INTUIT CERTIFICATIONS

QuickBooks Online Certified User (QBOCU)

The Intuit QuickBooks Online Certified User exam allows students to validate their knowledge of Intuit QuickBooks and show proficiency in computing skills.

Certified Bookkeeping Professional

The Intuit Certified Bookkeeping Professional certification validates one's foundational bookkeeping and accounting knowledge and understanding.

Personal Finance

The Intuit Personal Finance exam validates candidates have acquired the foundational knowledge crucial to mastering the skill of personal finance.

Design for Delight Innovator

Design for Delight Innovator certification helps individuals validate their knowledge of design thinking principles and the tools needed to identify problems.

INTUIT

MANHATTAN EOC attain
POWERED BY
SUNY UCAWD

163 West 125th Street, 15th Floor, New York, NY 10027
212-961-3231 ● admissions@man.eoc.cuny.edu
Auxiliary aids and services are available upon reasonable request to individuals with disabilities.
Administered by Borough of Manhattan Community College

ADMISSIONS DOCUMENT CHECKLIST

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**

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