
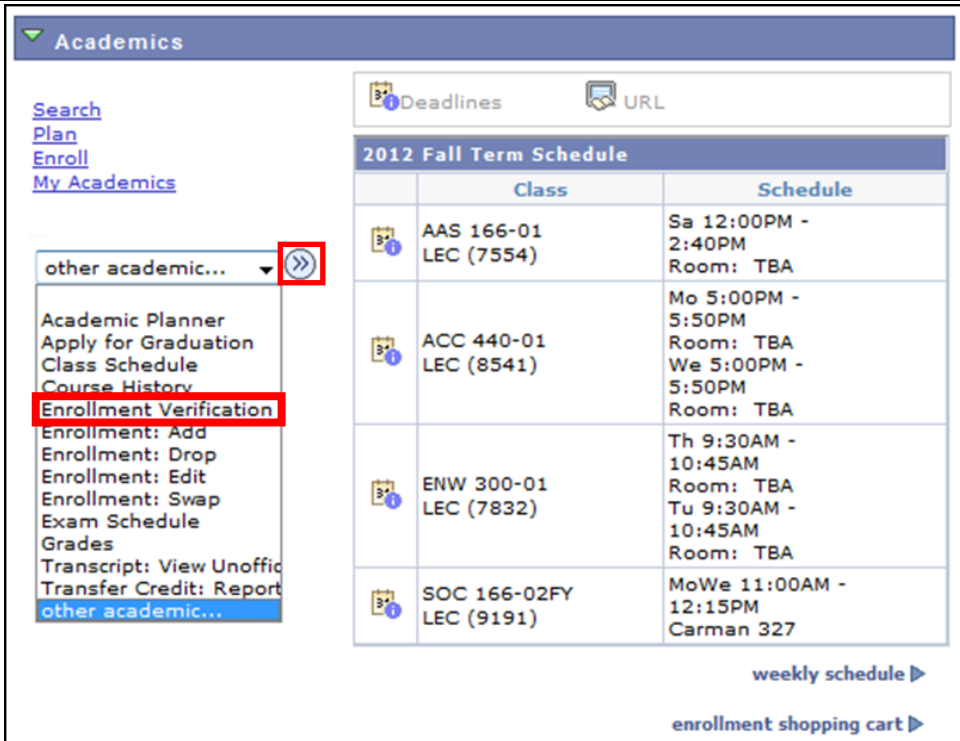




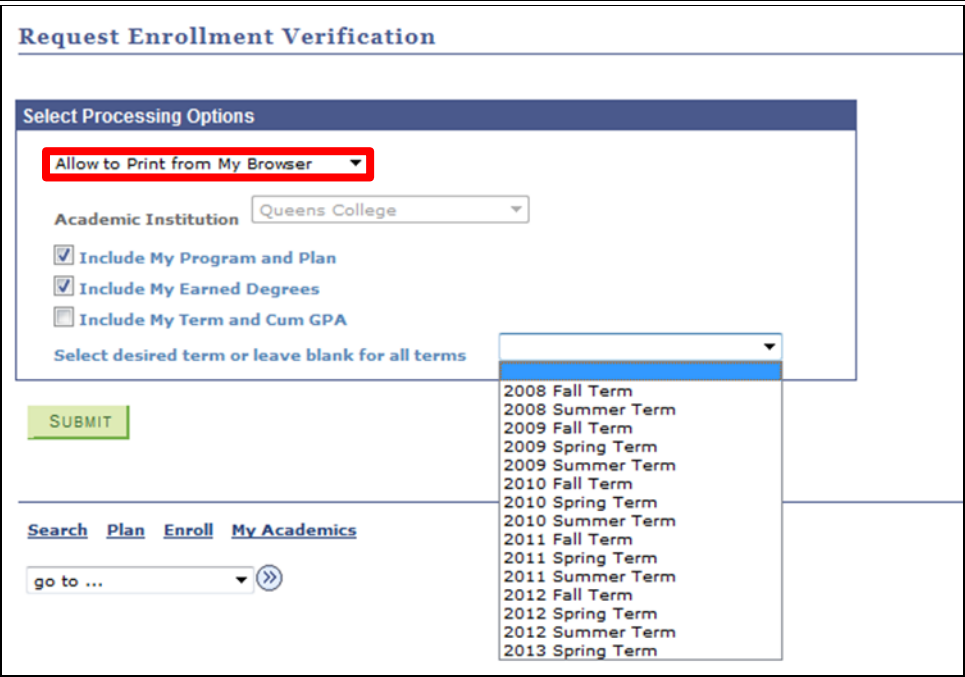


Request Enrollment Verification

Self-service may be used to have a verification of your enrollment mailed to selected addresses or printed from your browser.

Note: Prior to commencing this step sheet, turn your browser's pop-up blocker off.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> Enter your Username and Password and click the  Go icon. From the Enterprise Menu, select the HR/Campus Solutions link.
2.	Navigate to: Self Service > Student Center.
3.	 <p>The screenshot shows the 'Academics' section of the CUNYfirst portal. On the left, there is a navigation menu with links for Search, Plan, Enroll, and My Academics. Below this is a dropdown menu currently set to 'other academic...'. The dropdown list includes options like 'Academic Planner', 'Apply for Graduation', 'Class Schedule', 'Course History', 'Enrollment Verification' (which is highlighted with a red box), 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Edit', 'Enrollment: Swap', 'Exam Schedule', 'Grades', 'Transcript: View Unofficial', and 'Transfer Credit: Report'. To the right of the dropdown is a 'Go' icon. The main content area shows a '2012 Fall Term Schedule' table with columns for Class and Schedule. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'.</p> <p>In the Academics section from the  other Academic dropdown box, select Enrollment Verification and then click the  Go icon.</p>

<p>4.</p>	 <p>On the Request Enrollment Verification page in the Select Processing Options section from the  dropdown box, select an option to either Allow to Print from My Browser or Request Institution to Mail.</p> <p>Note: The Allow to Print from My Browser will default.</p>
<p>5.</p>	<p>Select the <input type="checkbox"/> checkboxes of the information you wish to include in the Enrollment Verification.</p>
<p>6.</p>	<p>From the Select desired term or leave blank for all terms  dropdown box, select the term for which you wish to request enrollment verification.</p>

<p>7.</p>	<div style="text-align: center;"> <h3>Request Enrollment Verification</h3> <hr/> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 10px;">Select Processing Options</div> <div style="display: flex; justify-content: space-between;"> Request Institution to Mail <input type="button" value="v"/> Date to be Printed 03/30/2020 <input type="button" value="dt"/> </div> <div style="margin-top: 10px;"> <p>Academic Institution <input type="text" value="(Invalid Value)"/> <input type="button" value="v"/></p> <p><input checked="" type="checkbox"/> Include My Program and Plan</p> <p><input checked="" type="checkbox"/> Include My Earned Degrees</p> <p><input type="checkbox"/> Include My Term and Cum GPA</p> <p>Select desired term or leave blank for all terms <input type="text"/></p> </div> <p style="font-size: small; margin-top: 10px;">To enter additional addresses to this request, select Add. To review other addresses in this request, use the navigation links.</p> <p style="color: red; font-size: small;">**Incomplete address information will delay your request.**</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 10px;">Enter Recipient Address Information</div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> <p>*Number of Copies Required <input type="text" value="1"/></p> <p><input type="checkbox"/> Send To My Address</p> <p>Send to <input type="text"/></p> <p>Country: United States</p> <p>Address: <input type="text"/></p> </div> <div style="text-align: right;"> <p><input type="button" value="ADD"/> <input type="button" value="DELETE"/></p> <p>Edit Address</p> </div> </div> </div> <p style="text-align: center; margin-top: 10px;"><input type="button" value="SUBMIT"/></p> </div> </div> <p>When Request Institution to Mail is selected, the Enter Recipient Address Information section appears. If more than one copy is required, then in the Number of Copies Required field overwrite the numeral 1 with the correct number of copies.</p>
<p>8.</p>	<p>When the Enrollment Verification is to be mailed to one of the student's addresses, then select the <input type="checkbox"/> Send to My Address checkbox.</p> <p>Note: Upon selection of the Send To My Address checkbox, the student's name automatically displays in the Send to field.</p>
<p>9.</p>	<p>Upon selection of the Send to My Address checkbox, the <input type="button" value="v"/> Address Type dropdown menu appears from which the student selects the address to which the Enrollment Verification is to be mailed.</p>

10.	<p>Verify Address:</p> <p>Country: United States Change Country</p> <p>Address 1: <input type="text" value="Number and Street"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="City"/> State: <input type="text" value="State"/> <input type="text" value="New York"/> Postal: <input type="text" value="#####"/></p> <p>County: <input type="text" value="County"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p><input type="checkbox"/> Override Address Verification</p>
11.	The Verify Address page displays. As needed, edit the address displayed. Click the OK button.

12.

Enter Recipient Address Information

*Number of Copies Required

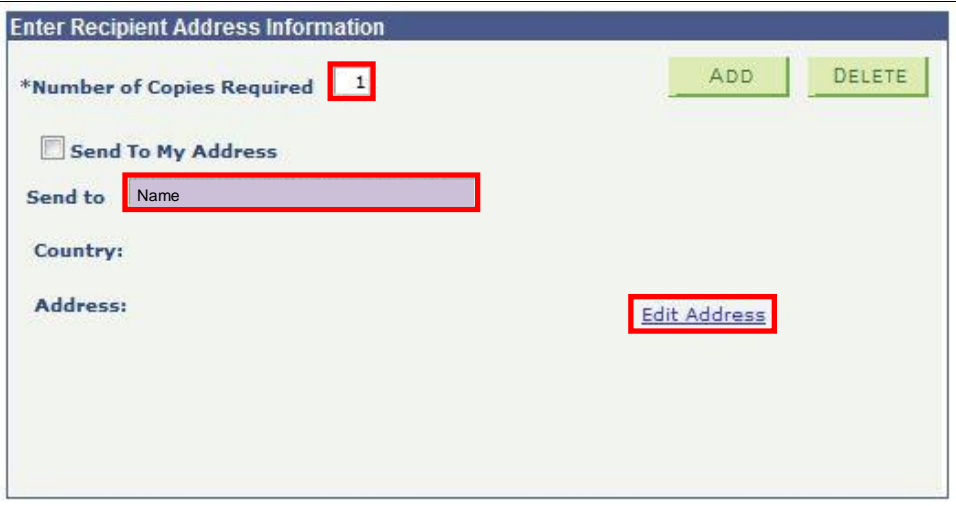
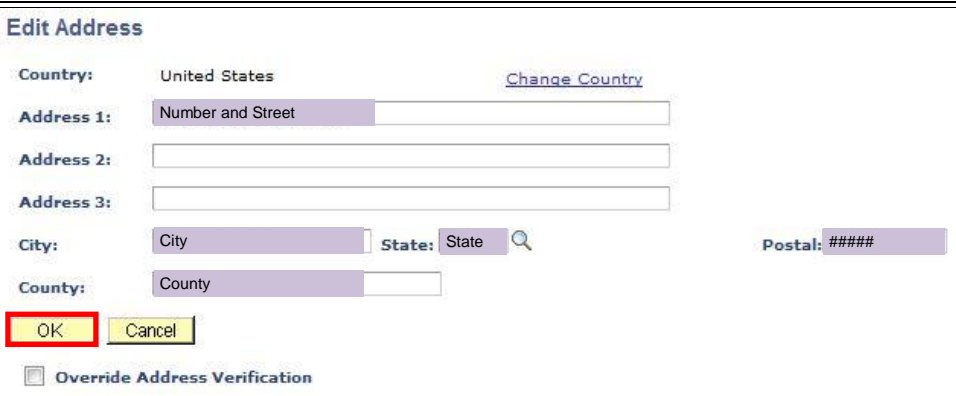
Send To My Address

Send to

Country: United States

Address: [Edit Address](#)

The Request Enrollment Verification page displays with the verified address.

<p>13.</p>	 <p>Alternatively to send the Enrollment Verification to another person or institution, in the Send to field enter the name of the recipient.</p>
<p>14.</p>	<p>Click the Edit Address link.</p>
<p>15.</p>	 <p>On the Edit Address page, enter the mailing address and then click the OK button.</p>

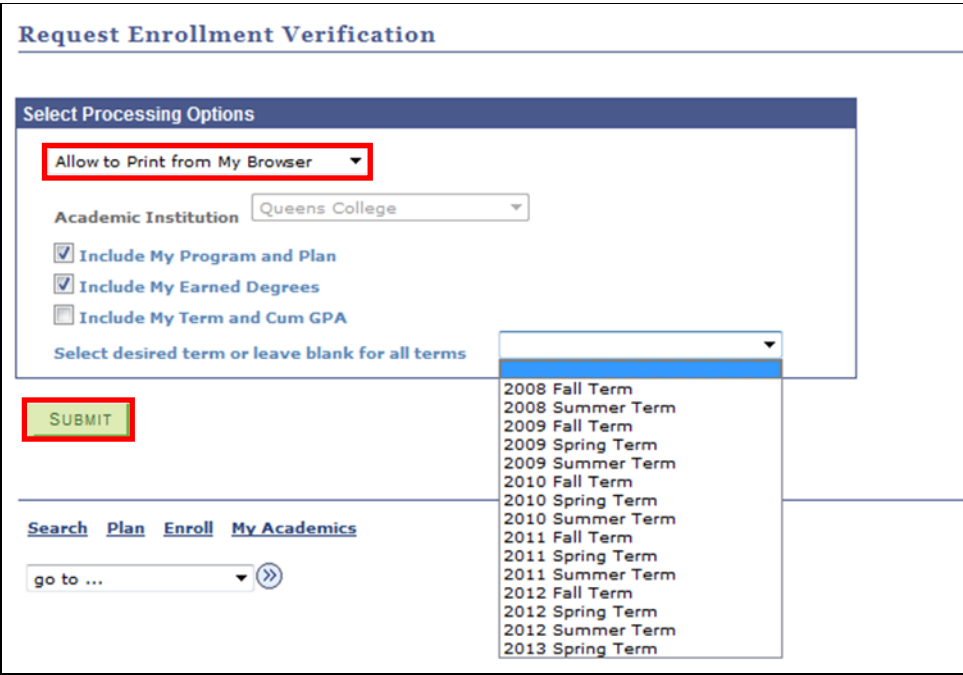
16.

As needed, select the **ADD** button to send an **Enrollment Verification** to additional recipients

17. Click the **SUBMIT** button.

18.

The **Save Confirmation** page displays with the message **The Save was successful.**

<p>19.</p>	 <p>Alternatively, select the option Allow to Print from My Browser and click the SUBMIT button.</p>
<p>20.</p>	<p>The Enrollment Verification page displays. At the bottom of the page, click the Printer Friendly Version button.</p>

21.	<p>Queens College 65-30 Kissena Blvd Flushing, NY 11367-1597 United States United States</p> <p style="text-align: center;">Enrollment Verification as of Mar 11, 2013</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Name [REDACTED]</td> <td style="width: 30%;">ID Nbr: 12013162</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td>SSN: 085-78-8535</td> <td></td> </tr> </table> <p style="text-align: center;"><u>Current Program of Study</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Career</th> <th style="width: 40%;">Academic Program</th> <th style="width: 30%;">Exp Comp Dt</th> </tr> </thead> <tbody> <tr> <td>Undergraduate</td> <td>Undergraduate</td> <td>02/01/2013</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Academic Plan</th> <th style="width: 20%;">Degree</th> <th style="width: 20%;">Declare Dt</th> <th style="width: 30%;">Sub-Plan</th> </tr> </thead> <tbody> <tr> <td>Spanish 7-12 BA</td> <td>BA</td> <td>04/30/2012</td> <td></td> </tr> <tr> <td>Business & Liberal Arts Minor</td> <td></td> <td>12/03/2010</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><u>Enrollment History</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Term</th> <th style="width: 10%;">Career</th> <th style="width: 10%;">Begin Date</th> <th style="width: 10%;">End Date</th> <th style="width: 10%;">Units</th> <th style="width: 45%;">Status</th> </tr> </thead> <tbody> <tr><td>2008 Summer Term</td><td>UGRD</td><td>06/01/2008</td><td>08/15/2008</td><td></td><td>No Units</td></tr> <tr><td>2008 Fall Term</td><td>UGRD</td><td>09/01/2008</td><td>12/31/2008</td><td>15.00</td><td>Full-Time</td></tr> <tr><td>2009 Spring Term</td><td>UGRD</td><td>02/01/2009</td><td>05/31/2009</td><td>14.00</td><td>Full-Time</td></tr> <tr><td>2009 Summer Term</td><td>UGRD</td><td>06/01/2009</td><td>08/15/2009</td><td></td><td>No Units</td></tr> <tr><td>2009 Fall Term</td><td>UGRD</td><td>09/01/2009</td><td>12/31/2009</td><td>15.00</td><td>Full-Time</td></tr> <tr><td>2010 Spring Term</td><td>UGRD</td><td>02/01/2010</td><td>05/31/2010</td><td>16.00</td><td>Full-Time</td></tr> <tr><td>2010 Summer Term</td><td>UGRD</td><td>06/01/2010</td><td>08/05/2010</td><td></td><td>No Units</td></tr> <tr><td>2010 Fall Term</td><td>UGRD</td><td>09/01/2010</td><td>12/31/2010</td><td>14.00</td><td>Full-Time</td></tr> <tr><td>2011 Spring Term</td><td>UGRD</td><td>01/28/2011</td><td>05/27/2011</td><td>15.00</td><td>Full-Time</td></tr> <tr><td>2011 Summer Term</td><td>UGRD</td><td>06/06/2011</td><td>08/15/2011</td><td></td><td>No Units</td></tr> <tr><td>2011 Fall Term</td><td>UGRD</td><td>08/26/2011</td><td>12/22/2011</td><td>11.00</td><td>3/4 Time</td></tr> <tr><td>2012 Spring Term</td><td>UGRD</td><td>01/27/2012</td><td>05/24/2012</td><td>14.00</td><td>Full-Time</td></tr> <tr><td>2012 Summer Term</td><td>UGRD</td><td>06/04/2012</td><td>08/16/2012</td><td>3.00</td><td>Less 1/2</td></tr> <tr><td>2012 Fall Term</td><td>UGRD</td><td>08/27/2012</td><td>12/21/2012</td><td>15.00</td><td>Full-Time</td></tr> <tr><td>2013 Spring Term</td><td>UGRD</td><td>01/28/2013</td><td>05/24/2013</td><td>10.00</td><td>3/4 Time</td></tr> </tbody> </table> <p style="text-align: center;">Follow your browser's prompts to print the page.</p>	Name [REDACTED]	ID Nbr: 12013162			SSN: 085-78-8535		Career	Academic Program	Exp Comp Dt	Undergraduate	Undergraduate	02/01/2013	Academic Plan	Degree	Declare Dt	Sub-Plan	Spanish 7-12 BA	BA	04/30/2012		Business & Liberal Arts Minor		12/03/2010		Term	Career	Begin Date	End Date	Units	Status	2008 Summer Term	UGRD	06/01/2008	08/15/2008		No Units	2008 Fall Term	UGRD	09/01/2008	12/31/2008	15.00	Full-Time	2009 Spring Term	UGRD	02/01/2009	05/31/2009	14.00	Full-Time	2009 Summer Term	UGRD	06/01/2009	08/15/2009		No Units	2009 Fall Term	UGRD	09/01/2009	12/31/2009	15.00	Full-Time	2010 Spring Term	UGRD	02/01/2010	05/31/2010	16.00	Full-Time	2010 Summer Term	UGRD	06/01/2010	08/05/2010		No Units	2010 Fall Term	UGRD	09/01/2010	12/31/2010	14.00	Full-Time	2011 Spring Term	UGRD	01/28/2011	05/27/2011	15.00	Full-Time	2011 Summer Term	UGRD	06/06/2011	08/15/2011		No Units	2011 Fall Term	UGRD	08/26/2011	12/22/2011	11.00	3/4 Time	2012 Spring Term	UGRD	01/27/2012	05/24/2012	14.00	Full-Time	2012 Summer Term	UGRD	06/04/2012	08/16/2012	3.00	Less 1/2	2012 Fall Term	UGRD	08/27/2012	12/21/2012	15.00	Full-Time	2013 Spring Term	UGRD	01/28/2013	05/24/2013	10.00	3/4 Time
Name [REDACTED]	ID Nbr: 12013162																																																																																																																								
	SSN: 085-78-8535																																																																																																																								
Career	Academic Program	Exp Comp Dt																																																																																																																							
Undergraduate	Undergraduate	02/01/2013																																																																																																																							
Academic Plan	Degree	Declare Dt	Sub-Plan																																																																																																																						
Spanish 7-12 BA	BA	04/30/2012																																																																																																																							
Business & Liberal Arts Minor		12/03/2010																																																																																																																							
Term	Career	Begin Date	End Date	Units	Status																																																																																																																				
2008 Summer Term	UGRD	06/01/2008	08/15/2008		No Units																																																																																																																				
2008 Fall Term	UGRD	09/01/2008	12/31/2008	15.00	Full-Time																																																																																																																				
2009 Spring Term	UGRD	02/01/2009	05/31/2009	14.00	Full-Time																																																																																																																				
2009 Summer Term	UGRD	06/01/2009	08/15/2009		No Units																																																																																																																				
2009 Fall Term	UGRD	09/01/2009	12/31/2009	15.00	Full-Time																																																																																																																				
2010 Spring Term	UGRD	02/01/2010	05/31/2010	16.00	Full-Time																																																																																																																				
2010 Summer Term	UGRD	06/01/2010	08/05/2010		No Units																																																																																																																				
2010 Fall Term	UGRD	09/01/2010	12/31/2010	14.00	Full-Time																																																																																																																				
2011 Spring Term	UGRD	01/28/2011	05/27/2011	15.00	Full-Time																																																																																																																				
2011 Summer Term	UGRD	06/06/2011	08/15/2011		No Units																																																																																																																				
2011 Fall Term	UGRD	08/26/2011	12/22/2011	11.00	3/4 Time																																																																																																																				
2012 Spring Term	UGRD	01/27/2012	05/24/2012	14.00	Full-Time																																																																																																																				
2012 Summer Term	UGRD	06/04/2012	08/16/2012	3.00	Less 1/2																																																																																																																				
2012 Fall Term	UGRD	08/27/2012	12/21/2012	15.00	Full-Time																																																																																																																				
2013 Spring Term	UGRD	01/28/2013	05/24/2013	10.00	3/4 Time																																																																																																																				
	End of Procedure.																																																																																																																								