

## INTERNATIONAL TRANSFER APPLICATION INFORMATION

### Fall Priority Deadline

December 1 (Application Deadline)

December 15 (Supporting Documents)

### Spring Priority Deadline

September 1 (Application Deadline)

September 15 (Supporting Documents)

Transfer applicants are students who have attended any college, university, and/or proprietary school since graduating from high school or secondary school. This applies whether or not the applicant is seeking transfer credit and/or changing program of study. For more information on how to apply, please visit the [CUNY website](#).

For admission purposes, you are considered an international student if you are currently in an F-1 or J-1 non-immigrant status, will need to change your current status to F-1 or J-1, or will need an F-1 or J-1 visa in order to study at CSI.

- **Submit a Transfer application on the [CUNY Application page](#) and pay a non-refundable application fee of \$70. Please view this [video](#) for additional instructions.**
  - **Submit secondary school documents as part of the application process.**
    - Photocopies of secondary school transcripts or marksheets. Please review the [required secondary credentials](#).
    - Official transcripts from U.S. high school if attended.
    - Photocopy of secondary school diploma or external examination certificates from outside the U.S. (CXC, GCSE, GCE, WASSCE etc.). In case of WASSCE, please include the information from the scratch card.
  - **Submit post-secondary educational documents.**
    - Official transcripts from colleges, universities and/or proprietary schools in the U.S. if attended.
    - Official post-secondary/university records from all post-secondary institutions overseas.
- Official transcripts may be mailed or emailed directly to us from the office responsible for issuing official academic records at the colleges/universities you have attended.
- Photocopies of diplomas and certificates.
- **Submit a photocopy of certified translation of all transcripts, diplomas and certificates if they are not in English. Please see the [CUNY Document Translation Guidelines](#).**

Applicants educated outside of the United States may choose to have their record evaluated by one of the approved evaluation services listed below or by the University Application Processing Center.

### Approved Evaluation Services

- [Academic Credentials Evaluation Institute, Inc.](#)
- [Educational Credential Evaluators](#)
- [Foreign Credential Evaluations, Inc.](#)

Office of Recruitment and Admissions

Attn.: International Admissions

College of Staten Island/CUNY

2800 Victory Boulevard 2A-103 Staten Island, NY 10314 USA

Phone: +1 718-982-2246

Email: [international@csi.cuny.edu](mailto:international@csi.cuny.edu)

[Schedule an appointment with an advisor](#)



## INTERNATIONAL TRANSFER APPLICATION INFORMATION

### Fall Priority Deadline

December 1 (Application Deadline)

December 15 (Supporting Documents)

### Spring Priority Deadline

September 1 (Application Deadline)

September 15 (Supporting Documents)

- [Foreign Credentials Service of America](#)
- [International Education Evaluations \(IEE\)](#)
- [International Education Research Foundation](#)
- [Institute of Foreign Credential Evaluations \(IFCS\)](#)
- [Josef Silny & Associates, Inc., International Education Consultants](#)
- [Scholaro](#)
- [SpanTran: The Evaluation Company](#)
- [Transcript Research](#)
- [World Education Services, Inc.](#)

If using one of the above services, you must request: an official course-by-course evaluation report which includes a GPA and certified copies of all documentation used for the evaluation.

#### Completed less than one year

If you have completed less than one year of full-time university-level studies, we need the following:

**Secondary school record:** an official course-by-course evaluation report which includes a GPA based on all secondary school course work and any external examination certificates earned.

**University record:** an official course-by-course evaluation report which includes a GPA based on all university course work.

#### Completed more than one year

If you have completed more than one year of full-time university-level studies, we need the following:

**Secondary school record:** proof of secondary school graduation and an official document-by-document evaluation report.

**University record:** an official course-by-course evaluation report which includes a GPA based on all university course work.

We will only accept evaluations that are sent directly from the evaluation service.

- **Submit a proof of English language proficiency if you were educated in a non-English speaking environment. (Our institutional code is 2778). Please email [international@csi.cuny.edu](mailto:international@csi.cuny.edu) to confirm that you need to submit TOEFL, IELTS, PTE or Duolingo.**
  - **Test of English as a Foreign Language (TOEFL):** The minimum score for undergraduate admissions is 45 Internet-based.
  - **International English Language Testing System (IELTS):** We will only accept the academic exam scores. The minimum required score: 5.0 (overall band).
  - **Pearson Test of English Academic:** The minimum required score: 39
  - **Duolingo:** The minimum required score: 75

Submit required documents and any changes to the College of Staten Island so that we can add them to your application for the CUNY University Application Processing Center review. Your application cannot be completed without the required documents. Photocopies of documents can be emailed to [international@csi.cuny.edu](mailto:international@csi.cuny.edu)

Office of Recruitment and Admissions

Attn.: International Admissions

College of Staten Island/CUNY

2800 Victory Boulevard 2A-103 Staten Island, NY 10314 USA

Phone: +1 718-982-2246

Email: [international@csi.cuny.edu](mailto:international@csi.cuny.edu)

[Schedule an appointment with an advisor](#)



Revised 03/05/24