



# 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  
fax. 212 220-1254

### 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.**

**For office use only:  
Pick Up on**

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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.**