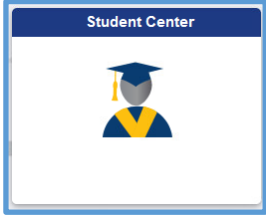
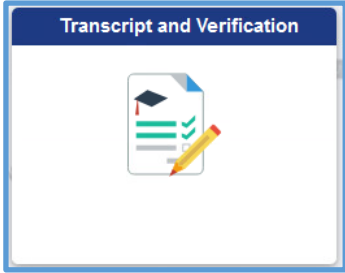
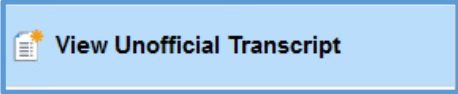



## CUNYfirst Enrollment Verification Steps

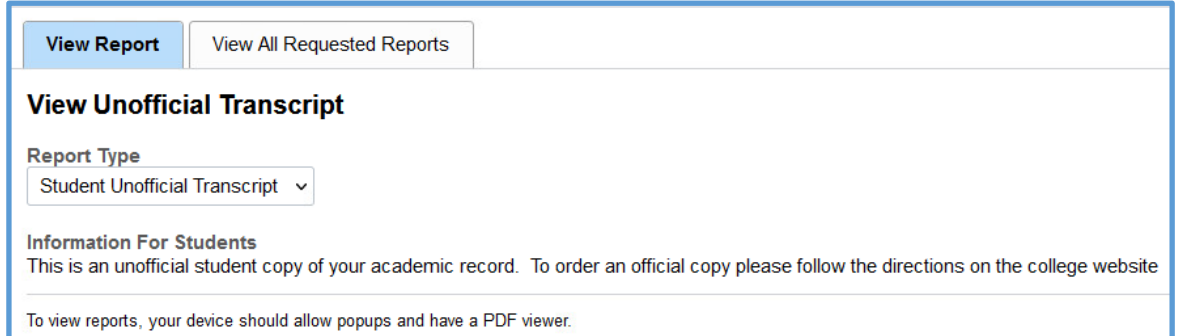
**Background** Students can view and print an enrollment verification via CUNYfirst.

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

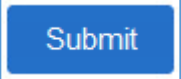
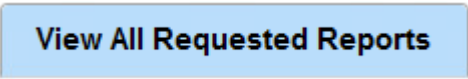

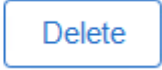
Step	Action
<b>1</b>	Sign into <b>CUNYfirst</b> ( <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> ) with your CUNYfirst UserName and Password.
<b>2</b>	Select <b>Student Center</b> 
<b>3</b>	Select <b>Transcript and Verification</b>   Then click on: <b>1-</b>  <b>2-</b> 

4

On the View Unofficial Transcript page:



The screenshot shows a web interface for viewing unofficial transcripts. At the top, there are two buttons: "View Report" (highlighted in blue) and "View All Requested Reports". Below this is the heading "View Unofficial Transcript". Underneath, there 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 aid exit interview hold will not be able to generate an unofficial transcript until this hold is removed.***