Guide to Apply for ePermit (Undergraduate Students)

1. Select “Student Center”

2. Select “Academic Records”

3. Select “ePermit” from left-hand side menu
5. Search for the CCNY course you would like to ePermit. For this example, we will use “ART 10000” as the outgoing course.

6. Select course from search results. For this example, we are selecting ART 10000.
7. Click on “Fetch Equivalent CUNY Courses”

8. Select the CUNY School you would like to attend, for this example Lehman College will be selected. To view available course sections at host school you may click on View Class sections. Click on the box so button will change to “Yes.”

9. Click on “Apply for e-Permit”
10. The term(s) available for ePermit will display at the top of the form. Select “Permit Type” from drop down list.

<table>
<thead>
<tr>
<th>Add ePermit</th>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
<th>ePermit Begin Date</th>
<th>ePermit End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>2024 Summer Term</td>
<td>Undergraduate</td>
<td>City College</td>
<td>10/09/2023</td>
<td>07/02/2024</td>
</tr>
<tr>
<td>y</td>
<td>2024 Fall Term</td>
<td>Undergraduate</td>
<td>City College</td>
<td>03/01/2024</td>
<td>08/23/2024</td>
</tr>
</tbody>
</table>

11. Select “Host Term”, “Host Session” and Enter any comments for approver to review.
12. Click “Submit” to submit your ePermit request.

13. Your ePermit request successfully submitted.