International Students and Scholars Office:

1. Instructions for Accessing Virtual Office Request Forms Using CUNY Login

2. Choose your request at the bottom of the virtual office page at: 
https://www.qc.cuny.edu/academics/iss/iss-virtual-office-assistant/
3. Read the request instructions listed on the corresponding page carefully, then click on the button at the end of the instructions.

A Microsoft Sign-in page will appear that looks like this:

4. Type your CUNY Login Credential in the following format:

   FirstName.LastNameXX@login.cuny.edu

Note that XX represents the last two digits of your CUNY ID #.
For example, a FirstName John and LastName Doe student has CUNY ID # 56789012. The CUNY Login Credential will be:  John.Doe12@login.cuny.edu
Then Click: “Next.”
5. After a few seconds, the CUNY Web Application Login page will appear.

6. Enter “Username” using the same format mentioned above and “Password” using the same password for your CUNY Login Credentials, then click “Login”

7. You will be taken back to the Microsoft Sign-in page.
8. Click “No” if you are using a public computer.

Now you should be able to view and complete the ISS Virtual Office Forms.

Refer to CUNY Login FAQ page if you are still having trouble signing in:
https://www.cuny.edu/about/administration/offices/cis/cuny-login-faq/

Email ISS at iss@qc.cuny.edu if you have any questions regarding these forms.