

National Student Clearing House (NSC) Enrollment Verification Steps

Background Students can view and print an enrollment verification via NSC for current and past terms.

Procedure Please follow the steps in the table below to complete the task.

Step	Action
1	Login to the National Student Clearinghouse (NSC) Self Service at https://clearinghouse.bmcc.cuny.edu
2	Enter required information and click LogOn. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Student Login</div> <div style="text-align: center; margin-top: 10px;"> Select: National ID (SSN) ▼ National ID (SSN): <input style="width: 150px;" type="text"/> Password DOB (MMYYYY): <input style="width: 150px;" type="password"/> </div> <div style="text-align: center; margin-top: 10px; color: #0056b3; font-weight: bold; font-size: small;"> National Id is your nine digit SSN eg. 31432488 </div> <div style="text-align: center; margin-top: 10px; color: #0056b3; font-weight: bold; font-size: x-small;"> MM would be the month of Birth and YYYY is the Birth Date Year. Example if someone who is born on 2/20/1980 should put in the password as 021980 </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Log On"/> </div> </div>
3	Select if you want Current Enrollment or All Enrollment and then click Obtain Enrollment Certificate <p style="margin-top: 10px; font-size: small;">Please select from the following options:</p> <ul style="list-style-type: none"> • Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment. <div style="border: 1px solid red; padding: 5px; margin-top: 5px; display: flex; justify-content: space-around; align-items: center;"> <input checked="" type="radio"/> Current enrollment <input type="radio"/> All enrollment </div>



4	<p>Depending on the Browser, the enrollment certificate will appear in the download bar, new tab/window, or you will receive a pop-message to open the document.</p> <p>Please note: Make sure to logout when you are done.</p>
	<p>Additional Information:</p> <ol style="list-style-type: none">1. If you are unable to obtain an enrollment verification via NSC please complete the Enrollment Verification Request Form and submit to the Panther Station S-225, via email to registrar@bmcc.cuny.edu, or via fax to 212-220-1254.