



NEW YORK CITY COLLEGE OF TECHNOLOGY

CITY TECH

(718) 260-5500
admissions@citytech.cuny.edu

CUNY THE CITY
UNIVERSITY
OF
NEW YORK



FRESHMAN ADMITTED STUDENT CHECKLIST

CONGRATULATIONS ON YOUR ADMISSION TO CITY TECH!

This checklist is designed to help you experience a seamless transition into City Tech. After you accept your offer of admission, you will receive an email from the college with course registration details. If you have any questions, please email the Office of Admissions at admissions@citytech.cuny.edu or call 718-260-5500.

PLEASE COMPLETE THE REQUIRED CHECKLIST:

Claim your CUNYfirst Account: Go to [CUNYfirst](#) → **New User** → Enter the required information to claim your CUNYfirst account. Email any questions to the Student Computing Help Desk at studenthelpdesk@citytech.cuny.edu or call 718-260-4900.

ACCEPT YOUR OFFER OF ADMISSION: Login to your [CUNYfirst account](#) → **Admissions Center** → **View my Application Status** → **View Details** for "NYC College of Technology" → **Confirm Offer Acceptance** → **Pay Commitment Deposit** ([a commitment fee waiver is available](#))

Immunization: Upload your required proof of immunization to the Student Document Repository. [Click here](#) for uploading instructions. If you do not have proof, download, fill out and upload our [immunization form](#).

Residency: If requested, submit the necessary paperwork 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 Spring 2025 semester is May 22, 2025.** Should you have any concerns, please email the Office of Residency at residency@citytech.cuny.edu or call 718-260-5054.

PLEASE COMPLETE THE FOLLOWING STEPS THAT APPLY TO YOU:

- **APPLY FOR FINANCIAL AID:** Visit the [City Tech Financial Aid website](#) to learn how to apply for financial aid.
 - **If you are a January 2025 high school graduate**, upload a photo of your high school diploma to the Student Document Repository before **January 25, 2025**. [Click here](#) for uploading instructions.
 - **If you graduated from a foreign high school**, take the required Ability to Benefit (ATB) test before **February 14, 2025**. Once you have registered for classes, schedule an appointment for the ATB Test by emailing the Office of Academic Testing at testingoffice@citytech.cuny.edu.
 - **If you are an international student**, a student who comes to the United States temporarily to study, visit the [Office of International Students Services \(OISS\) website](#) and complete the [I-20 Request form](#) to obtain an F-1 Visa. Email the completed form to the International Student Advisor, Vanessa Villanueva, VVillanueva@citytech.cuny.edu.
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WHAT'S NEXT?

SPRING 2025 SEMESTER

Details regarding academic advisement and course registration will be emailed to you in the next couple of weeks.

Orientation information will be emailed to you from studentlife@citytech.cuny.edu.

Spring term classes begin **January 25, 2025**. We look forward to on-boarding you to the City Tech community!

STUDENT RESOURCES

City Tech offers many student resources. Please check our [website](#) for more information.