

New Student Checklist

Congratulations on your admission to City Tech!

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. Please also accept your offer of admission. If you have any questions, feel free to contact the Office of Admissions at [718.260.5500](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 [June 2021 graduate](#), submit proof of high school completion to the Student Document Repository before [August 25, 2021](#). Please [click here](#) for further instructions.
- ★ Students who have attended a foreign high school are required to take the Ability to Benefit (ATB) test before [August 31, 2021](#). Please email 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. F1's 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 Fall 2021 semester is [December 21, 2021](#). 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.

New Student Checklist

- ★ **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.
- ★ **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**. Fall term classes begin **August 25, 2021**. Have a wonderful semester!

Please monitor this email account for future correspondence. You will be assigned a City Tech account once you register for classes.