



CUNY ENROLLMENT CHECKLIST

Applied to CUNY? Here are some steps for: (1) checking on your admissions status, (2) confirming your "seat", and (3) enrolling at a CUNY institution.

- ☐ **Claim your CUNYfirst account:** Click [here](#) for a video and step by step instructions on claiming your account. If you are unable to access your account, email CUNY at admissions@cuny.edu. In the subject line indicate "CUNYfirst account claim issues" and provide your name, date of birth, and a description of the issue in the body of the email.
- ☐ **Check on Your Application Status:** Once you are logged into your account, on the left hand side under "CUNYfirst Menu" click "Student Center". From there, scroll down to the "Admissions" section and click "View Details" for each college. Under this view, you will be able to see if your application is missing any documents and when an admissions decision is made.
- ☐ **Review Financial Aid Award Letters for Your Admitted Colleges:** Click [here](#) for a video on how to view your financial aid award letter. Remember, making your college choice also includes understanding the financial commitment associated with attending. Review each colleges' financial aid award letter to make a decision that is manageable for you and your family. Need an easy way to compare financial aid packages? Click [here](#) for a comparison tool through our partners at uAspire. Here are some other things to keep in mind:
 - You might be selected for financial verification and will be notified by the college. You should submit your verification documents as soon as you can using the secure document upload feature offered by each college. Your financial aid award is estimated until this review is completed.
 - Once you have decided on a CUNY college, log into your HESC account and update your TAP Code for your selected college.
 - You will need to accept your financial aid package for your selected college once all details are updated.
- ☐ **Accept Your Admissions "Seat" and Waive or Submit Commitment Deposit:** Head to the "View Details" screen for each college under the "Admissions" section of the "Student Center" of your portal. Here you will be able to view your acceptance notice, view steps for accepting your admissions, and waiving/submitting your commitment deposit.
- ☐ **Monitor Your "To Do" Items:** This is listed on the right-hand side of your "Student Center" view. It will list any pending items for completing enrollment including immunization forms, health insurance waiver, and more.
- ☐ **Wrap Up!:** When it is available to you, **attend orientation, register for classes, and if you are accepted into a CUNY support program (SEEK/College Discovery/ASAP/ACE), attend all affiliated meetings** (advisory and orientations). Monitor your email and portal for up-to-date notifications on these items.

