

# University in the High School

Instructions on How to Create a  
UHS Online Application

Spring 2024



The State University  
of New York

**Farmingdale  
State College**  
State University of New York

# Start a Spring 2024 Application

After you have successfully logged into your account, click on **“Start University in the High School Application.”**

**Note:** Applications you have started will appear under “Your Applications,” if you return to your account,

### University in the High School Application Management

Applications for Spring 2024 registration requests will open Monday, January 29th, 2024. The deadline for registration requests is Friday, February 9th, 2024. All payments must be received by Wednesday, February 14th, 2024.

Click on “Start University in the High School Application” to get started. Your progress will be saved if you would like or need to return to the application at another time. However, to honor your request, all applications must be submitted by the deadline listed above.

If you have any questions, please contact UHS at [UHSoffice@farmingdale.edu](mailto:UHSoffice@farmingdale.edu).

[Start University in the High School Application](#)

Your Applications				
Type	Status	Term	Started	Submitted
You have not yet started an application using this account.				

Previous applications will be displayed, only the current Spring 2024 can be changed during the registration period.



# Completing an Application

**Student Information**

First Name

Preferred Name

Middle Name

Last Name

Birthdate  
   2024

Email Address

Alternate Email Address

Phone Number

Mailing Address  
Country  
 United States

Street

City

State  
 Select State

Postal Code

Social Security Number (no dashes)  
If you don't know your Social Security Number, please skip this question.

What year will you graduate high school?  
 2024

**Parent/Guardian Information**

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian Email

Parent/Guardian Phone Number

**High School Information**

High School

Complete the application by filling in the required information. We recommend using a personal email address for this application..

Parent/Guardian information is required.

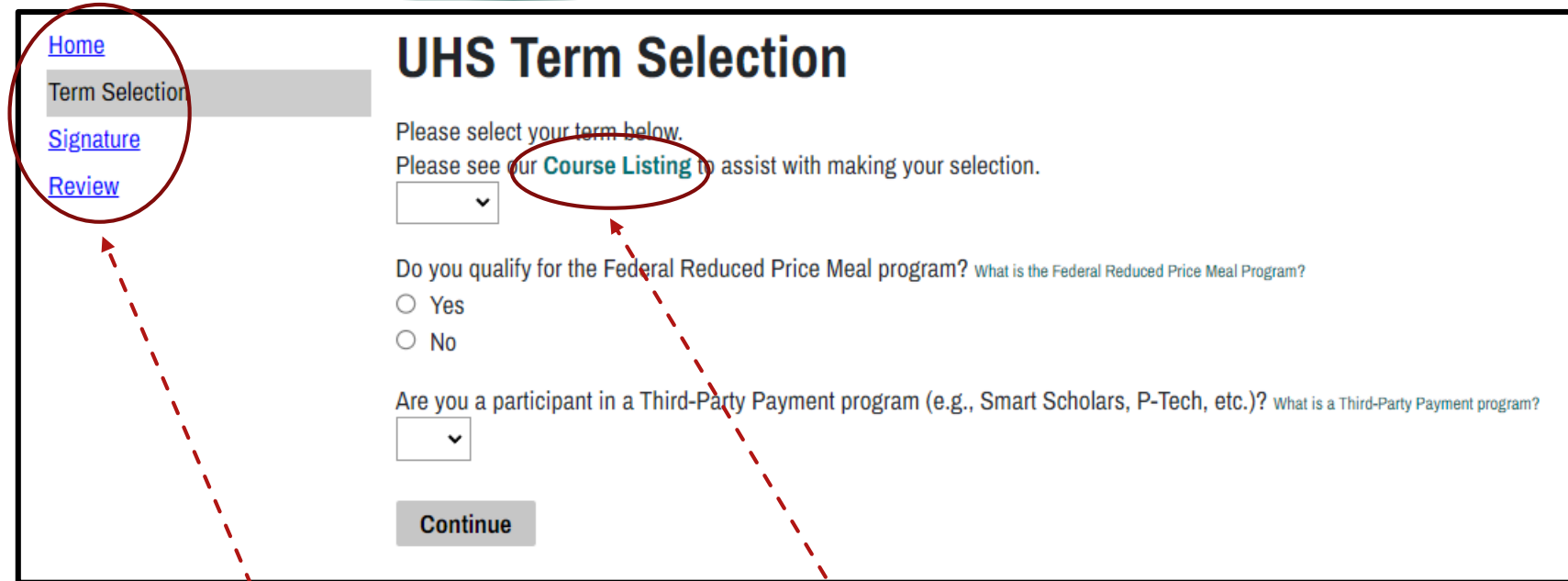
It may take a few moments for the system to load after you click "Select Courses Now."

# Term Selection Free Reduced Lunch Third Party Option

You must select the appropriate term you are requesting registration (i.e., Spring 2024).

*If you see an option for the **Federal Reduced Price Meal** program and you qualify, select “Yes.” You **must** upload documentation from your school when prompted to receive the reduced cost. If there is no option available you automatically qualify.*

*If your application fees are covered by your **school/grant/scholarship**, you will select “Yes” for Third Party-Payment. If there is no option available you automatically qualify. If unsure check with your teacher.*



The screenshot shows the 'UHS Term Selection' form. On the left, there is a navigation menu with links for 'Home', 'Term Selection', 'Signature', and 'Review'. The 'Home' and 'Review' links are circled in red. A dashed red arrow points from the 'Review' link to a dashed box below. The main form area contains the following text and fields:

- UHS Term Selection**
- Please select your term below.
- Please see our [Course Listing](#) to assist with making your selection.
- A dropdown menu for term selection.
- Do you qualify for the Federal Reduced Price Meal program? [What is the Federal Reduced Price Meal Program?](#)
- Radio buttons for 'Yes' and 'No'.
- Are you a participant in a Third-Party Payment program (e.g., Smart Scholars, P-Tech, etc.)? [What is a Third-Party Payment program?](#)
- A dropdown menu for third-party payment.
- A 'Continue' button.

A second dashed red arrow points from the 'Course Listing' link to a dashed box below.

You can track your application progression

Clicking on this hyperlink will open a new window where you view all the courses being offered at your high school before moving onto your registration request(s).