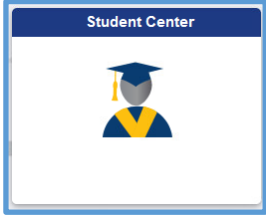
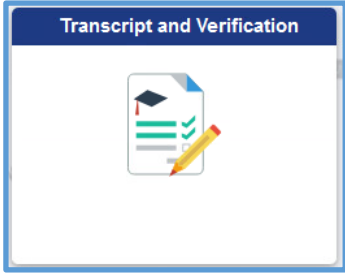
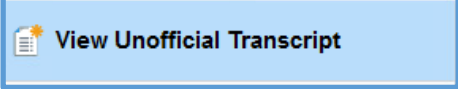



CUNYfirst Enrollment Verification Steps

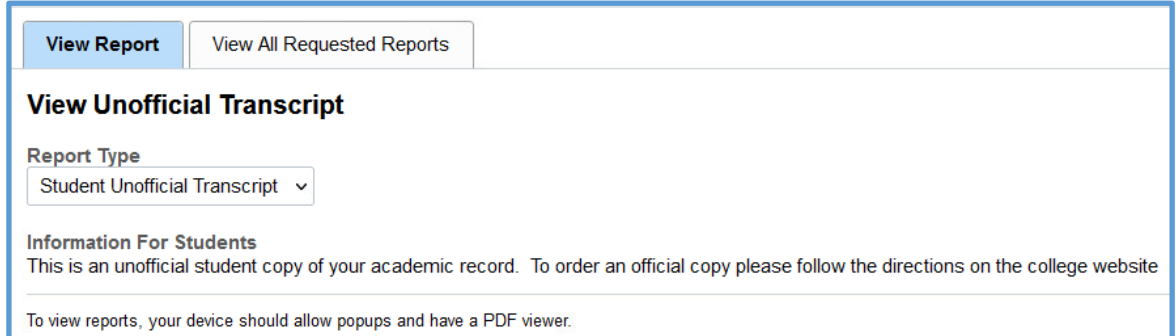
Background Students can view and print an enrollment verification via CUNYfirst.

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

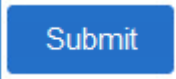
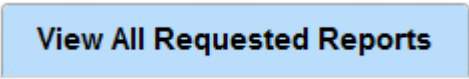

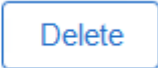
Step	Action
1	Sign into CUNYfirst (https://home.cunyfirst.cuny.edu) with your CUNYfirst UserName and Password.
2	Select Student Center 
3	Select Transcript and Verification  Then click on: 1-  2- 

4

On the View Unofficial Transcript page:



The screenshot shows the 'View Unofficial Transcript' interface. At the top, there are two buttons: 'View Report' (highlighted in blue) and 'View All Requested Reports'. Below this is the title 'View Unofficial Transcript'. Underneath is a 'Report Type' dropdown menu with 'Student Unofficial Transcript' selected. A section titled 'Information For Students' contains the text: 'This is an unofficial student copy of your academic record. To order an official copy please follow the directions on the college website'. At the bottom of the page, there is a note: 'To view reports, your device should allow popups and have a PDF viewer.' and a blue 'Submit' button.

- a- Select Report Type from the drop down menu and press  .
 - b- On  page, check the box in front of the Date of the Request.
 - c- Then click on **View Report** button on the right corner of the page to view your unofficial transcript.  
- (To view this report, your device should allow popups and have a PDF viewer)

Note:

1. ***You must enable pop-ups on your device when accessing your unofficial transcripts in CUNYfirst, and have a PDF viewer.***
2. ***Students with a financial hold/negative service indicator will be prohibited from generating a transcript until financial obligations and/or hold is removed.***