1. Log into CUNYfirst at [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) and select **Student Center**

2. In the **Academics** section, click the **other academic** drop down, select **ePermit** and click the Go icon

3. Select the term and select the type of permit you wish to create

   - **Add ePermit with Equivalent Courses** - Searches for courses at other CUNY schools that are equivalent to the City Tech course that you wish to take on permit (RECOMMENDED)
   - **Add ePermit** – Bypasses the equivalent search and you must enter it manually
   - **Search ePermit** – Allows you to check the status or cancel previously requested ePermits

4. 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
5.

6. After selecting a course, you will be brought to the Course Detail screen which includes information such as prerequisites and the course description. Click *fetch equivalent CUNY courses*

7. The next screen will show you a list of all CUNY schools which have an equivalent course. Click *view class sections* to see the offerings at that campus. To file the ePermit click the *Request ePermit* box for the desired schools and then click *epermit form*
8. On the ePermit form screen you can:
   1. Select which degree requirement the permit will fulfill (general elective, major elective, Pathways, etc.)
   2. Delete or add any additional colleges to the form by clicking the plus or minus signs at the end of the row
   3. Add additional comments for the approver
   4. Click the Winter box if the ePermit is for the Winter session

9. Once the form is complete you must click submit. Once your ePermit has been submitted, please allow 5-7 business days for a response.