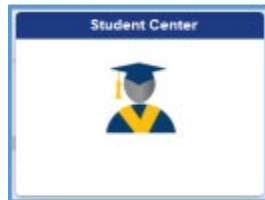
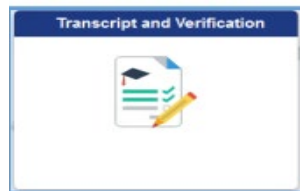


How to Access Enrollment Verification Letter

Log into CUNYfirst

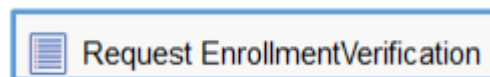


Click on **Student Center**



Click on **Transcript and Verification**

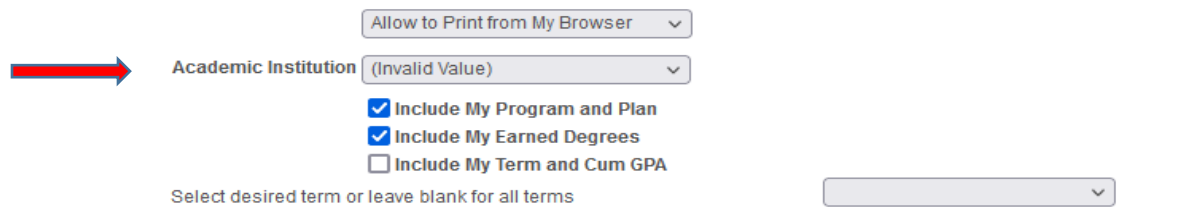
Next select



On the Request Enrollment Verification page, select all check checkboxes of the information you want to include on the letter as well as desired terms.

Request Enrollment Verification

Select Processing Options

A screenshot of a web form titled "Request Enrollment Verification". Under the heading "Select Processing Options", there are several fields: a dropdown menu for "Allow to Print from My Browser" set to "Allow to Print from My Browser"; a dropdown menu for "Academic Institution" set to "(Invalid Value)"; three checkboxes: "Include My Program and Plan" (checked), "Include My Earned Degrees" (checked), and "Include My Term and Cum GPA" (unchecked); and a dropdown menu for "Select desired term or leave blank for all terms". A red arrow points to the "Academic Institution" dropdown.

Submit

Hit **Submit** when all the information has been entered

Note: If you have a negative service indicator/hold you will not be able to obtain a letter until the hold has been resolved.