



Office of the Registrar

Enrollment Verification Request Form

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street, S315
New York, NY 10007-1097
tel. 212 220-1290
fax. 212 220-1254

Instructions:

1. Fill out the form clearly and completely.
2. Drop off the form in the Panther Station (Room S-225).
3. Bring the yellow copy with you on pickup day.

Note: Letters not picked up within 2 weeks will be discarded.

**For office use only:
Pick Up on**

8-digit CUNYfirst ID: _____

Last Name

First Name

Date of Birth

Phone

Select all that apply:

- Current Enrollment
- All Semesters Enrolled
- Earned Degree (Graduation)
- Include Term GPA
- Include address on the letter

Please indicate if you wish to pick up your letter or have it mailed:

- Pick Up
- Mail: Specify Mailing Address _____

Student Signature _____ Date _____

Please allow at least 3 business days for pick up and 5-7 business days for mail delivery.

Please note that students can access their enrollment verification letter through their Student Center in CUNYfirst. Use the following navigation to view/print your enrollment verification letter instantly.

Navigation: **Self Service** → **Student Center** → **Academics** → **Other Academic** drop down → Select **Enrollment Verification** → Click the **Go** icon/pointer next to it → On the **Request Enrollment Verification** page select **Allow to Print from My Browser** under **Select Processing Options** → Select all checkboxes of the information you wish to include on the Verification Letter → Click **Submit** button → Unofficial transcript will open up in a new window.

Please refer to the link below for step by step screenshot instructions on how to obtain your Enrollment Verification letter.

https://www.bmcc.cuny.edu/wp-content/uploads/2019/11/How_To_Complete_CUNYfirstEnrollmentVerification.pdf

Note: You must enable pop-ups on your computer when accessing Enrollment Verification Letter in CUNYfirst.