

CUNYfirst ePermit Application Steps

City Tech students who wish to take a course at another CUNY school can fill out the ePermit application inCUNYFirst. 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 and 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.

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

Step	Action	
	Sign into CUNYfirst (<u>https://home.cunyfirst.cuny.edu</u>) with yo UserName and Password.	our CUNYfirst
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You can check the status of submitted ePermit by choosing "**Search ePermit**" and the City Tech semester you requested to take the class. This page will show a list of all submitted ePermits for that term and their current status. By selecting a specific permit and clicking "**Continue**" you can see the full request details, and any comments.

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eRegistrar

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In order to cancel existing ePermits, click the "Search ePermit" button, select the 9 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: Undergraduate z001@stu.bmcc.cuny.edu Career: Home College: Borough of Manhattan CC Program: Undergraduate Cum GPA: 4.000 Plan: Accounting CERT Permit Type: General Elective Term: 2022 Spring Term Permit Status: Initiated

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