

How to Obtain Your Enrollment Verification Letter

Kingsborough Community College | Office of the Registrar

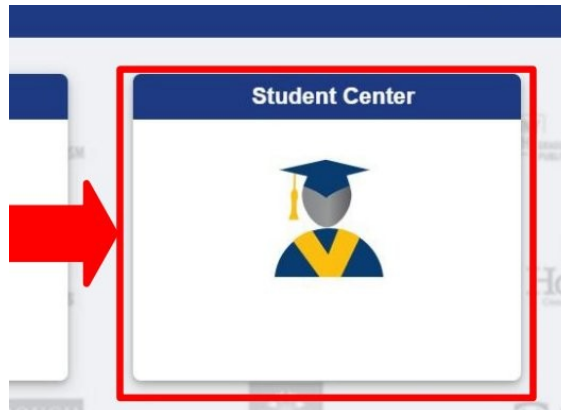
Follow the steps below to download your official enrollment verification certificate through the National Student Clearinghouse (NSC).

1 Log in to CUNYfirst

Go to cunyfirst.cuny.edu and log in using your CUNY Login username and password.

2 Click the Student Center Tile

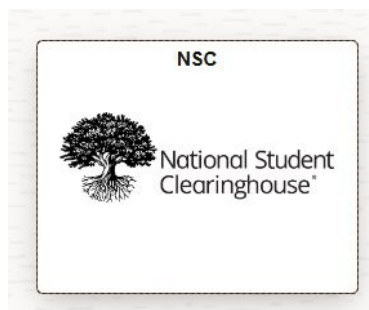
From the CUNYfirst homepage, locate and click the Student Center tile.



3 Scroll Down and Click the NSC Tile

Inside the Student Center, scroll all the way to the bottom of the page. Click the tile labeled NSC or MyHub NSC (National Student Clearinghouse).

Note: If you are on a mobile device, disable pop-up blockers before clicking this tile, or the NSC site may not open.



4 Select Kingsborough from the College List

You will be redirected to the National Student Clearinghouse website. A list of all CUNY colleges will appear. Scroll down and click Kingsborough Community College.

5 Agree to the Terms & Conditions

You will be taken to a Terms and Conditions page. Scroll down, then click Agree and Next to continue.

6 Verify Your Identity

The NSC will prompt you to verify your account. Choose your preferred verification method.

Note: The SMS (text message) method is the fastest option.

7 Click the Enrollment History Tab

After verification, you will be on the NSC dashboard. Click the Enrollment History tab at the top of the page.

8 Download Your Certificate

Locate the semester you need. Click the dropdown arrow next to it, then select Download Certificate.

9 Fill Out the Form and Save

Fill in the required fields, then click Download Official Enrollment Verification Certificate. You can print it or save it as a PDF to submit electronically.