

How to Upload Your Enrollment Verification Form

1. Fill out the [Enrollment Verification Form](#).
2. Upload the completed form as a PDF to CUNYfirst (instructions below).
3. Notify us via email once the document is uploaded, and include your name and student ID number.

Upload Instructions

1	Log in to CUNYfirst.
2	Select the Student Center tile and navigate to Student Tools.
3	Select Document Upload.

The Document Upload page displays with your name and 8-digit CUNYfirst ID.

4	Choose the Document Class.
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Using the Document Class drop-down menu, select the category that matches your document:

- Admissions
- Financial Aid
- Health Services
- **Registrar - select this option for Enrollment Verification documents.**

5	Choose the Document Type, then click the ">>" (Go) button.
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Select the appropriate document type from the Document Type drop-down menu, then click the ">>" (Go) button next to it. A message will appear letting you know you're being transferred to the Student Document Repository system.

6	Click OK to continue.
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If prompted, enter your CUNY Login credentials and click Log In.

7	Confirm your information on the Student Document Repository page.
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Depending on the document type selected, you may see your name, Emplid (8-digit CUNYfirst ID), and document class. If you're on a mobile device and this information isn't visible, switch your browser to desktop mode and refresh the page - documents won't upload correctly if this information is missing.

8	Click Choose Files to select your document.
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You can upload multiple files, but each file must be smaller than 20 MB. The file name will appear next to the Choose Files button.

9	Click Add to upload the file.
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If needed, you can change the document type first by selecting a new option in the Document Type drop-down menu. If you receive an error, contact the Help Desk or try again later.

10	Click Close to finish.
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After Uploading

- You can return to CUNYfirst to upload another document without logging in again.
- Close the Student Document Repository page once you're done.
- To log out, click your CUNY Login username at the top of the page and select Logout.
- Notify us that your document has been uploaded by emailing the Office of the Registrar from your student email at registrar.kcc@kbcc.cuny.edu, and include your name and student ID number.