

## [How to Generate Enrollment Verification Letter](#)

1. Login to the National Student Clearinghouse (NSC) Self Service at <https://clearinghouse.bmcc.cuny.edu>

Student Login

Select: National ID (SSN) ▼

National ID (SSN): \_\_\_\_\_

Password DOB (MMYYYY): \_\_\_\_\_

National Id is your nine digit SSN eg. 31432488

MM would be the month of Birth and YYYY is the Birth Date Year. Example if someone who is born on 2/20/1980 should put in the password as 021980

Log On

2. Click Log On.
3. Select if you want “Current Enrollment” or “All Enrollment”.
4. Then click the Obtain an enrollment certificate link for your enrollment verification certificate.

Please select from the following options:

- **Obtain an enrollment certificate** to print and mail to a health insurer or other company that requests proof of my enrollment.
  - Current enrollment
  - All enrollment

5. Depending on the browser, the enrollment certificate will appear in the download bar, new tab/window or you will receive a pop-up message to open the document.
6. Logout once you are done.

To print an enrollment verification for the future term, refer to the below instructions:

1. Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Select **HR/Campus Solutions**, then **Self Service** followed by **Student Center**
3. In the **Academics section**, click Other Academic drop down and select Enrollment Verification and click the Go icon

Academics

Search  
Plan  
Enroll  
My Academics

other academic... ▼

Academic Planner  
Apply for Graduation  
Class Schedule  
Course History  
Enrollment Verification  
Enrollment: Add  
Enrollment: Drop  
Enrollment: Edit  
Enrollment: Swap  
Exam Schedule  
Grades  
Transcript: View Unofficial  
Transfer Credit: Report  
other academic...

Deadlines URL

This Week's Schedule	
Class	Schedule
ENG 95-003 LEC (41634)	Mo 9:00AM - 10:40AM Fiterman 1007 WeTh 9:00AM - 10:40AM Fiterman 210
FRN 102-004 LEC (15744)	Mo 3:00PM - 3:50PM Main Bldg S532 Tu 4:00PM - 4:50PM 70 Murray M118 MoWe 4:00PM - 5:15PM 70 Murray M118
MAT 206-015 LEC (37680)	MoWe 5:25PM - 7:05PM Fiterman 308
MUS 105-006 LEC (38457)	TuTh 12:00PM - 1:15PM Fiterman 310

weekly schedule ▶

4. On the Request Enrollment Verification page, "Allow to Print from My Browser" is preselected. Select all checkboxes of the information you wish to include on the letter as well desired term(s) and press Submit.

## Request Enrollment Verification

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**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

SUBMIT

5. Enrollment verification will open in a new window or tab (depending on browser)

**Note: (1) You must enable pop-ups on your computer when accessing enrollment verification in CUNYfirst.**

**(2) Students with a financial hold/negative service indicator will be prohibited from generating a letter until financial obligations and/or hold is removed.**