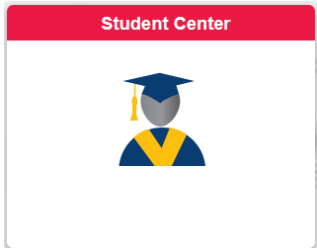

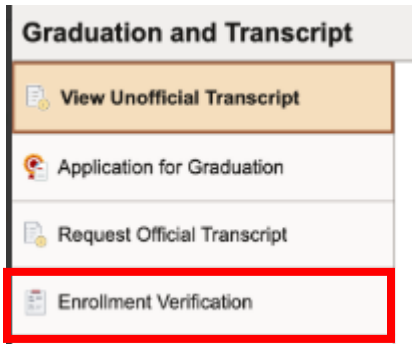


CUNYfirst Enrollment Verification Steps

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 Graduation and Transcript Tile 
4	On the left side of the webpage click on Enrollment Verification 

<p>5</p>	<p>On the 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> <hr/> <div data-bbox="306 558 1443 827"> <p>Select Processing Options</p> <div> <div>Allow to Print from My Browser</div> <div>▼</div> </div> <div> Academic Institution <div>(Invalid Value)</div> <div>▼</div> </div> <div> <input checked="" type="checkbox"/> Include My Program and Plan </div> <div> <input checked="" type="checkbox"/> Include My Earned Degrees </div> <div> <input type="checkbox"/> Include My Term and Cum GPA </div> <div> Select desired term or leave blank for all terms <div>▼</div> </div> </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.