



### STUDENT INTAKE FORM

To be used by currently registered degree students only.

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Student ID Number \_\_\_\_\_ Major \_\_\_\_\_

Degree Program: AAS 1 YR \_\_\_\_\_ 2YR \_\_\_\_\_ BS \_\_\_\_\_ BFA \_\_\_\_\_ MA \_\_\_\_\_ MPS \_\_\_\_\_

The reason for your visit today is to inquire about the following: (Check any/ all boxes that apply)

1.  **DEGREE REQUIREMENTS:** PLEASE PROVIDE A DETAILED STATEMENT WHICH EXPLAINS YOUR QUESTION:  
\_\_\_\_\_  
\_\_\_\_\_

2. **TRANSFER CREDITS:** (CURRENT DEGREE PROGRAM ONLY)

(A) RE-EVALUATION OF LIBERAL ARTS COURSES: LIST SPECIFIC COURSES IN QUESTION: \*  
College Attended: \_\_\_\_\_  
Course # and Title: \_\_\_\_\_

(B) MAJOR AREA TRANSFER CREDITS THAT HAVE BEEN RECOMMENDED BY THE MAJOR DEPARTMENT \*

3.  REGISTRAR "HOLD" ON YOUR RECORDS \*

4.  **ERROR ON DEGREE AUDIT:** PLEASE PROVIDE A DETAILED STATEMENT ON THE ERROR IN QUESTION:  
\_\_\_\_\_  
\_\_\_\_\_

5.  OTHER: \_\_\_\_\_  
\_\_\_\_\_

\*Please consult *Student* tab on [myfit.fitnyc.edu](http://myfit.fitnyc.edu) for the results of your inquiry.  
(Please allow two weeks).

All responses will be directed only to your FIT email address. If you do not know your username and password, contact the IT Help Desk at 212.217.HELP.

Phone number: \_\_\_\_\_ FIT E-mail address: \_\_\_\_\_@FITNYC.EDU  
FIRSTNAME\_LASTNAME

Mailing address: \_\_\_\_\_