



York College Honors Program – Application Instructions

General instructions: Complete all sections electronically (put *n/a* where appropriate). Note that there are different procedures for high school and college students. The application deadlines are listed on the York College Honors Program’s website. www.york.cuny.edu/academics/honors

All application materials should be submitted electronically to honors-program@york.cuny.edu.

Please direct questions to the Honors Program office via email (honors-program@york.cuny.edu) or via phone 718.262.2812

Transcript and reference instructions for high schools students:

Have your high school forward a transcript directly to the Honors Program office at the following address:

York College Honors Program office
Room 3E07b
94-20 Guy R. Brewer Blvd.
Jamaica, NY 11451

Give the reference forms to two teachers. Please have them email the letters of reference directly to the Honors Program office (do not send them yourself).

Transcript and reference instructions for college students:

Have all official transcripts from every college you have attended, including York, sent to the Honors Program office. Give the reference forms to two professors (from any college you have attended). Please have them send the letters of reference directly to the Honors Program office (do not send them yourself).

Essays

Please attach two documents. Please label each document.

The first should be a **writing sample**. Your writing sample should be a paper submitted as a class assignment. It should represent the academic work that you are most proud of creating. Please submit the original copy with teacher/professor comments. We would prefer it to be between 5 and ten pages in length.

The second should be your **biographical essay**. In this essay, you should describe your academic goals and your career goals and then explain why you think joining the York College Honors Program will help you meet these goals. This should be less than 2 pages, typed.

Graduation Plan

Please attach your graduation plan, modeled on the sample graduation plan. The purpose of this plan is to require applicants to consider how the elements of the Honors Program will fit into their coursework at York.

Instructions for Electronic Submission

(if you cannot do the following submit that element as a hardcopy)

All emails should be sent with the following subject line: application student name

- **Application Form:** Download the application form as an .rtf file, edit it and save it as an .rtf file and email to honors-program@york.cuny.edu
- **Writing Sample:** Scan original copy with teacher comments into .jpg file and email to honors-program@york.cuny.edu
- **Biographical Essay:** Save as an .rtf file and email to honors-program@york.cuny.edu
- **Transcripts:** This cannot be electronically submitted.
- **Graduation Plan:** as an .rtf file and email to honors-program@york.cuny.edu
- **Letters of reference:**
 - Email the honors-program from the account listed on your application the following information:

Name

Name of reference and their title

Email address of reference

Include this text: "I hereby waive my right to access to information from this reference."

The email must come from a named email account (e.g. washton@york.cuny.edu) with a .gov, .org or .edu domain. Email to honors-program@york.cuny.edu

- Email each reference this text:

You have been requested by _____ (insert your name) to write an electronic letter of reference for their application to the York College Honors Program. Please how long and in what context you have know the student and discuss the student's potential for honors level college work and for success in graduate school or a professional career after college. Include discussion of the student's academic achievements, intellectual curiosity, critical thinking, written and verbal communication skills, maturity, motivation, work habits, and interpersonal skills. As part of the requirements of the electronic reference, the student has waived their right to see this letter.

Please email this letter from a named email account (e.g. washton@york.cuny.edu) with a .gov, .org or .edu domain. Email to honors-program@york.cuny.edu and please have as the subject line "reference student name"