



New Student Checklist



Congratulations on your admission to City Tech! We want to welcome you and ensure that you experience a smooth and stress-free transition to college life. We hope by providing you with this check list we can help you along your way. If you have any questions, feel free to contact the Admission Office at 718.260.5500. Please also accept your offer of admission from City Tech by going to your CUNY account at: <https://home.cunyfirst.cuny.edu>

Please note, the main campus entrances are 259 Adams Street and Tillary Plaza. While off campus, email us at Admissions@citytech.cuny.edu.

Make Sure to Check Off Each Task Below:

- ★ If City Tech was not your first choice college and you did not commit to City Tech, don't worry. City Tech will save your seat once you accept our offer. You can accept multiple offers in CUNYfirst.
- ★ Students who have attended a foreign high school are required to take the Ability to Benefit (ATB) test before February 17, 2021. Please email the Office of Academic Testing at TestingOffice@citytech.cuny.edu to schedule an appointment.
- ★ First Semester Advisement Center will contact you by email or phone with your invitation for advisement and registration.
- ★ 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 intake appointment.
- ★ Submit proof of your immunization to the Admissions Office. You can download the forms at <http://www.citytech.cuny.edu/admissions/immunization-requirements.aspx>. Upload completed forms to the Student Document Repository. Please click [here](#) to see how.
- ★ If you are a January 2021 graduate, submit proof of high school completion to the Student Document Repository before January 29, 2021.
- ★ If requested, submit the paperwork necessary to the Student Document Repository to receive in-state tuition. The last day to submit proof of residency for the Spring 2021 semester is May 25, 2021. Any concerns, please email the Office of Residency at residency@citytech.cuny.edu.
- ★ Apply for financial aid. Go to www.fafsa.gov to apply now! If you have not done so, claim your CUNYfirst account. Download instructions: http://www.citytech.cuny.edu/admissions/docs/activate_cunyfirst.pdf
- ★ Apply for scholarships or grants, if eligible. The website for more information is: <http://www.citytech.cuny.edu/scholarships/>
- ★ Check to see if you are eligible to join ASAP at City Tech, a program which provides the financial, academic, and personal support that you need to stay on track until you earn your associate degree. Learn more about ASAP and see if you qualify at <http://www.citytech.cuny.edu/ASAP/>

If you have completed everything on the check list, great! You are now ready to begin classes at City Tech. Classes begin for the Spring Term on **January 29, 2021. Good luck and we wish you a wonderful semester!**

Please monitor this email account for all future correspondence. Your email address will change to the official City Tech address after you register for classes.