1. Log in to your CUNY portal account



3. Log in at the CUNY ePERMIT page



Today's date is **00 / 00 / 0000**

Click **Yes** if the Security Information box displays



Click Yes if the Security Information box displays

Security Information

This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes No More Info

 Once in your current CUNY portal page, select <u>ePermit</u>



4. Once the ePERMIT page displays, select Create New Permit



- **5.** The CUNY Permit Form will display. Make sure that the following areas are selected (some options are in the dropdown menu):
 - 1) Degree level
 - 2) Semester
 - 3) Host College
 - 4) Certification that you have read and understood the above statements
 - 5) 5A If you are a participant in a special undergraduate program, Select Undergraduate Program
 - **5B** If ePERMIT for study abroad, Select Study Abroad Program
 - 5C If equivalent course needed, Select Degree Requirement Category
 - **6)** Host college course
 - 7) Home college equivalent course
 - 8) Student Message to Permit Reviewer

				? Help	
		C	UNY Permit Form		
II Permits	This form is to be us completed for each o * = Required Field	sed ONLY for attendance at a CUNY colle; course.	ge (Host College) other than the	student's Home College. A separate permit must be	
reate new Permit	Student Name:	A www.www.P	Student Number:	00000000	
UNY website	Home Address:	500 Grand Concourse	Phone Number:	7180000000 dropdown	
IPPS website		Bronx, NY 104510000	1) Degree Level: *	- Select Degree Level - 🗸	
	E-mail Address:	ARAR1111@STU.HOSTOS	CUNY.EDU	- Select Degree Level -	
tudent Information (2)	Semester: *	- Select Semester - 🗸 🔶 drop	down menu	Undergraduate student Graduate student	
ine Off	Home College:	Eugenio Maria de Hostos Commu College	unity (3) Host College: *	- Select Host College - 🚽	
LDIY BPermit rel à I	I certify that the info full-time status and 7 degree at my Home (ormation on this form is correct and comple TAP eligibility. If I am unable to register fo College or my financial aid and TAP may b	te. In addition, I understand that r a permit course that is approve e affected if I do not remain full-t	t permit courses required for my degree count toward d, I must replace it with a course acceptable toward my time.	
(4)	I certify that I have 1	read and understood the above statements:	 Yes ONo 		
	I. ACADEMIC APPI Once you submit the	ROVAL: This system will arrange for your e pemit for approval, you need do nothing	permit to be reviewed by the ap	propriate administrative and academic College officials.	
5A)	Select the Appropria A. If you are a partic	ate Definition of your Program Affiliation tipant in one of these special undergraduat	: * e programs, please select either loate Program - 🔽 👉 drog	"CUNY Baccalaureate" or "CUNY Honors College".	
	B. However, if this permit is for Study Abroad, please select one the choices below rather than one of the choices above.				
2 A 2B)	- Select Study Ab	road Program - 🛛 👻 🔶 d	ropdown menu		
50)	I NEED AN EQUIVA I DO NOT NEED AN	LENT COURSE: Select both a host and h N EQUIVALENT COURSE (I only want to below	<i>tome college course</i> fulfill a degree requirement): <i>Se</i>	elect a host college course and select a degree	
	- Select Degree R	tequirement Category - 💌 🔶 dropd	own menu		
	When looking for a l	Host College Course, you may find it usefu	al to view information from <u>CUN</u>	Y TIPPS.	
	Before you select a o	course, check the appropriate <u>Schedule of</u>	Classes to see if it being offere	d	
	-				
	0) Select Hos	st College Course *	7) Sele	ct Home Equivalent Course *	
	Prenx - No	Intle	Urs. Prefix-No.	Crs.	
			V		
			^		
	Co Requisite:		Co Requisite:		
0	Student Message to	Permit Reviewers:			
(6)	T am in the	e Hostos C. C. Joint Program			
	I Gai in fine				
	Save As Draft	Submit for Approval	Cancel Changes		

6. Check for any <u>approved permits</u> by clicking All Permits. A menu will display, select *Approved to view/keep track of your approved permits.

INY.edu	EW YORK	
Home Pending Permits All Permits		Approved Permits © <u>Create New Permit</u> [©] Previous [®] Next [®] Help
Canceled Rejected	Click here to check Approved Permits	No documents found ¹⁰ <u>Create New Permit</u> ¹⁰ <u>Previous</u> ¹⁰ <u>Nert</u> ¹⁰ <u>Help</u>
Create New Permit CUNY website		
TIPPS website Schedule of Classes		
Student Information Sign Off		
CUNT EPermit rel 6.1		

7. Check for any <u>cancelled permits</u> by clicking **All Permits**. A menu will display, select **Cancelled** to view/keep track of your cancelled permits.

CUNY.edu	ew York	
Home Pending Permits All Permits Approved Canceller Rejected	- Click here to check Cancelled Permits	Cancelled Permits © <u>Create New Permit</u> [©] Previous [®] Next ² Helo No documents found
Create New Permit		[®] Create New Permit [®] ⊕Previous [®] Next [®] Help
CUNY website TIPPS website Schedule of Classes		
Student Information		
Sign Off		
CUST EPermit nel 61		

8. Check for any <u>rejected permits</u> by clicking All Permits. A menu will display, select
*Rejected to view/keep track of your rejected permits.

Argronod Canceled Canc	THE CITY UNIVERSITY OF NE	WYORK	
Create New Permit Rejected Permits Create New Permit Previous UNIT website Stateate New Permit IPPS website Stateate New Permit Stateate New Permit Previous Stateate New Permit Previous	Home Pending Permits All Permits Approved Canceled Rejected	Click here to check	Rejected Permits © <u>Create New Permit</u> ← Previous → Neat [©] Help No documents found
JWY website JWPS website Schedule of Classes Budent Information	Create New Permit	Rejected Permits	🖉 Create New Permit 🗢 Previous Next 🛛 ? Help
1995 website Schedule of Classes Rustern Information	CUNY website		
Schedule of Classes Xudent Information	TIPPS website		
Rudent Information	Schedule of Classes		
Sign Off	Student Information		
	Sign Off		

9. Check for any <u>pending permits</u> by clicking **Pending Permits**. This is where you view your ePERMIT status which is Pending 1st or 2nd or Final Level Approval.

Home		Pending Permits
Pending Permits	Click here to check	Kangana New Permit Seprevious € Nevt 🕐 Helm
	1 enung 1 ermus	
		No documents found
Create New Permit		[®] Create New Permit
CUNY website		
TIPPS website		
Schedule of Classes		
Student Information		
Sign Off		
CUNY BPermit rel 6.1		

*You will receive an e-mail when your ePermit is approved or rejected

Keep in mind that ePERMITs have an open and end date. The system will notify you if you can not apply for an ePERMIT with a warning dialog box.





ALWAYS REMEMBER TO LOG-OFF FROM THE SYSTEM TO AVOID ANY INTRUSION INTO YOUR ACCOUNT.

