

Lehman College Transfer Checklist

Welcome to Lehman College! We are so happy you are joining the Lehman College community and want your experiences to be positive. Use the checklist below to assist you in keeping organized and on task as you go through the enrollment process. If you need assistance or this information in an alternative format, please contact the Office of Student Disability Services at 718-960-8441.

CHECKLIST:

- 1) APPLY FOR FINANCIAL AID if you haven't already.
- 2) CLAIM YOUR CUNYfirst ACCOUNT and LOG ON.
- 3) SCHEDULE A GENERAL EDUCATION ADVISING APPOINTMENT.
- 4) MEET WITH A FACULTY ADVISOR.
- 5) DECLARE MAJOR if we've accepted 45 or more credits.
- 6) SUBMIT IMMUNIZATION INFORMATION to the Student Health Center, T3 Building, Room 118. <http://www.lehman.edu/student-health-center>
- 7) INTERNATIONAL STUDENTS APPLY FOR STUDENT VISA.
- 8) REGISTER FOR CLASSES.

2) CLAIM YOUR CUNYfirst ACCOUNT and LOG ON:

- Once you've claimed your CUNYfirst Account you will be able to view your Transfer Credit Evaluation (TCE), register for classes, view your tuition bill, and much more.

- To claim your account:

Go to: <https://home.cunyfirst.cuny.edu>

Click: First Time Users

Enter: First Name

Last Name

Date of Birth. You must type forward slashes (i.e., 01/01/1997).

Social Security # (last 4 digits)

Type the security word(s) you see in the box. The word(s) may be difficult to read. If so, click on the red reload button to the right.

Click: OK

Next: Select your Challenge Questions and Answers (for Security) – you need five of them. Choose each question from the drop-down, and then type in your answer.

- Hints:
- Make it memorable
 - Don't repeat questions
 - Answers are not case-sensitive and must be at least two characters long

Next: Choose Password
Your password must be at least eight characters long, and must contain: at least one Uppercase character and at least one numeral (1, 2, 3, etc.) or symbol (&, %, ?, etc.).

After you've entered your password and confirmed it, click: OK.

Congratulations! Your CUNYfirst account is now activated. Remember your password.

- After you have claimed your account, you will receive a confirmation screen with your user name and EMPLID (Employee ID, your ID number in CUNYfirst; the EMPLID is used for faculty, staff, and students).

(OVER)

1) FINANCIAL AID:

1. If you've already applied for financial aid and need to add Lehman's school code, add the following to your on-line FAFSA application – 007022
2. If you haven't applied for financial aid, you must first obtain a Federal Student Aid PIN at www.pin.ed.gov
3. Collect the documents needed to apply: income tax return(s), Social Security number(s), W-2 form(s), and other records of income and assets (if under 24, you may need parents' information also)
4. Complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov (school code-007022)
5. If you're a New York State resident, link to TAP (school code-1412) from your FAFSA application
6. Receive a Student Aid Report (SAR)
7. Verify your data
8. Receive your financial aid award letter

2) CLAIM YOUR CUNYfirst ACCOUNT and LOG ON continued:

- Your user name typically will be your first name and last name with a dot between the two, plus the last two digits of your EMPLID (i.e., John Smith would be john.smith12).
- Your password is the password you entered when you claimed your account.

Go to: <https://home.cunyfirst.cuny.edu>

Enter: Username

Password

Click: Submit

CONGRATULATIONS! You are now logged into CUNYfirst.

- **Forgot Your Password?**
Go to the CUNYfirst homepage (<https://home.cunyfirst.cuny.edu>) and choose "Forgot your Password" and follow the instructions.
- **Questions?**
Visit: www.lehman.edu/cunyfirst
Lehman Help Desk:
help.desk@lehman.cuny.edu or 718-960-1111

3) GENERAL EDUCATION ADVISEMENT:

- Once you *receive* your Transfer Credit Evaluation (TCE), you may schedule a general education advising appointment:
www.lehman.edu/advisingappointment
- If we are unable to evaluate a college course you've taken at a previous school, you must go to the appropriate Lehman academic department for a faculty advisor's signature. Please remember to provide faculty with a description of the course(s) taken from previous schools (see enclosed form for location of departments). Once you've acquired all of the required signatures, please return the TCE to the Admissions Office in Shuster Hall, Room 161.
- **Electives with Degree (EDG):** EDG courses are transferred to Lehman College (from CUNY Community College only) once you have earned your degree from your previous school. If you do not earn a degree, EDG courses will not transfer to Lehman.
- Lehman may accept up to 32 transfer credits from an unaccredited college after you have completed 30 credits at Lehman with a G.P.A. of 2.0 or better. Courses evaluated as equivalent to specific Lehman courses by the departmental advisors will transfer. Courses evaluated as elective courses will not transfer

3) GENERAL EDUCATION ADVISEMENT continued:

from an unaccredited college until you have informed the Office of Transfer Evaluations (718-960-7218) of your status once you have completed 30 credits at Lehman College.

- Students who are receiving a second Bachelor's Degree should: Pick up a 'second degree' contract from Academic Advisement (Shuster, Room 280) and see a faculty advisor for your chosen major.
 - Contact the Testing Office, Shuster Hall, Room 205 or 718-960-8156 to verify if testing is needed.
- ## 4) MAJOR/MINOR ADVISEMENT:
- Contact the Faculty Advisor for your chosen major to schedule an advising session.

5) DECLARATION OF MAJOR:

- If we have accepted 45 or more credits, within the first two weeks of class you must: 1st declare a major in the appropriate academic department (where you'll receive a declaration form with a signature from the Faculty Advisor) and 2nd file the form in the Registrar's office, Shuster Hall, Room 106.

6) SUBMIT DOCUMENTS:

- Submit immunization information to the Student Health Center, T3 Building, Room 118.
www.lehman.edu/student-health-center/
- Also bring any other document(s) the Office of Admissions has notified you to submit, for example:
 - proof of residency
 - proof of degree
- Any documents missing from your application file will result in a hold on your academic record.

7) STUDENT VISA for INTERNATIONAL STUDENTS:

For the issuance of an I-20 contact the International Student Coordinator, Ms. Ann O'Sullivan at 718-960-7274 or ann.o-sullivan@lehman.cuny.edu.

8) REGISTER:

- Please refer to Lehman's website for information about registering and our new student service system, CUNYfirst.
(<http://www.lehman.edu/cunyfirst/student-help.php>).