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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign into CUNYfirst (<a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>) with your CUNYfirst UserName and Password.</td>
</tr>
<tr>
<td>2</td>
<td>Select HR/Campus Solutions &gt; Self Service &gt; Student Center</td>
</tr>
<tr>
<td>3</td>
<td>In the Academic Section click other academic drop down and select Enrollment Verification</td>
</tr>
</tbody>
</table>

![Other Academic Drop Down](image)
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: Borough of Manhattan CC
- Include My Program and Plan
- Include My Earned Degrees
- Include My Term and Cum GPA
- Select desired term or leave blank for all terms

Press **Submit** when all information has been entered.

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.