





MICROSOFT® OFFICE SPECIALIST CERTIFICATIONS

All certifications are **FREE** to participants and offered through self-paced instructions.



Lifetime Benefits

By earning a Microsoft® Certification, students have the opportunity to:

-  demonstrate their skills on the latest technologies
-  have a firm measure of and increased confidence in their skills
-  achieve a higher degree of success in their pursuit of higher education or a career in technology
-  gain recognition among peers and employers, and a distinct edge in the competitive job market
-  chart a career development path for ongoing advancement of Microsoft® technology skills

CERTIFY IN THESE OFFICE APPLICATIONS:

-  Core document creation, collaboration, and communication
-  Core data analysis, manipulation, and presentation
-  Core presentation design and delivery skills
-  Core communication, collaboration and email skills
-  Core database management, manipulation, and query skills

Microsoft
Office Specialist

163 West 125th Street, 15th Floor, New York, NY 10027
212-961-3231 • admissions@man.eoc.cuny.edu • www.bmcc.cuny.edu/meoc

SUNY MEOC is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



ADMISSIONS DOCUMENT CHECKLIST

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

Prospective students for Career Training and College Prep programs, must provide proof of New York State residency, income, & education level in each category. A photo ID with a New York State address can serve as proof of residency and the photo ID. For HSE students, only NYS residency and NYS ID is needed. For ESOL, NYS residency, a photo ID, and income are needed.

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

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) by Admissions
- 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)