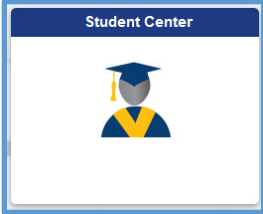
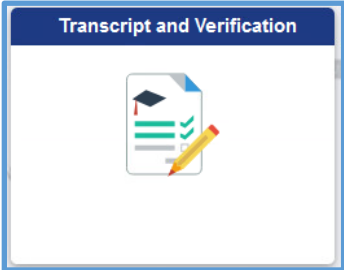
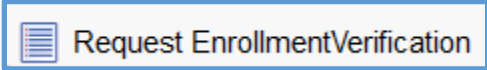


CUNYfirst Enrollment Verification Steps

Background Students can view and print an enrollment verification via CUNYfirst.

Procedure Please follow the steps in the table below to complete the task.

Step	Action
1	Sign into CUNYfirst (https://home.cunyfirst.cuny.edu) with your CUNYfirst UserName and Password.
2	Select Student Center 
3	Select Transcript and Verification  Then click on 

<p>4</p>	<p>On the Request Enrollment Verification page, select all checkboxes of the information you want to include on the letter as well as desired terms.</p> <div data-bbox="370 424 1594 907" style="border: 1px solid blue; padding: 10px;"><p>Request Enrollment Verification</p><hr/><p>Select Processing Options</p><p style="text-align: right;">Allow to Print from My Browser <input type="checkbox"/></p><p>Academic Institution <input type="text" value="Borough of Manhattan CC"/></p><p><input checked="" type="checkbox"/> Include My Program and Plan</p><p><input checked="" type="checkbox"/> Include My Earned Degrees</p><p><input type="checkbox"/> Include My Term and Cum GPA</p><p>Select desired term or leave blank for all terms <input type="text"/></p><p>Submit</p></div> <p>Press <u>Submit</u> when all information has been entered.</p>
<p>5</p>	<p>Enable pop-ups on your computer when you click on “Printer Friendly Version” link.</p> <p>Please Note: If you have a financial hold/negative service indicator you will be prohibited from generating a letter until all financial obligations and/or the hold has been resolved/removed.</p>