



New Transfer Student Checklist



Congratulations on your admissions to City Tech! We want to ensure that you experience a smooth transition. This checklist will help guide you along the process. If you have any questions, feel free to contact the Transfer Student Center at [718.260.5508](tel:718.260.5508).

Make Sure to Check Off Each Task Below:

- ★ **Make sure City Tech has received an official transcript from all colleges attended.**
Official transcript must:
 - **be officially sealed**
 - **include final semester grades**
 - **provide graduation date, if applicable***

** If unable to provide an official transcript with graduation date, a sealed letter from the Registrar will be sufficient*

- ★ **Claim Account:** If you have not claimed your CUNYfirst account go to <http://home.cunyfirst.cuny.edu> to do so. For instructions If you have any questions, visit the Student Help Desk located in L-114.

Students who have attended a foreign high school are required to take the Ability to Benefit (ATB) test before January 27, 2020. Please call the Office of Academic Testing at [718-260-5171](tel:718-260-5171) to schedule an appointment.

- ★ Students in need of reasonable accommodation should call The Center for Student Accessibility at [718.260.5143](tel:718.260.5143) for more information or to set up an intake appointment.

- ★ **Please check your CUNYfirst account to see if we have an immunization hold on your record.**
If so, you will need to provide proof of your immunization to the Transfer Student Center located in N-401. The immunization form can be downloaded at <http://www.citytech.cuny.edu/admissions/immunization-requirements.aspx>

- ★ Submit the paperwork necessary to receive in-state tuition, if requested, to the Scholarships and Residency office located in N-401. The last day you can submit your proof for the Spring 2020 semester is [May 22, 2020](#).

- ★ **Apply for financial aid.** Go to www.fafsa.gov to apply now! Review our brochure: <http://www2.cuny.edu/wp-content/uploads/sites/4/pages-assets/financial-aid/FinancialAidBrochure20162017.pdf>

- ★ You will be notified by email with your invitation for advisement and registration by the New Student Center.

- ★ **Apply for scholarships or grants.** The website for more information is: <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 check list, you are ready to start classes at **City Tech**. Classes begin for the Spring Term on **January 27, 2020**. **Please note, The main campus entrances are 259 Adams Street and Tillary Plaza.** Good luck and we wish you a wonderful semester!

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