View Transfer Credit: Report
The Transfer Credit: Report shows the classes, tests, and other credits for which the student has been given credit due to previous class work in other institutions, test results or other successful related developmental experiences.

Note: Parts of images may be obscured for security reasons.

<table>
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<th>Step</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: [Self Service > Advisor Center > Advisee Student Center](#) |
| 3.   | Advisee’s Student Center  
Enter any information you have and click Search. Leave fields blank for a list of all values.  
|     | Find an Existing Value  
|     | ID: begins with ▼  
|     | Campus ID: begins with ▼  
|     | National ID: begins with ▼  
|     | Last Name: begins with ▼  
|     | First Name: begins with ▼  
|     | [Case Sensitive]  
|     | Search ▼ Clear  
|     | [Basic Search] [Save Search Criteria] |
| 4.   | On the Advisee’s Student Center page, enter search criteria into any of the following fields: ID (CUNY ID), Last Name, and First Name.  
|     | Click the Search button. |
| 5.   | If more than one student is a possible match from the entered search criteria, then click any of the links on the correct advisee’s row. |
In the Academics section, click the **other academic...** dropdown box icon and select **Transfer Credit: Report**; and then click the **Go** icon.
The Advisee Transfer Credit page displays with details of evaluated Course, Test, and Other Credits.

End of Procedure.