NEW TRANSFER STUDENT CHECKLIST

CONGRATULATIONS ON YOUR ADMISSION TO CITY TECH!

We want to welcome you and ensure you experience a smooth transition to college life. We hope by providing you with this checklist we can help you along your way. Please remember to accept your offer of admission as soon as possible. If you have any questions, feel free to contact the Office of Admissions at 718.260.5500.

Please complete the steps below:

☐ Make sure City Tech has received an *official transcript from all previously attended colleges and/or post-secondary institutions.

Official transcript(s) must:

- contain official seal
- include final semester grades
- provide graduation date, if applicable **

* Electronic records must be sent directly from attended colleges and/or post-secondary institutions.

** If unable to provide an official transcript with graduation date, a sealed letter from the Registrar will be sufficient.

☐ **Claim Account:** If you have not claimed your CUNYfirst account, go to home.cunyfirst.cuny.edu to do so. If you have any questions, email the Student Help Desk at studenthelpdesk@citytech.cuny.edu or call (718) 260-4900.

☐ **Accept your offer:** Accept your offer of admission from City Tech by going to your CUNYfirst account at home.cunyfirst.cuny.edu.

☐ Students who have graduated from a foreign high school are required to take the Ability to Benefit (ATB) test before **September 14, 2024**. Once you have registered for classes you should contact the Office of Academic Testing at testingoffice@citytech.cuny.edu to schedule an appointment.

☐ **International Students**
If you identify as an international F1 visa seeking student please visit the Office of International Students Services (OISS) web-page. F1s transferring within the US are required to complete the City Tech Transfer Form and an I-20 Request Form. Click here for instructions on how to obtain a Visa.

☐ **Residency**
If requested, submit the paperwork necessary to receive in-state tuition to the Student Document Repository. Click here for further instructions. The last day to submit your proof of residency for the Fall 2024 semester is **December 20, 2024**. Should you have any concerns, please email the Office of Residency at residency@citytech.cuny.edu.

☐ **Immunization**
Proof of immunization and vaccine verification is not needed for remote learning, but it is required for in-person and hybrid courses. Submit your immunization proof to the Student Document Repository. If you don't have proof, our immunization form can be downloaded. Upload your proof or completed forms to the Student Document Repository.

☐ Students in need of reasonable accommodation should email The Center for Student Accessibility at accessibility@citytech.cuny.edu for more information or to set up an appointment.

☐ **Apply now for financial aid!** Go to www.studentaid.gov to apply. Please click here for additional information.

☐ You will receive an email invitation for academic advisement and class registration from the STAR Unit (Scheduling Testing Advisement Registration).

☐ You will receive an invitation from Student Life and Development (SLD) for orientation.If you have questions, contact SLD at studentlife@citytech.cuny.edu.

☐ **Apply for scholarships and grants.** Visit the website for more information: citytech.cuny.edu/scholarships

☐ **Check to see if you are eligible to join any of our student support programs:**
ASAP - Learn more at citytech.cuny.edu/asap/
ACE - Learn more at citytech.cuny.edu/ace/
CSTEP - Learn more at citytech.cuny.edu/cstep/
SEEK - Learn more at citytech.cuny.edu/seek/

If you have completed everything on the checklist, you are ready to start classes at City Tech. Fall term classes begin August 28, 2024. Have a wonderful semester!

About one week after you have registered for classes, you will receive an email from the College at your preferred email address, notifying you that your City Tech email account has been created. All communications from the College or from CUNY will be sent only to your City Tech email address. It is important that you get into the practice of checking your City Tech email regularly.