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.
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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

- Newly admitted and continuing Macaulay Honors College, ROTC and CUNY BA students with advisor approval

- Students cannot have any holds on their record

- Students must meet all HOME College registration requirements, such as residency and immunization

NOTE: Newly admitted transfer students may take an ePermit in their first semester. To submit a request, the student must contact the Office of the Registrar and fill out a manual ePermit. Students may contact the Office of the Registrar at ePermit.Registrar@Lehman.Cuny.Edu
How to initiate an ePermit in CUNYfirst (Undergraduate)

1. Log onto CUNYfirst and from your CUNYfirst Home Page, click on the “Student Center” tile

2. Click on the “Academic Records” tile

3. Click on “ePermit” in the left-hand navigation
4. Undergraduate students are recommended to use the “Add ePermit with Equivalent Courses” option, select the appropriate Term and click Continue.

5. Use the Browse Catalog to select the Lehman College course equivalent. (I.e. click on the letter “L” to look for course subjects that begin with L). Then click on the respective subject to review the courses under the selected subject.
6. Once you have found the desired course, click on the “Course Title” link

7. Click “Fetch Equivalent CUNY Courses” to search for equivalent courses across all CUNY institutions
8. Select one or multiple institutions by checking the box next to the institution under “Request ePermit.” You may also click on “View Class Sections” to view open sections at the Host Institution. Once you have selected the institution, click on “ePermit Form”

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

9. 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. The CUNY Baccalaureate program is for a specific cohort of students. If you are not part of this program (you may click on the link above for more information) do not select this option.*
10. 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 12.
How to initiate an ePermit in CUNYfirst (Graduate)

1. Log onto CUNYfirst and from your CUNYfirst Home Page, click on the “Student Center” tile

2. Click on the “Academic Records” tile

3. Click on “ePermit” in the left-hand navigation
4. Undergraduate students are recommended to use the “Add ePermit with Equivalent Courses” option, select the appropriate Term and click Continue.

5. Then select the “Permit Type” (Major or General Elective), the “Host 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.
6. Type any additional comments if applicable. Once all fields are filled, click on the “Submit” button. To check the status of your ePermit request, please continue onto page 12.
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. Select the **Term** and **Institution** (Lehman College)

![Image of the CUNYfirst interface with the “Search ePermit” and “Continue” options highlighted.]

2. Once the semester and the institution are selected, all the requests that have been made will appear on the page. Select the ePermit request that you wish to check the status for and press “CONTINUE”

3. 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.**

![Image of the ePermit approval status page with blue and green boxes highlighted.]

**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 to 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.