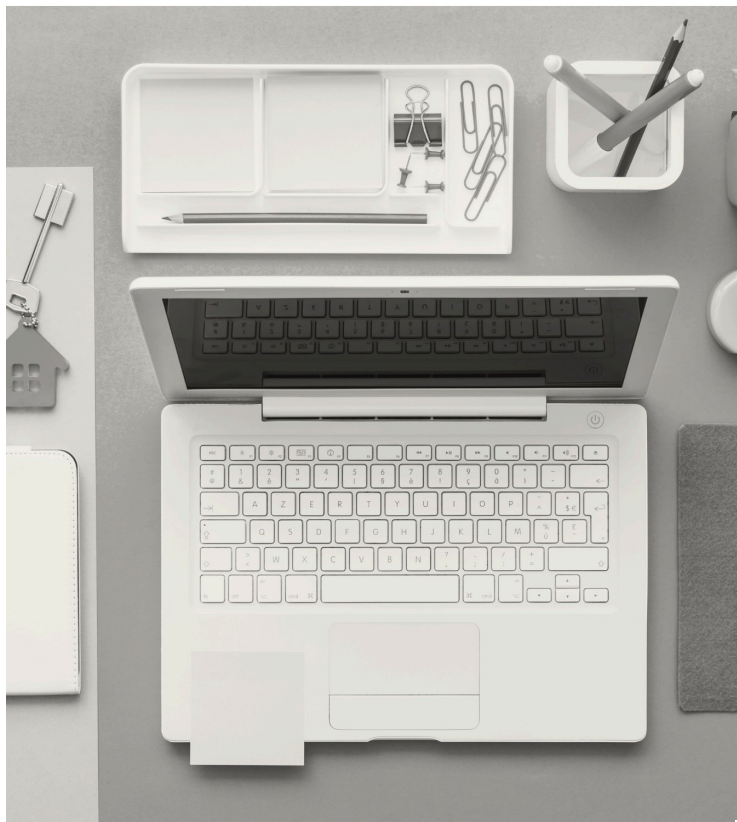


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MICROSOFT OFFICE SPECIALIST EXAMS

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Transform ideas into professional documents

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Enhance your ability to communicate with your audience

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Facilitate the flow of connectivity with email and calendar tools

Word Expert

Cultivate your Word skills, and go deeper into the program's capabilities

Excel Expert

Expand your Excel proficiency by unlocking Excel's full power

Access Expert

Track and report assets and information



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>