TRANSFER 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:

Send City Tech *official transcript(s) of all your 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 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 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 one of the following that applies to you:

  - International students transferring from another country's institution must 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.

  - International students transferring from another U.S institution must complete the [City Tech Transfer form](#) and [I-20 Request form](#). Email the completed forms to the International Student Advisor, Vanessa Villanueva, VVillanueva@citytech.cuny.edu.

WHAT'S NEXT?

SPRING 2025 SEMESTER

Academic advisement and course registration details will be emailed to you from TransferEval@citytech.cuny.edu.

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.

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH   **SEE WHERE TECH CAN TAKE YOU.**   CUNY THE CITY UNIVERSITY OF NEW YORK