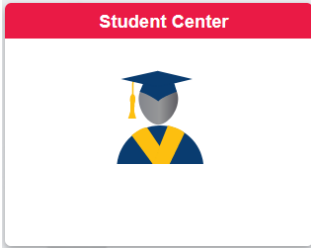
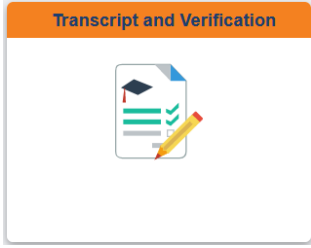
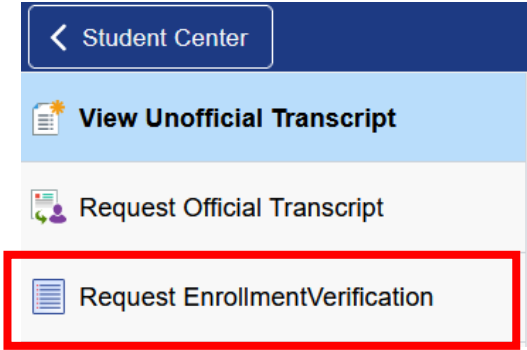


CUNYfirst Enrollment Verification Steps

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	Click on the Student Center Tile 
3	Click on the Transcript and Verification Tile 
4	On the left side of the webpage click on Request Enrollment Verification 

<p>5</p>	<p>On the Request Enrollment Verification Page:</p> <ul style="list-style-type: none">- Select the Academic Institution.- Select all checkboxes of the information you want to include on the letter.- Select your desired terms or leave it blank for all terms. <p>Press Submit when all information has been entered.</p> <p>Request Enrollment Verification</p> <div data-bbox="305 604 1442 877"><p>Select Processing Options</p><p>Allow to Print from My Browser <input type="checkbox"/></p><p>Academic Institution (Invalid Value) <input type="text"/></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></div> <p>Submit</p>
<p>6</p>	<p>Enrollment verifications will open in a new window or tab (depending on browser) so make sure of the following:</p> <ul style="list-style-type: none">- Enable pop-ups on your computer when accessing enrollment verifications in CUNYfirst.- 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.