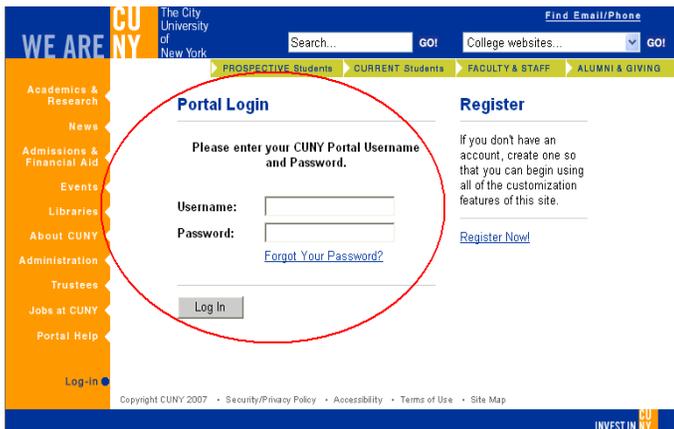
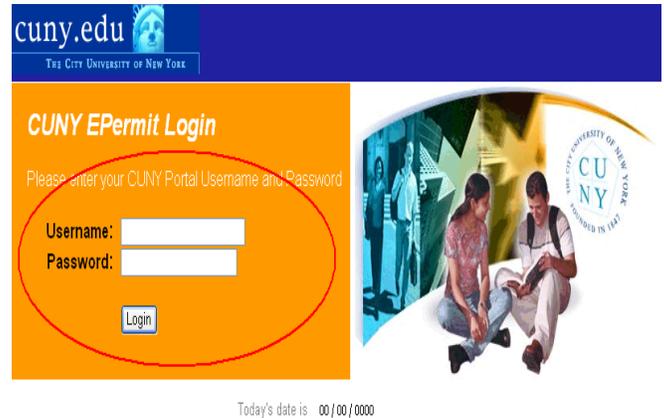


ePERMIT Quick Steps

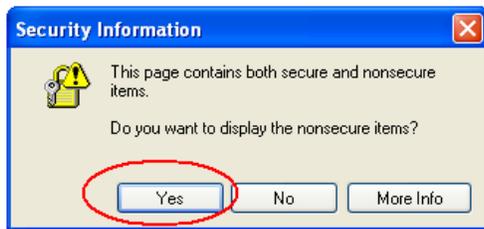
1. Log in to your CUNY portal account



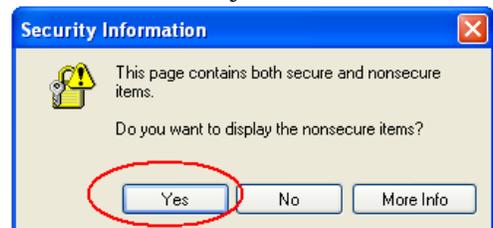
3. Log in at the CUNY ePERMIT page



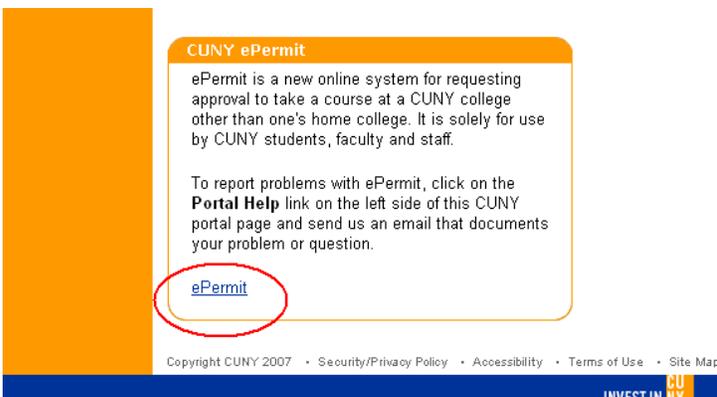
Click **Yes** if the Security Information box displays



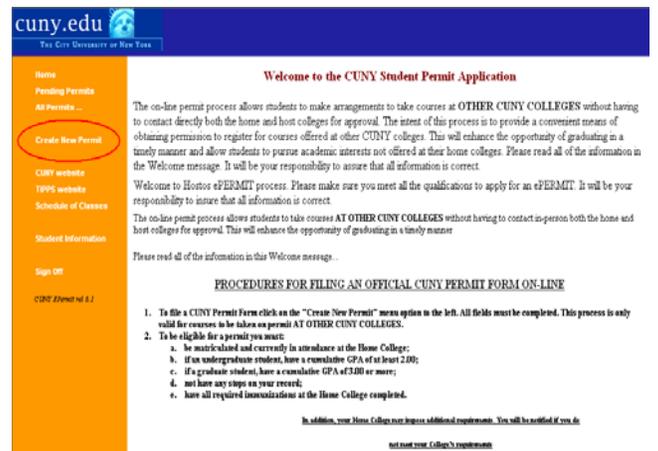
Click **Yes** if the Security Information box displays



2. Once in your current CUNY portal page, select [ePermit](#)



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



ePERMIT Quick Steps

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

The screenshot shows the CUNY Permit Form interface. The left sidebar contains navigation links: Home, Pending Permits, All Permits..., Create New Permit, CUNY website, TIPPS website, Schedule of Classes, Student Information, Sign Off, and CUNY ePermit v6.1. The main content area is titled "CUNY Permit Form" and includes a "Help" link. Below the title is a note: "This form is to be used ONLY for attendance at a CUNY college (Host College) other than the student's Home College. A separate permit must be completed for each course. * = Required Field".

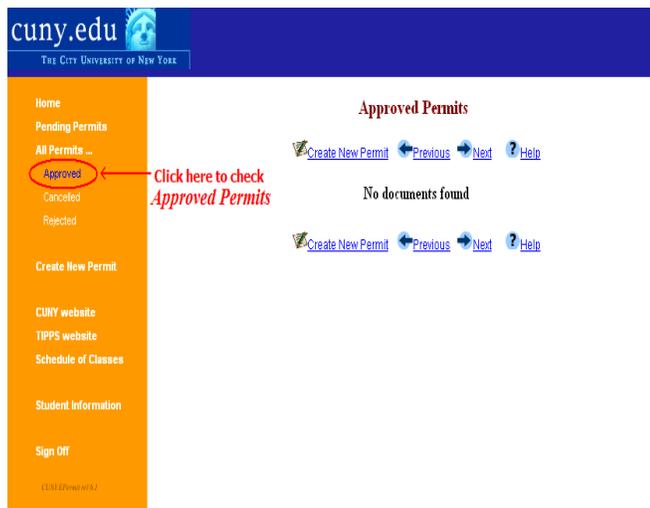
Form fields and annotations:

- Student Name:** Axxxxxxxx Rxxxxxxxx
- Home Address:** 500 Grand Concourse, Bronx, NY 104510000
- E-mail Address:** A.R.A.R.1111@STU.HOSTOS.CUNY.EDU
- Home College:** Eugenio Maria de Hostos Community College
- Student Number:** 000000000
- Phone Number:** 7180000000
- 1) Degree Level:** A dropdown menu with options: "Select Degree Level", "Undergraduate student", "Graduate student".
- 2) Semester:** A dropdown menu with the option: "Select Semester".
- 3) Host College:** A dropdown menu with the option: "Select Host College".
- 4) I certify that I have read and understood the above statements:** Radio buttons for "Yes" and "No".
- 5) Select the Appropriate Definition of your Program Affiliation:**
 - 5A) Regular/Nonstudent:** A dropdown menu with the option: "Select Undergraduate Program".
 - 5B) Study Abroad:** A dropdown menu with the option: "Select Study Abroad Program".
 - 5C) INEED AN EQUIVALENT COURSE:** A dropdown menu with the option: "Select Degree Requirement Category".
- 6) Select Host College Course:** A search box with "Prefix - No" and "Title" fields.
- 7) Select Home Equivalent Course:** A search box with "Prefix - No" and "Title" fields.
- 8) Student Message to Permit Reviewers:** A text area containing "I am in the Hostos C. C. Joint Program".

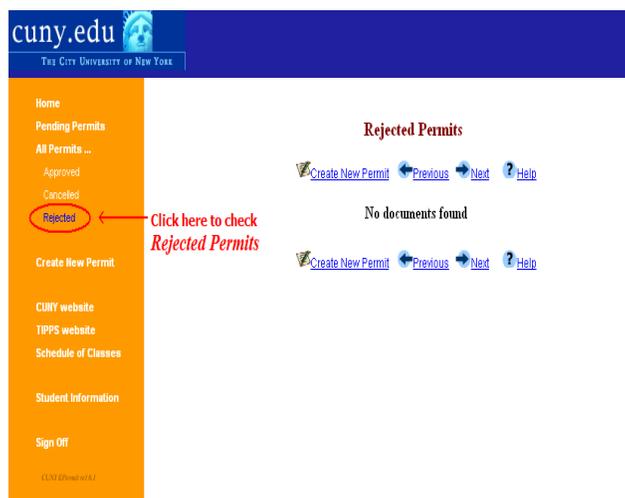
At the bottom, there are buttons for "Save As Draft", "Submit for Approval", and "Cancel Changes". A note at the very bottom states: "NOTE: If you are not ready to submit this permit for approval, use the Save As Draft button. This will save the permit as a draft and allow you to keep working on it. When you are ready to submit the permit to your Home College registrar, use the Submit for Approval button. Your Home College is not notified of the permit application until you submit it for approval."

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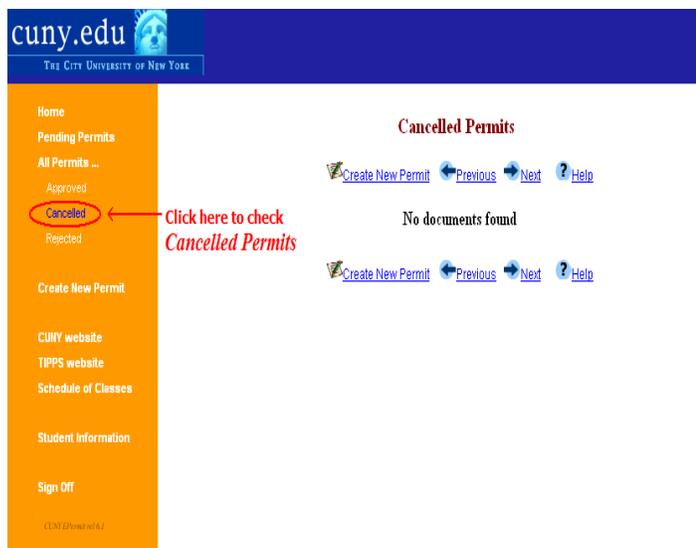
6. Check for any approved permits by clicking **All Permits**. A menu will display, select ***Approved** to view/keep track of your approved permits.



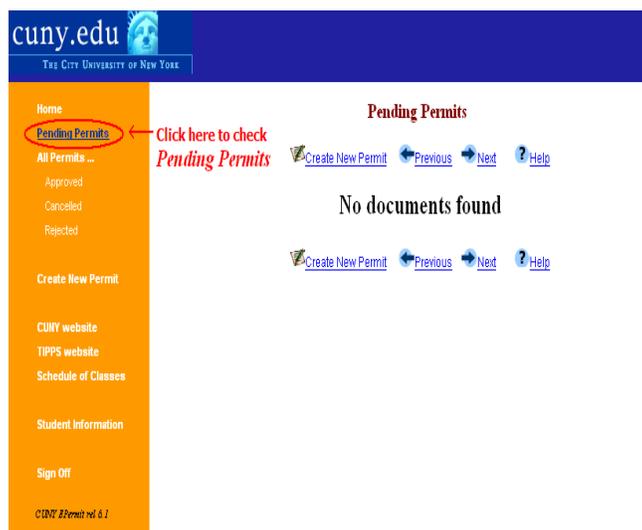
8. Check for any rejected permits by clicking **All Permits**. A menu will display, select ***Rejected** to view/keep track of your rejected permits.



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



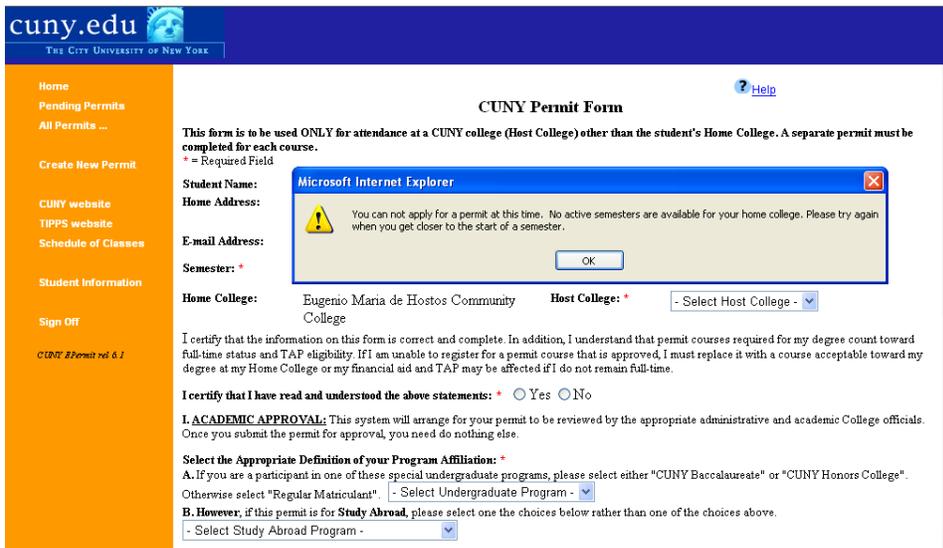
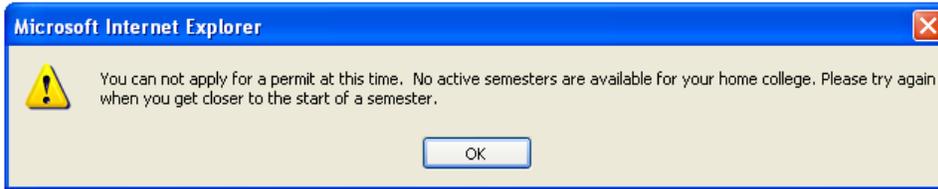
9. Check for any pending permits by clicking **Pending Permits**. This is where you view your ePERMIT status which is Pending 1st or 2nd or Final Level Approval.



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

ePERMIT Quick Steps

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.

