The City College of New York

Office of the Registrar
Wille Administration Building Room 102
160 Convent Avenue
New York, New York 10031
Tel: 212-650-7850 / Fax: 212-650-6108
Registrar@ccny.cuny.edu

REQUEST FOR CERTIFICATION LETTER

_____ _____

*Student ID   ***Last Name**   ***First Name**   **MI**

_____**@CITYMAIL.CUNY.EDU**   _____

CITYmail   **Personal E-Mail**

Are you currently enrolled: ☐ Yes   ☐ No   Date of Birth: ____ /____ /_____

Dates of Attendance: FROM: (MM/YY) _____ /_____   TO: (MM/YY) _____ /_____

*I am requesting the following letter(s):

☐   Current Enrollment   Includes current semester of attendance, your academic plan, units in progress,
        (3/4 business days to process)   and start and end dates of the current semester.
                                (BURSAR BILL MUST BE PAID)

        Do you want your expected date of graduation included?   ☐ Yes   ☐ No

☐   Semesters Enrolled   Includes all semesters of enrollment and units taken, your academic plan, and
        (3/4 business days to process)   start and end dates of each semester.

        Do you want your expected date of graduation included?   ☐ Yes   ☐ No

☐   Letter of Excess Credits   Includes number of credits earned in excess of degree requirements.
        (4/5 weeks to process)   **(MUST HAVE GRADUATED)**
        When did you graduate?   Date: (MM/YY) _____ /_____

                                ☐ Undergraduate   ☐ Graduate

☐   Graduation Letter   Includes type of degree awarded and conferral date.
        (3/4 business days to process)   **(MUST HAVE GRADUATED)**
        When did you graduate?   Date: (MM/YY) _____ /_____

Select from the following: Pick up ☐   Email ☐   Mail ☐

If the attendance letter is not picked up within **7 business days** of completion, it will be mailed to the address below.

*ADDRESS/Email: _____

_____
                Street   City   State   Zip

*Today's Date: _____   ***Student's Signature:** _____

If there is a **BURSAR STOP** on your record, **WE WILL NOT** be able to honor your request. HG 09/24/2021