# 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** (https://home.cunyfirst.cuny.edu) with your CUNYfirst UserName and Password.
1	Select **Student Center → Academics Records → ePermit**
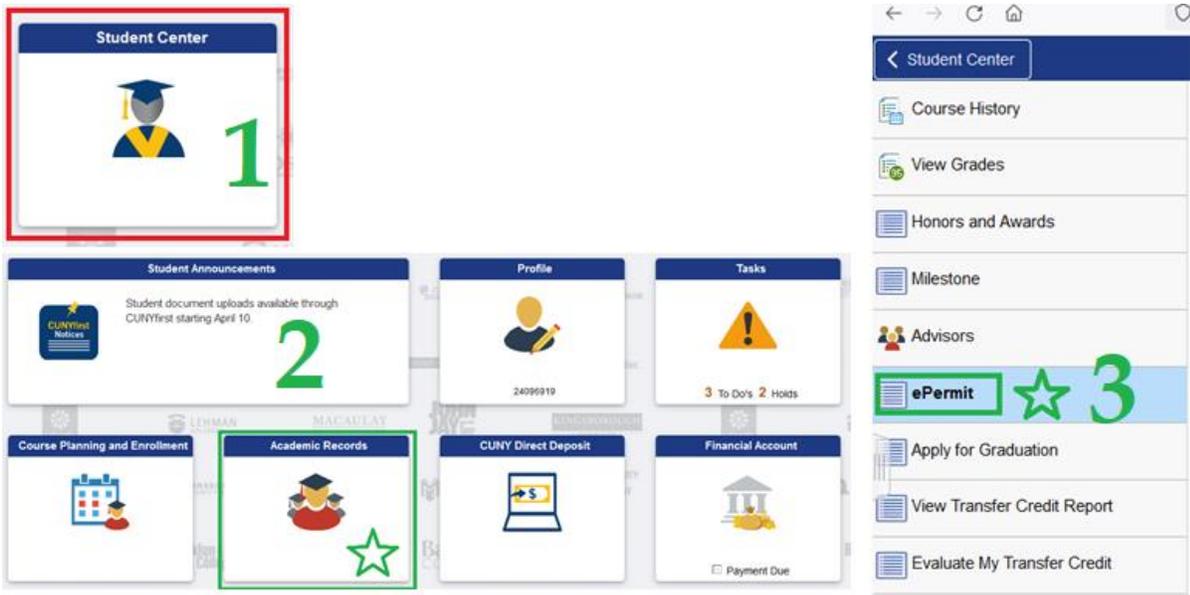
2	On the next screen you will have to select the type of permit you wish to create (A) and which semester you want to take the class (B) before selecting Continue (C). You must be able to enroll into that semester at City Tech in order to request an epermit for that same semester.
	• If you want to see what courses at other CUNY schools are equivalent to a particular course at City Tech (ie. Everything that will transfer back as City Tech's ENG 1121) select **"Add ePermit with Equivalent Courses"**. (See Step 3)
	• If you want to request an ePermit for a specific course at a specific college and aren't sure how it transfers back to City Tech, **select "Add ePermit"**. (See Step 7)
	• If you already submitted a request for an epermit and want to either check on the status or cancel it, select **"Search ePermit"** (See Step 8)

Select Term on Home College

A ⦿ Add ePermit with Equivalent Courses   ○ Add ePermit   ○ Search ePermit
           Step 3   Step 7   Step 8

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Dat
B ☑	2022 Spring Term	Undergraduate	Borough of Manhattan CC	11/08/2021	03/30/2022

C Continue

| 3 | If you select "**Add ePermit with Equivalent Courses**" you will be brought to the City Tech course catalog where you must select the subject and course you are looking to complete at another CUNY school. |

Browse Catalog

| Select Institution | Borough of Manhattan CC ⌄ | Change |

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

| Collapse All | Expand All |

Select subject code to display or hide course information.

ACC - ACC - Accounting

Course Nbr	Course Title	Typically Offered
122	Accounting Principles I	All Terms
150	Personal Accounting and Financial Literacy	All Terms
222	Accounting Principles II	All Terms
231	Accounting Applications on Microcomputers	All Terms
241	Taxation: Federal	All Terms
241H	Taxation: Federal (Honors)	Offered as needed

4	After selecting a course, you will be brought to the Course Detail screen which includes information such as prerequisites and the course description. To see the equivalent courses at other CUNY schools, select "**fetch equivalent CUNY courses.**"

5	The next screen will show you a list of all CUNY schools which have an equivalent course. To file the ePermit check the "**Request ePermit**" box for the desired schools and then click "**epermit form**". *If the course is not being offered, the box will be greyed out and unable to be checked (see the red X's).*

6	On the ePermit form screen, you must choose where you believe the Host College course will fulfill a degree requirement be selecting the permit type (general elective, major elective, Pathways, etc.) **1**, and you can delete or add any additional colleges to the form by clicking the plus or minus signs at the end of the row **2**. Additional comments for the approver can also be added in the Comments box **3**. Once the form is complete you must click "submit". Once your ePermit has been submitted to the City Tech Registrar for review, please allow 5-7 business days for a response.

ePermit page

Email Address:	@stu.bmcc.cuny.edu	Career:	Undergraduate
Home College:	Borough of Manhattan CC	Program:	Undergraduate
Cum GPA:	4.000	Plan:	
*Permit Type:	[ ] **1**		Accounting CERT
Term:	2022 Spring Term	Permit Status:	
Home Course:	Anatomy and Physiology I	Created By:	75 03/23/22 1:08:28PM
ePermit #:	1 Permit Method: Auto	Last Update:	

1-3 of 3

·Host College	·Host Career	Host Term	·Host Session	·Subject	·Catalog Number	Description	**2**	
Baruch College	Undergraduate	1222	🔍	BIO	4010	Human Physiology	+	−
Bronx CC	Undergraduate	1222	🔍	BIO	21	The Human Body	+	−
Bronx CC	Undergraduate	1222	🔍	BIO	23	Human Anatomy and Physiology I	+	−

Comments: **3** [   ]

[Submit]

[Return]

Permit Type Options:

*Permit Type: **1** [   ]

Term:

Home Course:

ePermit #:

| Host College | ·Hos |

CUNY Baccalaureate
General Elective
Major Elective
Pathways College Option
Pathways Flexible Core
Pathways Required Core
Study Abroad

7	If you selected "**Add ePermit**" because you did not want to search for equivalencies to a City Tech course but instead want to apply for a specific course at another CUNY school, you will be brought to an ePermit screen without any courses entered. Enter the Host College and course information into the form. **This form MUST be filled out IN ORDER from left to right** (Numbers 1 through 6). If you do not fill it out in order, the options will not populate correctly. First, select the Permit Type (**A**) and then complete the permit in (#s 1 through 6). If you are unsure what to put, click on the Magnifying Glass icon 🔍 and you will be given a list of options to choose from. **Optional**: You can include the Home College equivalent course and/or a comment to the ePermit team at CIty Tech, but this is not required to apply for the permit. **When you are done, click Submit to submit the request to the ePermit team for review** (**B**).

Email Address:	a@stu.bmcc.cuny.edu	Career:	Undergraduate
Home College:	Borough of Manhattan CC	Program:	Undergraduate
Cum GPA:	3.900	Plan:	Business Administration AS
*Permit Type:	**A** [▾]		
Term:	2022 Spring Term	Permit Status:	
Home Course:		Created By:	392 03/23/22 1:45:42PM
ePermit #:	1 Permit Method: Manually	Last Update:	

Search for Home Course

Subject: [🔍]   Catalog: [🔍]

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description	
1 [▾]	**2** [▾]	**3** [🔍]	**4** [🔍]	**5** [🔍]	**6** [🔍]		**+**

1-1 of 1

Comments: [ ]

B [Submit]

Permit Type Options:

*Permit Type:	**1** [▾]
Term:	
Home Course:	
ePermit #:	

Dropdown options:
- CUNY Baccalaureate
- General Elective
- Major Elective
- Pathways College Option
- Pathways Flexible Core
- Pathways Required Core
- Study Abroad

Search by: **Session** begins with [▾]

[Search] [Cancel] Advanced Lookup

Search Results

View 100 |◀ ◀ 1-1 of 1 ▾ ▶ ▶|

Session

2ndSession

When you click on the Host Session magnifying glass, this is an example of how the options for Sessions will appear

8	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.

9	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.

<div align="center">

ePermit page

Email Address:	z001@stu.bmcc.cuny.edu	Career:	Undergraduate
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
Home Course:	Anatomy and Physiology I	Created By:	75 03/23/22 1:10:50PM
ePermit #:	1 Permit Method: Auto	Last Update:	875 03/23/22 1:12:15PM

1-2 of 2

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Kingsborough CC	Undergraduate Kingsborough CC	1222	2	BIO	1100	Human Anatomy and Physiology I
LaGuardia CC	Undergraduate LaGuardia CC	1222	2	SCB	203	Human Anatomy & Physiology 1

Comments:

eRegistrar Comments:

Cancel ⭐

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If you have any questions or concerns regarding ePermits, please contact: ePermit@citytech.cuny.edu.