



2001 Oriental Boulevard | Brooklyn, New York 11235

Enrollment Verification Form

This form may be submitted electronically by uploading to <https://home.cunyfirst.cuny.edu>
[Uploading a Student Document through CUNYfirst.](#) Email us at Registrar.KCC@kbcc.cuny.edu once your upload is complete.

Last Name

First Name

CUNY First Number

Address

Apt. No.

Phone Number

City

State

Zip Code

Preferred Email Address

Please check the option that is applicable:

Current semester enrolled

(Full-time or part-time status will automatically be included)

Standard Dept. of Labor certification

Briefly state additional information you are requesting regarding graduation.

(It is NOT possible for the College to certify certain information such as personal or financial details.)

Date

Student's Signature

If picking up letter please check here:

Email: _____

If letter is to be mailed, please complete information below:

Name _____

Address _____

City _____ **State** _____ **Zip Code** _____

Please note Enrollment Verification Request Policies:

1. All requests received are processed on a first come, first served basis.
2. Please allow 3-5 business days for processing
3. Student's Photo I.D is required to submit this form. Fax/Emailed requests not accepted.
4. Requests to certify multiple semesters will not be processed; student must request a transcript.

DISTRIBUTION

REGISTRAR – WHITE COPY

STUDENT – YELLOW

Revised 10/2024