

CUNYFirst Enrollment Verification Steps

Student can view and print an enrollment verification via CUNYFirst.

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

1. Sign into **CUNYFirst** (<https://home.cunyfirst.cuny.edu>) with your CUNYFirst UserName and Password.
2. **Select Campus Solutions > Self Service > Student Center.**
3. In the **Academic Section** click **other academic** drop down and select **Enrollment Verification**

The screenshot shows the 'Academics' section of the CUNYFirst system. On the left, there are links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. Below these is a dropdown menu with 'other academic...' selected and a right-pointing arrow. To the right, there are 'Deadlines' and 'URL' icons. The main content is a table titled 'This Week's Schedule' with two columns: 'Class' and 'Schedule'.

	Class	Schedule
	EAS 32800-AB LEC (48040)	Fr 9:00AM - 11:30AM Marshak 117
	EAS 33400-H LEC (48058)	We 5:30PM - 8:00PM Marshak 1128
	MAT 150-0501 LEC (12110)	Online
	PERM 11400-A MSG (45568)	Room: TBA

At the bottom right of the table, there is a link: [weekly schedule ►](#)

4. On the Request Enrollment Verification page, select all checkboxes of the information you want to include on the letter as well as desired terms.

Request Enrollment Verification

Select Processing Options

Allow to Print from My Browser

Academic Institution City College of New York

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired term or leave blank for all terms

SUBMIT

5. Enrollment verifications will open in a new window or tab (depending on browser so make sure of the following:
 1. **Enable pop-ups** on your computer when accessing enrollment verification 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.