Guide to Apply for ePermit (Graduate Students)

1. Select “Student Center”

2. Select “Academic Records”

3. Select “ePermit” from left-hand side menu
4. Select “Term” by clicking in the box to switch to “Yes”

5. Select “Permit Type” from drop down menu.
6. Select “Home Course”
   A. Select “Subject” from drop down menu. For this example, ART will be selected.
   B. Select “Catalog” from drop down menu. For this example, 10000 will be selected.

7. Select Host college information.
   A. Select “Host College”. For this example, Lehman College will be used.
8. Select “Host Career”

9. Select “Host Term”. For this example, Fall 2024 will be used.
10. Select “Host Session”

11. Select Host school “Subject” and “Catalog Number”

12. Enter any comments for ePermit approver in the “Comments Box”
13. Click “Submit”

14. ePermit request successfully submitted.