



Enrollment Verification Request Form

Office of the Registrar

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

Instructions:

1. Fill out the form clearly and completely.
2. Drop off the form in the Panther Station (Room S-225) or email to registrar@bmcc.cuny.edu

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:

Email: Specify Email Address _____

Mail: Specify Mailing Address _____

Student Signature _____ Date _____

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

Please Note: 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: **CUNYfirst** → **Student Center** → **Graduation and Transcript** → **Enrollment Verification** → On the **Request Enrollment Verification** page select all checkboxes of the information you wish to include on the Verification Letter → Click **Submit** button.

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

https://bmccprodstroac.blob.core.windows.net/uploads/2025/04/CUNYfirst-Enrollment-Verification-Steps_4.2025.pdf