



# New York City College of Technology



## Student Document Upload

INSTRUCTIONS TO UPLOAD IMAGES AND FILES TO THE STUDENT REPOSITORY IN  
CUNYFIRST

City Tech Admissions Office Document | October 11, 2022

## Step 1

**Please use a computer.** Log into your CUNYfirst account and navigate to the **Student Center**. Locate and click on **Student Tools**.



You will be directed to the following screen.

Document Upload	Name <input type="text"/>
Appeals – Document Upload	ID <input type="text"/>
Survey Portal	
CUNY Alert	
Vaccination Verification	

**Select the Document Class and Type**

Please choose the appropriate document class and type in the below drop-down to upload your documents. You will then be transferred to the Student Document Repository System.

Please note the following for ease of use:

- Disable your pop-up blocker.
- Multiple files of the same document class may be uploaded.
- Each file must be less than 20 MB in size.
- Documents should be in one of the following widely used document types: doc, docx, gif, jpeg, mp3, pdf, png, txt, xls, xlsx.

Document Class

## Step 2

Select **Admissions** as the Document Class.

Document Class

- Admissions
- Financial Aid
- Health Services
- Registrar

### Step 3

If uploading **MMR and Meningitis**, select **Immunization Record** as the Document Type. If uploading your **high school diploma** Select **Miscellaneous / Other** as the Document Type. For all other documents, please select the appropriate type.

**Document Class** Admissions ▼

**Document Type**

- Citizenship / Immigration
- Date of Birth
- DD214 or Proof of Vet Status
- Gender Update
- Immunization Record
- Marriage License
- Miscellaneous / Other
- Name Change
- NYS/NYC Residency
- Proof of Licensure
- Social Security Number/TIN
- Tax Documentation

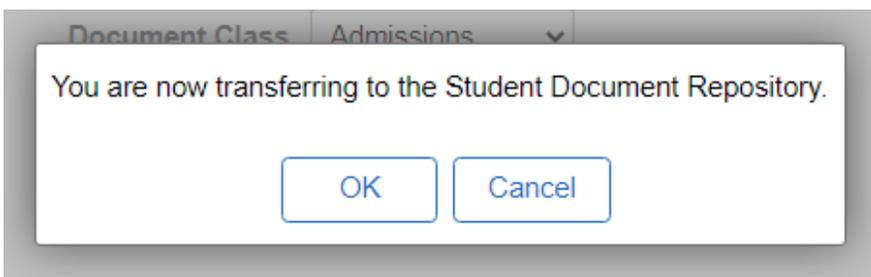
### Step 4

Click the **GO!** Button.

**Document Class** Admissions ▼

**Document Type** Miscellaneous / Other ▼

Click **OK** when you see the message below.



You will be redirected to the Student Documents Repository.

## Step 5

The login screen should already be populated with your login in credentials. If you don't see it, you can type your Firstname.LastnameXX (XX is the last 2 digits of your CUNYfirst ID). You must use your CUNYfirst password.

### Welcome to Student Documents Repository

User name:

Jane.Doe00

Password:



Log In



## Step 6

Click on **Choose Files**. Select your file(s) and then click **Add** at the bottom right of your screen.

### General

\* Entry template:

Add Post Admission Documents

\* File name:

Choose Files No file chosen



Add

Cancel

When you upload your document, you will see the message below. **Click Close.**

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 **Information**

Your document was added successfully. Please close this tab/window to return to CUNYFirst

Close

**Important!**

Reach out to [Admissions@citytech.cuny.edu](mailto:Admissions@citytech.cuny.edu) when you are done with your upload to let us know.