



Benjamin N. Cardozo High School

Bernard Cohen College Advisory Service

A successful college application process involves organization. Display this timeline in a prominent place and use it as a guide to pace yourself.

COLLEGE APPLICATION FORM

Class of 2025 Post-Secondary Timeline



app.scoir.com/signin - Invite your parent/guardian, update your contact info, research your colleges, update your college list @cardozocollegeoffice for important updates



Cardozo College Office - Facebook group for important updates



Class of 2025 College & Career Office Google Classroom - classroom.google.com/c/NjUwOTE3NTg4OTg4 - Class code: T7DYLJG



cuny.edu/apply - Application for all CUNY colleges



commonapp.org - Application for SUNY, Private and Out of State Schools

SEPTEMBER

Due	Task
Sept. 12	BNCHS College Visits begin: College representatives will begin hosting meetings for Cardozo seniors at Cardozo. Sign up on Scoir. All visits will take place directly after school.
Sept. 18, 19 & 20	Senior College Application Meetings - Classroom Visits to your class.
Sept. 18	Parents/Guardians attend Senior Family College Night at 6:30PM via Zoom. Register: https://shorturl.at/rquMC
Sept. 20	Registration deadline for October 26th ACT Exam
Sept. 20	Registration deadline for October 5th SAT Exam
Sept. 24	Mandatory Information Session for all students applying Early Decision, Early Action, or any college and/or scholarship consideration deadline (i.e. Boston U.) that is December 1st or earlier which requires a Counselor rec letter - 2:20pm in the Auditorium
Sept. 25 - Oct. 2	EA/ED Support Week in Room 150 after school for October 7th deadline applications. Recieve help completing your college applications!
Sept. 27	Scoir Profile: Update any activities you completed (summer jobs, internships, etc) to your SCOIR profile by entering them in the "Personal Bio/Add a statement about yourself" and "Activities and Achievements" in the MY PROFILE section of your SCOIR account
Sept. 27	Autobiography: If you have not done so already, complete the Autobiography form tinyurl.com/AUTOBIOGRAPHY25

OCTOBER

Due	Task
Oct. 1	FERPA: Log into your Scoir account and complete both the FERPA Waiver AND FERPA Release. Select "GRANTED" for both. You must enter a parent email to complete this step. We CAN NOT submit documents unless this is completed.
Oct. 1	Teacher Recommendation Letters: If you have not done so already, request teacher recommendation letters on Scoir: CUNY- 1 recommended for four-year schools; SUNY- 1 required; Private and Out-of-State- 2 typically required but check their websites for exact requirements.
Oct. 1	Lunch Form: Complete your Family Income Inquiry Form. You must enter household income to be considered for any fee waivers. Link: https://tinyurl.com/NYCDOELunchForm
Oct. 1	Application Fee Waivers: After completing your Family Income Inquiry Form, you can begin requesting college application Fee Waivers. For CUNY fee waivers, email Ms. Service at dservice@schools.nyc.gov . For all other colleges, request a fee waiver on SCOIR.
Oct. 1	If you haven't started already, begin working on regular decision college applications. Recommended deadline for completion of all regular decision college applications is December 15th unless your college has an earlier deadline.
Oct. 5	SAT Exam. Your last SAT taken should be no later than November to allow for scores to arrive in time to submit with your college application. Last exams should be taken sooner if applying Early Action/Early Decision/Macaulay Honors or Brooklyn BA/MD. Check your college's website for the deadline to receive scores. Most colleges are test-optional.
Oct. 7	ED/EA Oct. 7th Policy: If you are applying to any college via Early Decision or Early Action to a school which requires a Counselor Recommendation Letter 1.) You must submit your application by Oct. 7th at 7pm , regardless of the colleges' listed deadline. 2.) You must also complete the early intention Google Form: https://tinyurl.com/EDEA24 by that date and time. 3.) You must also add these colleges to your APPLIED column on SCOIR by this date. 4.) Please also forward all confirmations of application submissions to your assigned college counselor's email.
Oct. 7	ED Agreement Form: If applying Early Decision, you must complete your Early Decision agreement within SCOIR. Please select e-sign option; Do not download and print. Your parent/guardian's email must be included in your SCOIR account. Your parent/guardian will be emailed to e-sign the document.

Oct. 7	Sophie Davis, Brooklyn BA/MD, Macaulay Honors, and SUNY Early Action: You must complete the early intention google form by October 7th to let the college office know of your intentions. You DO NOT need to submit these specific applications until their respective deadlines. Link: https://tinyurl.com/EDEA24
Oct. 15	Update Applying List in Scoir: Begin to notify your College Counselor of the colleges you will be applying to by logging into SCOIR and adding colleges to your "APPLYING" list. Deadline to complete this VERY IMPORTANT STEP is Friday, November 8th . Link: https://tinyurl.com/ScoirApplyingUpdate
Oct. 17	Cardozo College Fair from 6:00pm - 8:00pm: Over 100 colleges and universities will be at Cardozo.
Oct. 18	Registration Deadline for November 2nd SAT Exam
Oct. 21 - 25	COLLEGE APPLICATION WEEK. Come to the College Office Computer Lab (Room 150) for support with your college applications.
Oct. 21 - Nov. 15	FREE CUNY APPLICATIONS - Apply to CUNY colleges for free using the CUNY application - CUNY.edu/apply - no fee waiver required
Oct. 21 - Nov. 3	FREE SUNY APPLICATIONS - You can apply to SUNY colleges for free using the Common App or SUNY App from Oct. 21 to Nov. 3.
Oct. 26	ACT Exam. Please note, last ACT taken should be no later than November to allow for scores to arrive in time to submit with your college application. Last exams should be taken sooner if applying Early Action/Early Decision/Macaulay Honors or Brooklyn BA/MD. Remember, most colleges are test-optional. Registration deadline is September 20th.

NOVEMBER

Due	Task
Nov 2	SAT Exam (October 18th Registration Deadline)
Nov. 6	Virtual Financial Aid Night at 6:30PM.
Nov. 8	Update Applying List in Scoir for Regular Decision Colleges: Final deadline to inform your College Counselor of the colleges in which you are applying. This is done by adding colleges to your "APPLYING" list in your SCOIR account. This is not your college application deadline. Your application doesn't need to be submitted by this date. Apply by the college's deadline listed on their website.
Nov. 8	Registration Deadline for December 14th ACT Exam
Nov. 15	Deadline for CUNY Macaulay Honors application (if submitting).
Nov. 12 - Dec. 20	College Office will have very limited office hours due to application processing.
Nov. 22	Registration Deadline for December 7th SAT Exam

DECEMBER

Due	Task
December 1st	FAFSA Application Opens: Application for Financial Aid (FAFSA) application opens. This is not the due date, rather the date you can begin applying. To apply: https://studentaid.gov/ <i>You are allowed to submit your FAFSA before you submit your college applications.</i>
Dec 7	SAT Exam (November 22nd Registration Deadline)
Dec. 8	Deadline to apply for CUNY Brooklyn College BA/MD program (if submitting).
Dec. 14	ACT Exam
Dec. 15	Recommended Application Deadline and Proof of Application Submission to College Office: Recommended deadline for all regular decision college applications. You must provide the College Office with proof of submitting your applications by printing out confirmation emails and/or providing printed screenshots of at least one school in which you applied. Please stop by the college office to share your application news.
Dec 30	Deadline for CUNY School of Medicine/Sophie Davis application (if submitting).

JANUARY & FEBRUARY

Due	Task
Jan. 15 - Feb. 1	Midyear Grades Request: Some of your colleges will require/request your first semester grades and/or your Midyear transcript. Colleges will notify YOU of this. If prompted by your college, fill out the Midyear Transcript Request Google Form. The College Office will not send these automatically unless prompted by your submission of the Google Form.
Feb. 1st	Deadline to Apply to all CUNY 4-Year Colleges

MARCH & APRIL

Due	Task
March - April	Colleges begin responding with decisions and financial aid offers.
Apr 21-25	Decision Day Week of Support: Receive support in making your decision for after high school. Whether it is going to college, taking a gap year or deferring your acceptance, come by the College Office for support in making this decision.

MAY & JUNE

Due	Task
May 1	Decision/Commitment Day: Traditional "Decision/Commitment Day" deadline for four-year colleges. You must pay the deposit to the college you have decided to attend.
May 1	Decision Day Celebration. School-wide celebration of seniors' post-secondary decisions. Wear your gear!
May 2	Final Surveys Due. This survey will collect important data and will inform the college office of your final college choice. It will prompt the college office to send your final transcript with proof of high school graduation to this institution.

*Please note that this timeline is available electronically (with clickable links) in your SCOIR drive and on www.cardozohigh.com