

ENROLLMENT STEPS



SUBMIT THE DOCUMENTS REQUIRED FOR ISSUANCE OF AN I-20

Please submit the forms and documents required for issuance of an I-20 to intstudy@csi.cuny.edu

CLAIM YOUR CUNYFIRST ACCOUNT

Visit the [CUNYFirst Account Activation page](#) to activate the account. Use the number that was assigned to you at the time of the CUNY application. The last 4 digits can be found in the CUNYFirst account activation email you have received from CUNY.



ACCEPT THE OFFER OF ADMISSION

Log into your [CUNYFirst](#) account and accept the offer. Here is a [video](#) on how to do it.

Don't pay the commitment deposit.

Email Monika at international@csi.cuny.edu to have it waived.

TAKE THE ACCUPLACER EXAM (ONLY FOR STUDENTS CODED ESL)

Be on the lookout for an email from the Testing Office. For more information please visit [Testing](#).



REGISTER FOR CLASSES

FIRST YEAR STUDENTS

Be on the lookout for an invitation from the [Center for Advising and Academic Success \(CAAS\)](#).

Complete the [vCART](#) and wait for an email from an academic advisor.

Return the required documents to the academic advisor to register for classes. For more information refer to this [page](#).

TRANSFER STUDENTS

Once your credit evaluation is completed by CAAS, you will be contacted to register for classes. For more information refer to this [page](#).



COMPLETE THE VIRTUAL NEW STUDENT ORIENTATION (VNSO)

FIRST YEAR STUDENTS

Be on the lookout for an invitation from the [New Student Programs](#).



PARTICIPATE IN THE INTERNATIONAL STUDENTS ORIENTATION

Be on the lookout for an invitation from our office.

SUBMIT YOUR IMMUNIZATION RECORDS

Return the completed [Immunization Record Form](#) to the Health Center at healthcenter@csi.cuny.edu.



PAY YOUR BILL

Pay your bill by the date according to the schedule or your registration will be cancelled. For information on [payment options](#) including a payment plan and tuition and fees information, please visit the [Bursar Office website](#) and refer to the [academic calendar](#) for important dates.

UPDATE YOUR ACADEMIC RECORD

Submit updated transcripts or copy of diploma, certified translations to Monika.

