# Submitting Program Forms

Step 1:

Goto the URL:
https://sis.nyu.edu/psc/csprod/EMPLOYEE/HRMS/c/NYU_AWS_SS.NYU_AAWS_LOGIN.GBL?APP_TYPE=EHGHSCL1

*If you receive the following error message: simply close ALL of your open browser windows, clear your browsing history and try again. This happens if you are logged into your NYU Home account or the NYU course search while you are attempting to log into the application.*
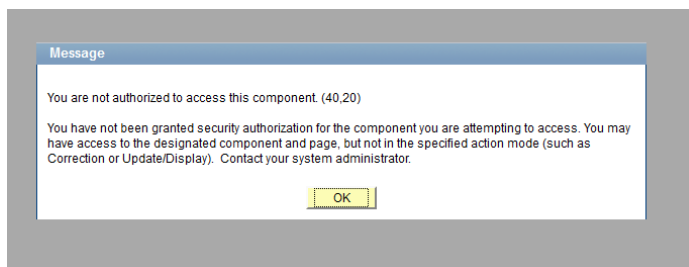
# NEW YORK UNIVERSITY

Welcome to New York University's Online Admissions Application System!

If you have not previously used this system, please register by creating a new, unique ID – the Application User ID. **Please do not use any existing NYU N# or NetID or NYU email for this application if you have one.** This will only be a temporary ID used to access your online admissions application. You will be able to provide an NYU email address for correspondence after you've created your Application User ID.

Note: Passwords must be 8 characters long and contain at least one special character (!,@,#,$, etc) and one number (0-9).

When you get a message that indicates that the user could not be authenticated, this means that you have provided an incorrect userid/password. Password values are case sensitive. Make sure that you do not have extra characters in the userid/password fields.

**If you are unable to login, please make use of the 'Forgot your userid?' and 'Forgot your password?' functionality on the login page. If you attempt to retrieve your userid or reset the password and the system is not able to locate your email address, this means that the system has temporarily locked out your account for security reasons. In this case, do not attempt to login but reset the password using the 'Forgot your password?' functionality on the login page after 5 minutes**

For technical issues, email admissions.ops@nyu.edu or call 🅢 212-998-4500.

| New User | |
|---|---|
| **User ID:** | |
| **Password:** | |
| **Confirm Password:** | |
| **Email Address:** | |
| **First Name:** | |
| **Last Name:** | |
| | continue |

**Use the Original Login credenitals that you created, not your NYU Net ID or N#**
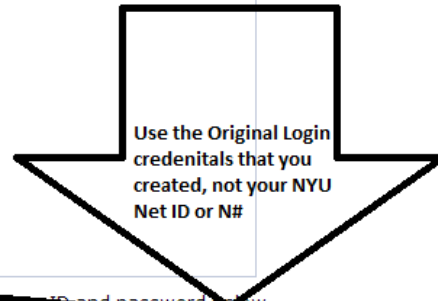
If you have already created an account with this system, enter your Application User ID and password below.

| Returning User | |
|---|---|
| **User ID:** | Forgot your User ID? |
| **Password:** | Forgot your password? |
| | sign in |

Step 2:

Once you log in you will see a blue bar (example below) with the name of your program and the status of your application 'Submitted'. You should click on the VIEW button.

Step 3:

Click on the Upload Attachments button in the bottom right hand corner to Upload your program forms.

**NEW YORK UNIVERSITY**

**View Application**

Now that you have submitted your application, you are able to do the following:

1) View A PDF copy of the submitted application, by clicking on the 'View PDF Copy' button.
2) Check to see if your recommendations have been uploaded, by clicking on the 'Check Recommendation Requests' button.

**Admit Term:** Summer 2014
**Academic Program:** NYU Precollege Visiting Student
**Academic Plan:** NYU Precollege Visiting Student

Click Here

View PDF Copy of Application

Upload Attachments
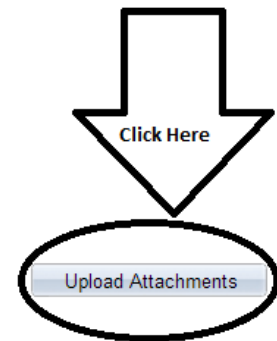
Go to this application's Home Page

Step 4:

Each program will list the names of the forms that need to be submitted. Simply click on the Upload button below each form (circled below) and attach your completed form. **Once you click the save button the name of the form will dissappear, do not worry, this means you have completed the process.** If there is not a place to upload a certain form, that means that it is supposed to be mailed into a different office. See the directions on the individual form.



**Uploads**

If you answered "YES" to any of the additional questions that require an explanation, you **must** upload your document below. Otherwise, this is NOT a required section. If you do not need to attach a document, you can skip this page for now.

If you are admitted to the program and decide to attend you will be asked to return to this section and upload program forms under the headings that include - Admitted Student Forms. Please ignore these questions during the application process.

*PLEASE NOTE: The file name cannot be greater than 64 characters. Please ensure that the file names do not contain any special characters (e.g. @#$%^) or blank spaces.*

*Saved files can't be deleted in the system by the applicant. Files that have been uploaded on the page but not saved, can still be deleted.*

| Admit Term: | Summer 2014 |
| Academic Program: | NYU Precollege Visiting Student |
| Academic Plan: | NYU Precollege Visiting Student |

**2014 Precollege Contract - Admitted Student Form**

**This section is ONLY for students to use once they've been admitted and confirmed their spot in the program. Please disregard this area during the application process.** Once you've decided to attend the program, please upload your complete and signed **2014 Contract** below. *This and other admitted student forms can be found on our website and will be emailed to students as the program start date approaches.*

Upload

**Emergency Contact Form - Admitted Student Form**

**This section is ONLY for students to use once they've been admitted and confirmed their spot in the program. Please disregard this area during the application process.** Once you've decided to attend the program, please upload your complete and signed **Emergency Contact Form** below. *This and other admitted student forms can be found on our website and will be emailed to students as the program start date approaches.*

Upload

**Application Pages:**

Application Instructions
Personal Information
Contact Information
Parent/Counselor Contact Information
Supplemental Questions
Additional Questions
Academic History
Uploads
Validate

Step 5:

You have successfully uploaded your forms. If you have any questions or problems you should email university.programs@nyu.edu.