Enrollment Verification Request Form

Office of the Registrar
Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

Instructions:
1. Fill out the form clearly and completely.
2. Drop off the form in the Registrar’s Office (Room S-315).
3. Bring the yellow copy with you on pickup day.

Note: Letters not picked up within 2 weeks will be discarded.

8-digit CUNYfirst ID or 9-digit Social Security Number: ______________________

Last Name __________________________________________ First Name ______________________

Date of Birth ___________________________ Phone ______________________________________

Select all that apply:

☐ Current Enrollment
☐ All Semesters Enrolled
☐ Earned Degree (Graduation)
☐ Include Cumulative and Term GPA
☐ Include address on the letter

Please indicate if you wish to pick up your letter or have it mailed:

☐ Pick Up

☐ Mail: Specify Mailing Address ______________________________________________________

________________________________________________

________________________________________________

________________________________________________

Student Signature _______________________________ Date ______________________

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

Please note that 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: Self Service → Student Center → Academics → Other Academic drop down → Select Enrollment Verification → Click the Go icon/pointer next to it → On the Request Enrollment Verification page select Allow to Print from My Browser under Select Processing Options → Select all checkboxes of the information you wish to include on the Verification Letter → Click Submit button → Unofficial transcript will open up in a new window.

Please refer to the link below for step by step screenshot instructions on how to obtain your Enrollment Verification letter. http://www.bmcc.cuny.edu/registrar/upload/EnrollmentVerificationStepSheet.pdf

Note: You must enable pop-ups on your computer when accessing Enrollment Verification Letter in CUNYfirst.