

CHECKLIST

for SEEK STUDENTS

To understand how to meet your condition for acceptance to the SEEK Program at John Jay College, pay special attention to the following information.

- **THE FILING OF THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) AND NEW YORK STATE TUITION ASSISTANCE PROGRAM APPLICATION (NYSTAP) IS REQUIRED FOR THIS PROGRAM.** The deadline to apply for FAFSA for SEEK is April 28, 2011. Check your personal email for your Student Aid Report (SAR).

Download the Student Aid Report (SAR) and read it carefully. If the Student Aid Report (SAR) states that you need to verify information that you entered on the FAFSA, you will need to submit the required document in addition to your income documentation. Below is a list of acceptable income documentation that you will need to submit, along with the 2011 – 2012 Verification Worksheet.

1. Signed copies of your parents' and your 2010 Federal tax forms (1040, 1040A or 1040EZ, including W-2 forms)
2. Social Security award letter for 2010 (Form 1099)
3. Public Assistance (PA) budget letter, dated 2010, listing all family members in the case
4. Veteran's benefits award letters for 2010
5. Pension award notices for 2010
6. Birth or baptismal certificates for siblings not listed on tax returns or PA budget letter
7. Mortgage Statement

To download the 2011 – 2012 Verification Form go to www.jjay.cuny.edu, click on **The Jay Stop**, click **Money Matters**, choose **Getting Financial Aid**, scroll down to **Financial Aid Forms** and click on either **2011 – 2012 Dependent** or **Independent Verification Worksheet**.

- **IN ADDITION TO YOUR INCOME DOCUMENTATION, YOU MAY NEED TO SUBMIT PROOF OF IMMIGRATION STATUS OR CITIZENSHIP AND SELECTIVE SERVICE REGISTRATION.** You should have these documents available in the event that you need to present them: Permanent Resident (Green) card, U.S. Passport, U.S. Birth Certificate or Social Security card.

Selective Service Registration is required of all males aged 18 – 25, regardless of immigration or citizenship status. You may register at your local United States Post Office or you may register online at <http://www.sss.gov/>. A valid Social Security number is required for online registration. You will receive an acknowledgment card within 2 weeks. If you are a man who is at least 17 years and 3 months old, you may complete this form to submit your registration information. The information will be held on file and processed automatically when you are within 30 days of your 18th birthday, at which time confirmation will be mailed to you

- **BRING ALL REQUIRED INCOME DOCUMENTATION** (copies that can be kept by Financial Aid) and 2011 – 2012 Verification Worksheet to the **Financial Aid Office** located in Room 1280, North Hall building, 445 West 59th Street. The office hours are Monday, 1:00 PM to 4:45 PM, Tuesday and Wednesday, 10:00 AM to 5:45 PM, Thursday, 10:00 AM to 12:45 PM. **The office is closed on Friday.**

- **WHAT HAPPENS IF I DO NOT MEET THE INCOME ELIGIBILITY REQUIREMENT?** You should contact the Admissions Office to find out if you meet the Non-SEEK admissions requirement.

If you do not meet the Non-SEEK admissions requirement, you may have been accepted to the Justice Academy Program at one of CUNY's Community Colleges. This is a joint program with John Jay College. If you attend the Justice Academy Program, you will be able to enroll at John Jay College upon completing your associate degree. You should let the CUNY Community College know of your intention to attend the Fall 2011 semester as soon as possible.

- **WHAT HAPPENS IF I MEET THE INCOME ELIGIBILITY REQUIREMENT?** You should prepare to take the CUNY Assessment Tests as soon as possible. Make sure that you are familiar with the CUNY Assessment Tests and have received enough practice before your test date. Visit <http://www.jjay.cuny.edu/fye/cat> for information, tips and resources.

You will receive a CUNY letter identifying which test you will need to take, along with the date and time of your test. To reschedule your test date, you may email the Testing Office at testing@jjay.cuny.edu and in the subject section enter "Fall 11 SEEK Freshman" or you may call **212.237.8108**. If John Jay College is not your test site, please contact the Testing Office at the college where you are assigned to take the test. You must take the CUNY Assessment Tests before Wednesday, June 15, 2011.

- **SEEK ADVISEMENT AND REGISTRATION:** You will receive an invitation to an Advisement and Registration Session where you will pre-register for Fall 2011 classes and also sign up to attend the SEEK Summer Academy Program. For successful enrollment in your first semester, please visit www.jjay.cuny.edu/stepstoenroll. Here, you will be provided with information and instructions regarding:

1. Accessing your new **John Jay email account**
2. Immunization Requirements and Documents
3. Financial Aid
4. Advisement and Registration
5. Freshman Orientation: **Save the Dates, August 17th and August 18th**
6. Admissions Information (High School Diploma, In-State Tuition Eligibility)

- **SEEK SUMMER ACADEMY PROGRAM:** If you want to be a part of the SEEK freshman class at John Jay College, you must participate in the SEEK Summer Program. It begins on July 5th and ends August 4th. Classes meet Monday through Thursday from 9AM to 2:45PM. An Orientation will be held prior to the SEEK Summer Academy Program and it will be held on June 28th, 29th and 30th. You will receive more information about the Orientation once you register for classes.

If you do not complete the Summer Program, you will not be allowed to attend John Jay College unless you meet our Non-SEEK admissions criteria. The SEEK Department is located in the North Hall Building at 445 West 59th Street, Room 3100. Contact the department via email at SEEK@jjay.cuny.edu or by calling **212.237.8168**.

**Please submit the required documents as soon as possible.
Seats for this program are limited and are available on a first-come, first-served basis.**