0FIA letters will be issued on a first come first served basis.

To maximize efficient use of time, you may send an FIA form and a scan of p1 of your TAG appointment letter to CUNYEdge@brooklyn.cuny.edu with the Subject line: First Name Last Name FIA Letter Request Semester Date (eg Veronique Jones FIA Letter Request Term 2018.)

Please include the following information in the email.
Your First Name/ Last Name
Case Name if different
Case Number
Center Number
EMPLID
Major
Appointment date

We will process your form and let you know when it is ready. Depending on the volume of requests to CUNY Edge, this will be within 24 – 72 hours but please wait for our call or email so you do not waste your time coming into the office if it is not ready.
FIA Form

Date:
Semester:
EMPLID:
Student Name:
Case Name:
Case #:
Major:
Cell #:
TAG appt:
Center:
Advisement appointment needed? YES NO
Advisement appt date:
Letter Type:

For internal use only

FIA Completed Date Initial
Student Contacted Date Initial
FIA Picked Up Date Initial
FIA Scanned Date Initial