E-PERMIT INFORMATION

Information for Lehman students asking for an e-permit to take a language at another campus/institution:

- No advising/permission for e-permits is done via email. All such requests will not be answered.

- Prior to initiating an e-permit, all students need to see an advisor at the Languages Department at Lehman during advising hours. To this effect, it does not matter whether the student is starting a language or wants to finish the language sequence at another campus. Please, be advised that advisement is mandatory, and this includes students who started the language at or transferred language credits from other institutions.

- Please note that Lehman will not accept your language Class taken somewhere else if the student registers unilaterally at another college without following properly the e-permit process specified below.

- If you want an e-permit in ARB, CHI, JAL or WFL you need to be advised first by Prof. Asako Tochika: asako.tochika@lehman.cuny.edu.

- For other languages, current advising scheduling hours and advisors can be accessed HERE.

- After talking with the advisor, some students will be cleared to start the e-permit process while others will need to meet additional requirements like, for example, taking a placement exam. In this case, the student has to take the exam and will need the result to start the e-permit.

  o For information about the Spanish placement test, please click here.

  o For information about the French placement test, please click here.

  o For information about the Italian placement test, please click here.
• Once all language advising has been met, you can start the process for the e-permit via the e-permit office.

• When filing your e-permit, always indicate in the comment section the name of the language advisor you saw and other information relevant to the language advising process (placement exam result, if applicable, etc). Also indicate the reasons why you want to take the language class outside of Lehman. Without all this information, the e-permit will be denied.

• The e-permit process takes some time and is subject to deadlines set by the college and to advising availability. Please plan ahead. As a rule, advising for next semester opens four weeks before the end of the current semester. The last day to approve an e-permit is the day before the semester starts. During summer and winter breaks, advising is even more limited and may not coincide with semester starting dates.

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