

Medical Secretary

ROCHESTER
SUNY UCAWD

eoc

Program Information and Requirements



Application Process

Step One

- If you haven't already applied then complete an application online at www.REOC.brockport.edu

Step Two

Provide required REOC Admission documentation to REOC Admissions.

Upload documentation to [REOCAdmissionsDropbox](#), or bring documentation in person to 161 Chestnut Street, Rochester, 14604.

Required Documentation

Income Verification*

- **Federal 1040/1040A or 1040 EZ Tax Form** (W2s and paystubs NOT accepted)
- **DHS Referral Letter or Budget Sheet**
- **Income from Social Security**
- **Unemployment Statement of Benefits**

*If your proof of income documentation does not match any of the options listed, please consult with an REOC Admissions Advisor at reocadmissions@brockport.edu.

Required Documentation

Income Verification Sample Federal 1040/1040A

1040 Department of the Treasury—Internal Revenue Service (99) **2020** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS User Only—Do not write or staple in this space.

Filing Status Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)
Check only if you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent ▶

Your first name and middle initial Last name Your social security number
If joint return, spouse's first name and middle initial Last name Spouse's social security number

Home address (number and street). If you have a P.O. box, see instructions. Apt. no. Presidential Election Campaign
City, town, or post office. If you have a foreign address, also complete spaces below. State ZIP code Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.

Foreign country name Foreign province/state/country Foreign postal code You Spouse

At any time during 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Yes No

Standard Deduction Someone can claim: You as a dependent Your spouse as a dependent
 Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness You: Were born before January 2, 1956 Are blind Spouse: Was born before January 2, 1956 Is blind

Dependents (see instructions) If more than four dependents, see instructions and check here ▶

(A) First name	(B) Last name	(C) Social security number	(D) Relationship to you	(E) Child tax credit	(F) Credit for other dependents

Attach Schedule B if required.

1	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7	8	9	10a	10b	11	12	13	14	15	
Wages, salaries, tips, etc. Attach Form(s) W-2	Tax-exempt interest	Taxable interest	Qualified dividends	Ordinary dividends	IRA distributions	Taxable amount	Pensions and annuities	Taxable amount	Social security benefits	Taxable amount	Capital gain or (loss). Attach Schedule D if required. If not required, check here ▶	Other income from Schedule 1, line 9	Add lines 1, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income	Adjustments to income:	Standard deduction or itemized deductions from Schedule A	Charitable contributions if you take the standard deduction. See instructions	Add lines 10a and 10b. This is your total adjustments to income	Subtract line 10c from line 9. This is your adjusted gross income	Qualified business income deduction. Attach Form 8995 or Form 8995-A	Add lines 12 and 13	Taxable income. Subtract line 14 from line 11. If zero or less, enter -0-

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 113038 Form 1040 (2020)

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16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35a	36	37	38
Tax (see instructions). Check if any from Form(s): 1 <input type="checkbox"/> 8814 2 <input type="checkbox"/> 4972 3 <input type="checkbox"/>	Amount from Schedule 2, line 3	Add lines 16 and 17	Child tax credit or credit for other dependents	Amount from Schedule 3, line 7	Add lines 19 and 20	Subtract line 21 from line 16. If zero or less, enter -0-	Other taxes, including self-employment tax, from Schedule 2, line 10	Add lines 22 and 23. This is your total tax	Federal income tax withheld from: a Form(s) W-2 b Form(s) 1099 c Other forms (see instructions) d Add lines 25a through 25c	2020 estimated tax payments and amount applied from 2019 return	Earned income credit (EIC)	Additional child tax credit. Attach Schedule 8812	American opportunity credit from Form 8863, line 8	Recovery rebate credit. See instructions	Amount from Schedule 3, line 13	Add lines 27 through 31. These are your total other payments and refundable credits	Add lines 25d, 26, and 32. These are your total payments	If line 33 is more than line 24, subtract line 24 from line 33. This is the amount you overpaid	Amount of line 34 you want refunded to you. If Form 8888 is attached, check here ▶	Amount of line 34 you want applied to your 2021 estimated tax	Subtract line 33 from line 24. This is the amount you owe now. Note: Schedule H and Schedule SE filers, line 37 may not represent all of the taxes you owe for 2020. See Schedule 3, line 12e, and its instructions for details.	Estimated tax penalty (see instructions)

Refund Direct deposit? See instructions ▶
a Routing number ▶
b e Type: Checking Savings
c Account number ▶

Amount You Owe Do you want to allow another person to discuss this return with the IRS? See instructions Yes. Complete below. No

Sign Here Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Just return? See instructions. Keep a copy for your records.

Paid Preparer Use Only Go to www.irs.gov/Form1040 for instructions and the latest information. Form 1040 (2020)



Required Documentation

NYS Residency

Documentation must include:

- **Applicant's name**
- **Applicant's NY State address**
- **Documented, complete 12-month history**

Required Documentation

NYS Residency Examples (must show most recent 12 month history)

- **NYS Voter Registration Card**
- **NYS Driver License**
- **NYS Non-Driver Identification Card**
- **NYS Motor Vehicle Registration**
- **Utility Bill**

Required Documentation

Photo Identification

Government-Issued Identification Card

Examples:

- **Driver License**
- **Non-Driver Identification Card**
- **United States Passport**
- **NYS DHS Photo Benefit Card**

Legal Alien Status

- **I-94 or Green Card**

Test of Adult Basic Education

Step Three

Schedule/take/pass a TABE entrance test

- The TABE measures math and reading comprehension levels.
- Required minimum TABE scores (Level M) are:

560	Reading
560	Mathematics

Additional Required Program-Specific Documentation

Step Four

Submit additional required program-specific documentation:

- **High School Diploma or Transcript** (official or unofficial)
- **Certificate of Health Statement** (see “forms” tab for health statement at REOC.Brockport.edu)
- **Proof of complete COVID-19 vaccination/series**

Upload documentation to [REOCAdmissionsDropbox](#), or bring documentation in person to 161 Chestnut Street, Rochester, 14604.

Individual Interview

Step Five

- **Attend an Individual Interview**
- **Dress professionally** (business attire recommended)

After acceptance into the program, the applicant registers for the program and receives their REOC ID, schedule, and book and supply information.

REOC Supportive Services

REOC provides supportive services for students

ATTAIN Support

Career Services

College Information

Individual Counseling

Life-skills Development

Referrals

Tutoring

Special Accommodations

Take a moment and think...

Is this the correct program for me right now?

Ask yourself...

- **Do I have the time to put into successfully applying myself to and completing this program?**
- **Can I handle the demands of a fast-paced and stressful environment?**
- **Can I handle the physical demands of this program?**
- **Can I handle the emotional demands of this program?**
- **Have I put all my commitments in order?**

Search all the REOC has to offer

REOC Programs and Services

www.REOC.brockport.edu

ATTAIN Programs

<https://reoc.brockport.edu/attain/>

SUNY for ALL

<https://www.suny.edu/sunyforall/>

College Connections

sgonzale@brockport.edu

Questions?

REOC Admissions

(585) 327-4035

REOCadmissions@brockport.edu