**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.*

<table>
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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - 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.   | In the Academics section from the other Academic dropdown box, select Enrollment Verification and then click the Go icon. |
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.

*Note: The Academic Institution will default.*

5. Select the checkboxes of the information you wish to include in the Enrollment Verification.

6. From the Select desired term or leave blank for all terms dropdown box, select the term for which you wish to request enrollment verification.
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.

8. When the Enrollment Verification is to be mailed to one of the student’s addresses, then select the Send to My Address checkbox.

   Note: Upon selection of the Send To My Address checkbox, the student’s name automatically displays in the Send to field.

9. Upon selection of the Send to My Address checkbox, the Address Type dropdown menu appears from which the student selects the address to which the Enrollment Verification is to be mailed.
10. **Verify Address**: 

- **Country**: United States
- **Address 1**: Number and Street
- **Address 2**: 
- **Address 3**: 
- **City**: 
- **State**: 
- **County**: 

The **Verify Address** page displays. As needed, edit the address displayed.

11. Click the **OK** button.
The Request Enrollment Verification page displays with the verified address.
Alternatively to send the Enrollment Verification to another person or institution, in the **Send to** field enter the name of the recipient.

14. Click the **Edit Address** link.

15. On the **Edit Address** page, enter the mailing address and then click the **OK** button.
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**.
19. Alternatively, select the option **Allow to Print from My Browser** and click the **SUBMIT** button.

20. The **Enrollment Verification** page displays. At the bottom of the page, click the **Printer Friendly Version** button.
Follow your browser’s prompts to print the page.

End of Procedure.