

New 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 [7 18.260.5500](tel:718.260.5500).

Please complete the steps below:

- ★ **Claim Account:** If you have not claimed your CUNYfirst account, go to <http://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](tel:718.260.4900).
- ★ **Accept your offer:** Accept your offer of admission from City Tech by going to your CUNYfirst account at: <https://home.cunyfirst.cuny.edu>.
- ★ If you are a [Jan 2022 graduate](#), submit proof of high school completion to the Student Document Repository before [Jan 28, 2022](#). Please [click here](#) for further instructions.
- ★ Students who have graduated from a foreign high school are required to take the Ability to Benefit (ATB) test before [February 17, 2022](#). 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.
- ★ **Immunization**
Although proof of immunization is not needed during virtual learning, it will be required when we return to campus. The immunization form can be downloaded at <http://www.citytech.cuny.edu/admissions/immunization-requirements.aspx>. Upload completed forms to the Student Document Repository. Please [click here](#) for further instructions.
- ★ **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 Spring 2022 semester is [May 23, 2022](#). Should you have any concerns, please email the Office of Residency at residency@citytech.cuny.edu.
- ★ 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.

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- ★ **Apply for financial aid.** Go to www.fafsa.gov to apply now! Review our brochure: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/financial-aid/FinancialAwardGuide20192020.pdf>
- ★ You will receive an email invitation for academic advisement and class registration from the STAR Center (Scheduling Testing Advisement Registration).
- ★ You will receive an email invitation from Student Life and Development (SLD) for the online orientation. For questions or concerns contact SLD at studentlife@citytech.cuny.edu.
- ★ **Apply for scholarships or grants.** Visit the website for more information: <http://www.citytech.cuny.edu/scholarships/scholarships.aspx>
- ★ **Check to see if you are eligible to join any of our student support programs:**
 - ASAP** - Learn more at <http://www.citytech.cuny.edu/asap/>
 - CSTEP** - Learn more at <http://www.citytech.cuny.edu/cstep/>
 - SEEK** - Learn more at <https://www.citytech.cuny.edu/seek/>

If you have completed everything on the checklist, you are ready to start classes at **City Tech**. Spring term classes begin **January 28, 2022**. 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.