

Applications and Processing

How to apply to MVCC

To access any of the MVCC applications available from our website, both Domestic and International, applicants can go to www.mvcc.edu/apply.

Hard copy applications for Domestic (non-international) students are available from the Admissions Office, the Rome Campus Student Services Office, and Counseling/Guidance Offices in most Central New York high schools and are printable from the webpage above. There is no application fee required to process an MVCC application.

Domestic and International applicants can, if they choose, use any of the application formats available from the State University of New York (SUNY). However, applicants should be aware that they will be responsible for paying any applicable fees to SUNY for the processing of their applications.

A complete application must include:

- An official final high school transcript, OR
- A General Equivalency Diploma (GED) or TASC Test, OR
- Those who have completed their high school education in a foreign country must supply a copy of the original document and a certified English translation of the diploma or transcript, AND
- As appropriate for all applicants, an original copy of any/all: AP reports; CLEP exam scores; New York State College Proficiency Exam Scores; DANTES (Defense Activity for Non-Traditional Education Support) score reports; certificates issued for the completion of non-collegiate instruction.
- For home-schooled students, a letter of equivalent education from the home district superintendent.

Transfers

An official transcript for each college from which transfer credit is being requested. If no transfer credit is being requested and/or transcripts are unavailable, you still must report yourself as a transfer for Admission and Financial Aid purposes.

Notice: Applicants who have earned a master's, bachelor's, or an associate degree from an accredited institution need not supply a copy of their high school transcript, diploma, or GED/TASC except in the case where the applicant is requesting admission to select programs where specific prerequisites are required. However, on your application, please list your former high school's name, address, and your graduation date or GED/TASC completion date, as appropriate.

Formerly Matriculated MVCC Students

Contact the Utica Campus Holistic Student Support Office, Payne Hall, Room 104B, or the Rome Campus Student Services Office, Plumley Complex, Room 130, for appropriate guidance on re-enrollment.

Application Review Processing

Rolling Admission

MVCC uses a rolling admissions process for accepting students. Applications are reviewed as soon as they are considered complete. Students are notified of acceptance once the completed application is reviewed. Notifications begin on or around:

- Fall (September) semester — Nov. 1 prior to requested term
- Spring (January) semester — Oct. 1 prior to requested term
- Summer (May) semester — March 1 prior to requested term

Admissions Reservation Form (no-fee deposit)

All accepted applicants receive an Admissions Reservation Form along with their acceptance letter. The Admissions Reservation Form, used in place of an admissions deposit, confirms the fact that an accepted applicant plans to enroll at the College for the semester indicated on their application. This acknowledgment is used by administrators to help plan sufficient class availability for expected students.

The following rules apply:

1. Fall applicants accepted prior to March 15 should return the Admissions Reservation Form as soon as possible, and by April 1. Applicants requesting on-campus housing should return the form as soon as possible after acceptance. The sooner the applicant confirms their plan to attend, the sooner their request will be posted to the Residence Hall on-campus housing request list.
2. Fall applicants accepted after March 15 should return the form within two weeks from the date listed on the acceptance letter.
3. Spring Semester (January) or Summer Semester (May/July) applicants should return the form within two weeks of the date listed on the acceptance letter. Again, applicants interested in Spring Semester on-campus housing should return the form as soon as possible.

Important Notice: Failure to return the Admissions Reservation Form according to the timelines listed above can jeopardize your opportunity for enrollment to a particular major, especially majors in which applications exceed space available, and/or your opportunity to secure an on-campus Residence Hall room for the semester requested.

Pre-Enrollment Notifications

After acceptance to MVCC, you will begin to receive a number of communications from the College. Those that will be delivered in letter and/or email format will include notification of your MVCC Student Number (M Number), your MVCC student email address, information on placement testing and class scheduling, and **notification of your MVCC Student Information and Registration System (SIRS) PIN**.

The Admissions Office will supply you with a pre-enrollment information guide and health record forms in your acceptance package. The information guide is provided to assist you through the admissions process with important information that you must do prior to the start of classes for your first semester.

U.S. Army ConAP Program

MVCC has joined the United States Army and over 1,900 participating colleges across the country in the Concurrent Admissions Program (ConAP). The program allows new recruits, who enlist in the Army or the Army Reserves, to enroll in a college or university at the time of their enlistment. These soldiers earn money toward college through the Montgomery G.I. Bill for educational benefits, and are guaranteed admission at a selected college.

Eligible students are permitted to take as little as 25% of their courses in residence at MVCC, with the remaining credits available through transfer, independent, or correspondence classes, and credit for specialized training or life experience. MVCC will provide ConAP students with counseling and with program planning assistance and evaluation. For more information about the program, call the MVCC Veterans Education Services Office at 315-731-5719.