



## NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

**THE NEW STUDENT CENTER**

300 Jay Street - Namm Hall, Room 104

Brooklyn, NY 11201-1909

(718) 260-5013 ♦ Fax: (718) 254-8274

### Instructions on How to Reactivate Your Admissions Application

If you were accepted to City Tech, but never earned any credits, you will need to reactivate your application.

#### Step 1 – Contact Admissions:

- Call 718-260-5500 or visit room NG-17 at 300 Jay Street to speak with an admissions counselor.  
**Please note:** A Reactivation Fee may be required.

#### Step 2 - Complete all Testing Requirements:

- Students who have not taken the CUNY assessment tests must do so prior to meeting with an academic advisor.
- Students who have been tested and/or are math certified may have to take an additional math placement exam (Math part 3) prior to meeting with their academic advisor.
- If you have already taken Math part 3, you will not be required to take it again.
- Please contact the Testing Office at (718)-260-5171 for more information.

#### Step 3 - Advisement and Registration:

- Your Academic Advisor (New Student Center, N-104) will discuss the results of your CUNY assessment exams with you, the requirements of your major/curriculum, and will assist you with scheduling your classes.
- Academic Advisors are available Monday through Thursday from 9:30am - 4:00pm. In the event you need a later appointment time, please contact the New Student Center at (718) 260-5013 or email us at Advisement4u@citytech.cuny.edu.

#### REMINDER:

- If you are an **Incoming Freshman**, please bring the following documents with you to expedite this process:
  - Your high school diploma/GED (the original document AND a copy of it)
  - Bring your immunization records to the Admissions Office. Forms can be picked-up in Room NG-17 or you can download the forms from our website at:  
[http://www.citytech.cuny.edu/files/admissions/mmr\\_immunization\\_form.pdf](http://www.citytech.cuny.edu/files/admissions/mmr_immunization_form.pdf)  
Proof of Immunization for Measles, Mumps and Rubella (MMR) is required if you were born after December 31, 1956. ***Please submit all immunization documents to the Admissions Office (NG-17) prior to going to the New Student Center (N104) for advisement and registration.***
- If you are a **Transfer Student**, in addition to the documents listed above, you must also:

- Request Official Transcripts from all of your previous institutions and send them to the Admissions Office (or bring sealed official copies with you).