E-Permit facilitates the process of CUNY students obtaining permission to register for courses offered at other CUNY colleges. This process will arrange for your request to be reviewed by the appropriate department for approval and processing.

An ePermit does not automatically register a student for a course, nor does issuance of an ePermit guarantee enrollment at the HOST College.

To access E-Permit, you must have an active CUNYfirst account.
Table of Contents

A. Who is eligible to apply for an ePermit request? pg 3

B. How to initiate an ePermit in CUNYfirst (Undergraduate) pg 3

C. How to initiate an ePermit in CUNYfirst (Graduate) pg 6

D. How can I check the status of my ePermit? pg 7

E. How to cancel an ePermit request? pg 8
Who is eligible to apply for an ePermit request?

- Students that are enrolled as a degree seeking student
- **Undergraduate students** with a minimum *cumulative GPA of 2.00*
- **Graduate students** with a minimum *cumulative GPA of 3.00*
- Students cannot have any holds on their record
- Students must meet all HOME College registration requirements, such as residency and immunization
- Newly admitted and continuing Macaulay Honors College, ROTC and CUNY BA students with advisor approval

Newly admitted transfer students may take an ePermit in their first semester. To submit a request, the student must visit the Office of the Registrar and fill out a manual ePermit

How to initiate an ePermit in CUNYfirst (Undergraduate)

1. Navigation to the CUNYfirst ePermit page is as follows:
   
   Self Service >> Student Center >> Click on the "Other Academic“ drop down >> select ePermit

2. Undergraduate students are recommended to use the “**ADD EPERMIT WITH EQUIVALENT COURSES**” option, select the appropriate term and click continue
3. Use the **Browse Course Catalog** to select the Lehman College course equivalent.

4. Click the “**Fetch Equivalent CUNY Courses**” to search for equivalent courses across all CUNY institutions.
5. Select **one or multiple institutions** for your ePermit request. You may also click on “**View Class Sections**” to view open sections at the Host College. Once you have selected the institution, click on “**ePermit Form**”

*NOTE: Students should not submit duplicate requests for the same course/institution*

6. Select the appropriate permit type. Example: **General Elective** or **Major Elective**

   **NOTE:** If you are in the CUNY Baccalaureate program, select CUNY BA as the permit type

7. Select the appropriate “**Host Session**” for the Host College (ex. Regular, 1, etc.). Type any additional comments if applicable. Once the host session has been selected, you may click the “Submit” button. To check the status of your ePermit request, please continue onto page 7
How to initiate an ePermit in CUNYfirst (Graduate)

1. Navigation to the CUNY first ePermit page is as follows:

   Self Service >> Student Center >> Click on the “Other Academic” drop down >> select ePermit

2. Graduate students are recommended to use the “ADD EPERMIT” option. Select the appropriate term and click continue

3. From there select the “permit type” (Major or General Elective), the college you wish to take this ePermit in, the host career (graduate or undergraduate), host term, host session, the subject and catalog number. The description will auto-fill once everything is filled out

4. Type any additional comments if applicable. Once all fields are filled, click on the “Submit” button
How can I check the status of my submitted ePermit?

Once submitted, the status of the ePermit can be checked through CUNYfirst at any time by clicking the “Search ePermit” functionality.

1. You will be prompted to select the semester and institution (Lehman College).

2. Once the semester and the institution are selected, all the requests that have been made will appear on the page.

3. You can select the ePermit request that you wish to check the status for and press “CONTINUE”.

4. If the boxes are blue, that signifies that they are currently pending approval from their respective departments. If the boxes are green, that signifies that it has been approved by their respective departments. When all boxes appear green, that signifies that your ePermit request has been completely approved by Lehman College.

NOTE: Undergraduate students have 2 levels of approvals while graduate students have 3 levels of approval.

DISCLAIMER: Approval of your ePermit request does not automatically enroll you into the course. You must still enroll into the course through CUNYfirst once the host institution has processed your request.
How to cancel an ePermit request?

1. Go back the ePermit page on CUNYfirst and use the “Search ePermit” functionality. Select the appropriate term and your home college (Lehman College)

2. Select the request which you would like to cancel

3. Click on the “Cancel” button located on the bottom right corner of the ePermit form

4. Once the ePermit has been cancelled on CUNYfirst, ensure the course at the HOST College has been dropped on CUNYfirst prior to the first day of classes to avoid tuition liability

NOTE: ePermit cancellations take 1-3 business days to process completely.

DISCLAIMER: ePermit requests may be cancelled up to the 3rd week of classes. If a student enrolls in a course at the selected HOST college and decides not to attend the course, it is the student’s responsibility to cancel the course registration at the HOST campus, and cancel the ePermit request through CUNYfirst.