

How To Submit a Competitive CYCE Program Application

Follow the steps listed below to ensure successful completion and review of your program application.

1. **Read and follow application instructions in their entirety.**
 - CYCE provides a step-by-step application guide for each program on our website. Following these instructions will ensure proper completion and submission of your application.
2. **Thoroughly read the question and be sure to answer all parts of the question in your response.**
 - Fully answering all parts of the application question will allow the application review team to make an informed decision about your submission.
3. **Include all relevant information regarding your skills, experience, and goals in your answers.**
 - This will allow the review team to properly assess your qualifications, skills, and program alignment.
4. **Proofread all answers before moving to the next task.**
 - Please proofread for spelling and punctuation errors to ensure that your answers are clear to the review team. If possible, ask an additional person such as a parent or teacher to read and give feedback before you submit.
5. **Do not leave answers blank.**
 - You will not receive credit for questions you do not answer.
5. **Be sure to SAVE your application periodically while completing.**
 - Saving your application often will eliminate the loss of application data that has already been completed. You can revisit the information you have saved prior to the deadline if needed.
6. **If there are documents requested within the application (i.e. transcripts, resume, etc.), please ensure that you have attached all documents PRIOR to submission.**
 - If your application is submitted without requested documentation, it will be seen as incomplete and will not be considered in the review process.
7. **Be sure to submit your application by the stated application deadline.**
 - For deadlines associated with each program application, please reference the webpage of the program you are applying for. Applications received after the stated deadline **will NOT** be considered.