



New Student Center Checklist

Congratulations & Welcome to City Tech!

To help ensure a smooth transition we are providing you with a list of tasks below that need to be completed before the first day of classes. If you have any questions, feel free to contact The New Student Center at 718 260 5013.

Make Sure to Check Off Each Task Below

- Test:** Incoming students must be tested in reading, writing, and/or mathematics to determine placement into classes
Please Note: All testing must be completed prior to registration. Call 718-260-5171 for further information.
- Explore City Tech:** Schedule a college tour: <http://www.citytech.cuny.edu/overview/tours.shtml>
- Commit To City Tech:** Visit the Admissions Office, Room NG-17, to confirm and guarantee your spot at City Tech
- Mandatory Health Forms:** Submit proof of immunization (MMR Shots and Meningitis acknowledgement) to the Admissions Office, Room NG-17. Immunization forms can be picked up at Admissions or download it at: http://www.citytech.cuny.edu/files/admissions/mmr_immunization_form.pdf
- Prove Residency:** If required to do so, complete and submit documents to show proof of your residency to receive in-state tuition to the Residency Office in Room NG-09
- Apply for financial aid:** Go to www.fafsa.gov to apply as soon as possible, you do not have to wait to register for classes
- Submit High School Diploma:** High school diplomas can be submitted in person to the Admissions Office **before** the first day of classes. You can also scan your high school diploma to our dropbox admdoc@citytech.cuny.edu
- Submit Official Final Transcripts:**
 - **Advanced Placement** – If you received a score of 4 or higher on the AP (Advanced Placement) exam for any subject, you must submit the official transcript* from www.CollegeBoard.com to receive college credits
 - **College Now** – If you have completed a College Now class outside of CUNY with a passing grade, you must submit an official transcript* to receive college credits

*All official transcripts must be submitted in a sealed envelope to: Transfer Evaluation Department - Room N-304, NYC College of Technology, 300 Jay Street, Brooklyn, NY 11201, or they can be delivered in person to Room N-104
- Set up your City Tech Accounts:** Create your user ID and password for:
 - **CUNYfirst:** Allows you to manage your academic careers and financial accounts in real time by following the link: <http://www.cuny.edu>
 - **CUNY Portal:** To access your Blackboard, Degree information, etc. by following the link: https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp

CONGRATS!

Don't forget your registration appointment: Come to the New Student Center, Room N104, on your scheduled appointment date to pick your classes. **Missed your appointment?** Call to reschedule, 718-260-5013. The sooner the better!