grades from previous College Now courses on CUNYfirst using the information provided in the Qualtrics application.



STEP 5: AWAIT FURTHER INSTRUCTIONS

Action: Submit and we will review your application, if a transcript is needed, we will contact you at the email address you provided.

Please wait for our response to see if we require any additional information.

COMPLETED

For any questions or concerns contact us at: collegenow@baruch.cuny.edu

The following pages will provide an in-depth, step-by-step guide to the Unified Application for **New or Participating Students**.

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Baruch College Now Unified Application Guide for New or Participating Students

STEP 1: User Registration

The screenshot shows the 'Undergraduate Non-Degree Application' form. It includes a header image, a description of the College Now program, contact information for Sharae Brown and Brendon Gonzalez, and a registration section. The registration section has three dropdown menus: 'Select your undergraduate non-degree application' (set to 'College Now'), 'For Undergraduate Non-Degree Program' (set to 'No'), and 'Please indicate the campus to which you are applying' (set to 'Baruch College'). There is a 'Next >>' button and a link for 'End Questionnaire and Return'.

Select
“College Now”

Participating Student:
Select “Yes”
or
New Student:
Select “No”

Select “Baruch
College”

Select “Next” to
continue

STEP 2: User Registration

The screenshot shows the 'College Now' Application Sign-On page. It features the CUNY logo and a header image of two students. The main content area includes a thank you message, eligibility information, and a warning for HSE students. On the right, there is an 'Application Sign-On' box with fields for 'User Name' and 'Password', a 'Login' button, and links for 'Register Now' and 'Forgot Username/Password'.

You will be
directed to this
page

Select “Register
Now”

NEXT >>

Baruch College Now Unified Application Guide for New or Participating Students

STEP 3: User Registration

CUNY College Now

CUNY.EDU HELP EXIT APPLICATION

User Registration

Provide the required information below. Username should have a minimum length of 10 characters. Password should have a minimum length of 5 characters, 1 special character and 1 digit.

* Denotes a required field.

*First Name

Middle Name

*Last Name

*Date of Birth

*Gender

*Email Address

*Username

*Password

*Confirm Password

[Register Now](#) [Return to User Login Page](#)

Fill out
Biographical
Information &
Personal Email

Create a
Username and
Password
(REMEMBER THIS LOGIN
INFO for NEXT STEP)

Select “**Register
Now**”

STEP 4: User Registration

CUNY College Now

Thank you for your interest in our College Now program!

College Now is open to NYCPS high school students and NYCPS registered Homeschool students with an OSIS.

If you are a student in a High School Equivalency (HSE) program, please do not use this application; please contact the College Now office directly to find out more information or to apply.

Application Sign-On

User Name

Password

[Login](#)

[Register Now](#)

[Forgot Username/Password](#)

Login Using
that **Username
and Password**
you created in
Step 3

NEXT >>

Baruch College Now Unified Application Guide for New or Participating Students

STEP 5: Unified Application

Once you Login you will be directed to the Unified Application



There are 4 sections you have to fill out

Section 1: Personal Information

- Phone and Address
- Residency and Citizenship
- Social Security # - recommended to enter if you have one

(Please note that if you do not have a SSN, you can still apply.)

Section 3: Supporting Information

- Select the option: **“U.S High School”** and then search your school’s information with the **“High School Search”** button
- Select your school from the search menu
- Indicate when you started high school and when you expect to graduate (Doesn’t have to be the EXACT date)
- Indicate when you expect to receive your high school diploma/degree
- Enter your **OSIS Number**
- Save and continue.

Section 2: Academic Interest

- Select term (Spring 2025)
- Click **“Add College”** and select **“Baruch College”**
- Select up to 3 course offerings
- Save and continue to the next page

Section 4: Submission

- Upload any other documents (PSAT/SAT Score Reports, Parent Consent forms, Recommendation Letters (if applicable))
- Transcripts do not need to be uploaded since we will receive an updated copy automatically from NYCPS
- Check the agreement box and click the **submission button**. **COMPLETED**