



LEHMAN
COLLEGE



Office of the Registrar

Non-CUNY Permit Application

250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468 | Phone: 718-960-8255 | Email: epermit.registrar@lehman.cuny.edu

This form is to be used for matriculated undergraduate & graduate students attending Lehman College and wishing to register at a non-CUNY institution. All sections of this form must be filled out entirely.

A. STUDENT/COLLEGE INFORMATION

EMPLID : _____ **NAME:** _____
CUNYfirst ID Last First Middle Initial

EMAIL: _____ **PHONE:** _____ **DATE:** _____
Primary Email Primary Phone Number Date

HOST COLLEGE: _____ **SEMESTER:** _____
Name of the institution you will be attending Semester and Year

SIGNATURE: _____
Student Signature

B. ACADEMIC APPROVAL

Each course must be approved by its respective department. The departmental advisor will indicate the number of credits to be awarded by Lehman College. Each course must clearly state its Lehman College equivalent. Failing to provide this will delay the processing of your application.

NON-CUNY Course	Credits	Home Course Equivalent	Credits	Signature	Date

C. FINANCIAL AID APPROVAL

If you are expected to receive financial aid for the semester, you must speak with a Financial Aid Office representative to determine Lehman College's policy with respect to inclusion of non-CUNY coursework in determining eligibility for student aid. Inclusion of non-CUNY coursework is possible if Lehman College agrees to enter into a consortium agreement with the non-CUNY institution for this purpose and in that case, disbursement of financial aid is subject to proof of registration and certification of attendance from the non-CUNY institution.

Lehman College Financial Aid Representative Signature

Date

D. REGISTRAR APPROVAL

You must obtain the approval of the registrar to ensure that the non-CUNY course (s) will be recorded on your transcript. It is the student's responsibility to ensure that the non-CUNY transcript is transmitted to the registrar's office. You will not be charged any CUNY tuition or fees for non-CUNY course (s).

Lehman College Registrar Signature

Date

FOR OFFICE USE ONLY
RECEIVED BY/DATE: _____
PROCESSED BY/DATE: _____