

## **CUNYfirst ePermit Status/Cancellation Steps**

City Tech students who wish to take a course at another CUNY school can fill out the ePermit application in CUNYFirst. The request will reviewed by the City Tech ePermit team, and within 5-7 business days students will receive a decision on their request both at their City Tech email address at the ePermit page in CUNYFirst. If approved, the Host College (where you want to take the course), will set up an enrollment appointment (This can take up to a week). The approval of an ePermit does not guarantee you a seat in a course/section.

## Action Step Sign into **CUNYfirst** (https://home.cunyfirst.cuny.edu ) with your CUNYfirst UserName and Password. 1 Select Student Center → Academics Records → ePermit 0 Student Center Student Center Course History Kiew Grades Honors and Awards Milestone CUNYfirst starting April 10. Advisors 3 To Do's 2 Holds ePermit nancial Acc Apply for Graduation **\***\$ ILI View Transfer Credit Report Evaluate My Transfer Credit Payment Due

## Please follow the steps in the table below to complete the task.



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4 In order to cancel existing ePermits, click the "**Search ePermit**" button, select the appropriate semester, click the desired permit you wish to cancel, then click Continue to pull up the full ePermit details. On the next screen click the "**Cancel**" button on the bottom right. Please allow 5-7 days for the ePermit team to cancel the ePermit and drop any PERM courses from your City Tech record.

				ePermit page			
Email Address:		z001@stu.bm	cc.cuny.edu	Career:	Undergradua	te	
Home College:	Borough of Manh	attan CC		Program:	Undergraduate		
Cum GPA:	4.000			Plan:			
ermit Type: General Elective					Accounting	JERI	
Term:	2022 Spring Terr	n		Permit Status:	Initiated		
Home Course:	Anatomy and Ph	ysiology I		Created By:	75	03/23/22 1:10:50PM	
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Host College	Host Career	Host Term	*Host Session	Subject	*Catalog Number	Description	
Kingsborough CC	Undergraduate Kingsborough CC	1222	2	BIO	1100	Human Anatomy and Physiol	
LaGuardia CC	Undergraduate LaGuardia CC	1222	2	SCB	203	Human Anatomy & Physiolog	
Comments: eRegistrar Comments:					Cance		