



# Adobe Certified Professional

**CREATIVITY MEETS CREDIBILITY**

*Industry Recognized Credentials for Digital Creators*

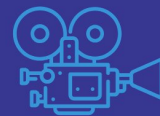
## *Available Certifications*



Adobe Certified Professional in Visual Design Using Photoshop



Adobe Certified Professional in Print & Digital Media Publication Using InDesign



## A note on Admissions Documents:

A current (unexpired) photo ID with a New York State (NYS) address can serve as proof of NYS residency and the photo ID. Prospective students applying to **Career Training and College Prep programs**, must provide a current photo ID, proof of NYS residency, income, & high school diploma or equivalent. For **ESOL**, a photo ID, NYS residency, and income are needed. For **High School Equivalency Preparation programs**, only a current photo ID and NYS residency is needed. **Please submit your documents via email to [documents@man.eoc.cuny.edu](mailto:documents@man.eoc.cuny.edu)**

### I. Photo ID

- IDNYC, NYS Driver's License, NYS Photo ID Card
- Benefit Card
- NYS Corrections & Community Supervision Released ID
- Permanent Resident Card
- U.S. Passport

### II. Proof of New York State Residency

- IDNYC, NYS Driver's License, NYS Photo ID Card
- NYS voter registration card
- Apartment Lease
- Posted mail from a bank, utility, or similar with name and address
- New York State income tax return (*IT-201, IT-150 and IT-2 from the most recent year*)
- For recent high school graduates, a NYS high school transcript issued within the last year
- If an applicant doesn't have any of the residency documents mentioned above, an applicant can submit a letter on letterhead from a residential program (shelter) or similar attesting to their NYS residency status to be included in their application for review by Admissions

### III. Proof of Income (All that apply)

*(Pay stubs, W2 forms alone are not acceptable as proof of income)*

- Federal Tax Return (*1040, 1040A, or 1040EZ from the most recent year*)
- SSA/SSI Documentation—Social Security Award letter for current year
- Unemployment, Pension, Annuity Benefits or Workers Compensation letter for current year
- Veterans Administration Disability Benefits letter
- Child Support or Alimony payment stubs for current year (*Court ordered or affidavit*)
- For applicants without income and who fall into one of the following categories, please provide documentation in place of proof of income*
  - HRA Current budget letter (*most recent & not older than 90 days*)
  - Non-filers: IRS Form 4506-T (*provided by Admissions Office*)

### Proof of Income continued

- The applicant is living with foster parents who do not provide financial support, and no monies are provided from the natural parents; or
- The applicant is a ward of the State or a county
- If an applicant doesn't have any of the documents mentioned above, an applicant can submit a letter on letterhead from a residential program (shelter) or community based organization attesting to their economic status to be included in their application for review by Admissions

### IV. Proof of Education

- High School Diploma or Transcript (*with graduation date and school seal*)
- High School Graduation Verification letter (*on an official school letterhead and seal*)
- High School Dismissal letter
- Foreign Diploma (*provide English translation if necessary*)
- High School Equivalency Diploma (*including test scores if enrolling in a High School Equivalency Preparation Program*)
- College Transcript (*applicants with 33 or more college credits within the last 10 years or with a college degree are not eligible for MEOC programs except for ESOL and the ATTAIN lab*)

Applicants regardless of citizenship status or national origin including undocumented and Deferred Action for Childhood Arrivals (DACA) students graduating from US high schools are eligible for Manhattan EOC programs.

### Eligibility Requirements:

- 1) Demonstrate NYS residency
- 2) Provide income documentation
- 3) Provide educational status. Be a non-college graduate or have fewer than 33 college credits in the last 10 years (*except for ESOL and the ATTAIN Lab*)

**Please complete your online application at:**  
<http://www.bmcc.cuny.edu/meoc>