

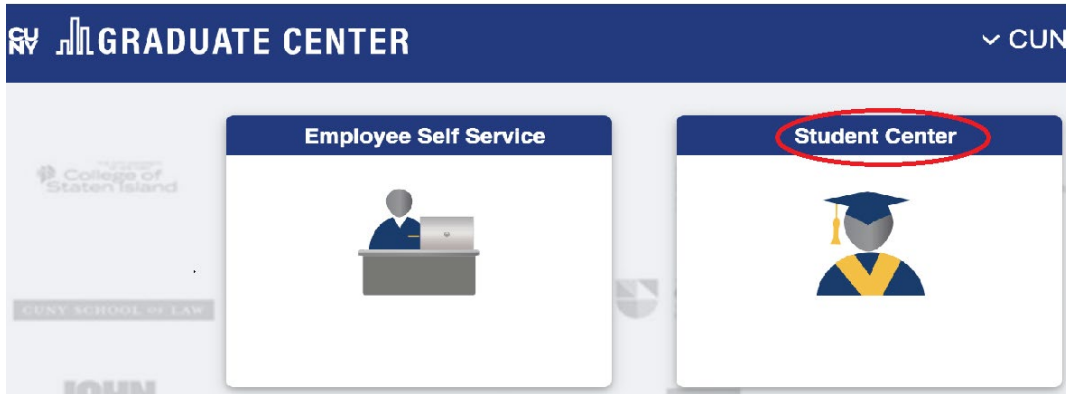
## Submitting an ePermit Out Request via CUNYFirst

Students applying for an ePermit to take course(s) at another CUNY campus must:

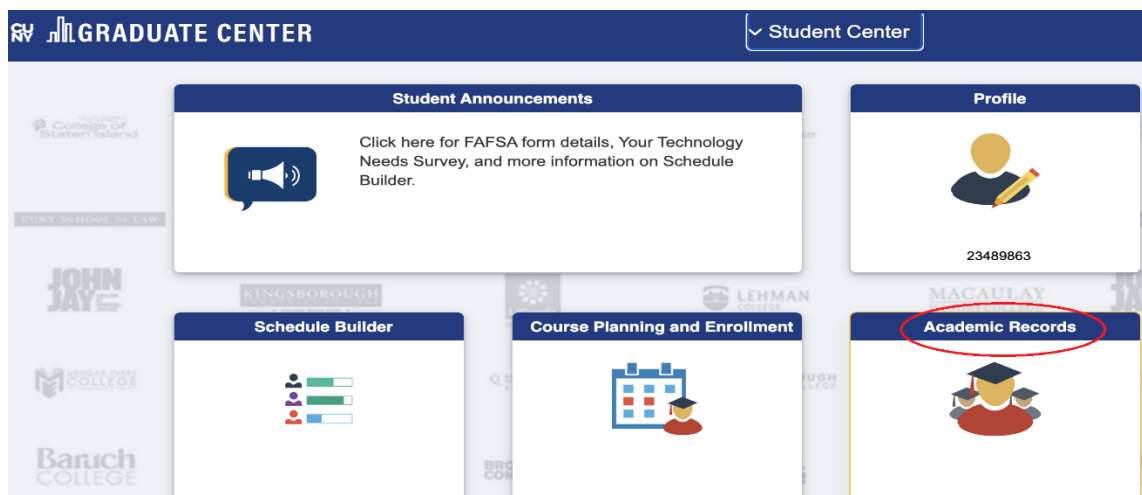
- Students must currently be matriculated at The Graduate Center (Non-degree students are not eligible).
- Students must have a cumulative GPA of 3.0 or higher at The Graduate Center.
- Students must not have any holds on their record (i.e.: Bursar, Library, etc.).
- First year master's and or doctoral students interested in taking an e-Permit course will need department permission. If your Executive Officer approves your request, please contact Jessica Rivera, Associate Registrar at [Jrivera3@gc.cuny.edu](mailto:Jrivera3@gc.cuny.edu) with your request.

How to submit your ePermit Out Request on CUNYFirst

1. Log onto your [CUNYFirst](#) account and select the “Student Center” tile:



2. Under the “Student Center” tile, you will be taken to the page below. Select “Academic Records” tile:



3. Under the “Academic Records” tile, select “ePermit” from the left-hand navigation:

**Select Term on Home College**

Add ePermit with Equivalent Courses
  Add ePermit
  Search ePermit

**Select a term**

|                                     | Term           | Career                   | Institution     | ePermit Begin Date | ePermit End Date |
|-------------------------------------|----------------|--------------------------|-----------------|--------------------|------------------|
| <input checked="" type="checkbox"/> | 2022 Fall Term | Graduate School Graduate | Graduate Center | 03/27/2022         | 08/24/2022       |

[Continue](#)

The right-hand side of the page will show the ePermit application. Select the “Add ePermit” radio button and click the term box for the term you are planning to submit a request. Once completed, select the “Continue” button at the bottom left-side of the page.

4. The first half of the ePermit form will show pertinent information:

ePermit

Email Address: @gradcenter.cuny.edu  
 Home College: Graduate Center  
 Cum GPA: 3.865  
 \*Permit Type:   
 Term: 2022 Fall Term  
 Home Course:  
 ePermit #: 1 Permit Method: Manually

Career: Graduate School Graduate  
 Program: Doctor of Philosophy  
 Plan: Earth & Environmental Sci. PHD  
 Permit Status:  
 Created By: 04/22/22 9:26:08AM  
 Last Update:

**Search for Home Course**

Subject:   Catalog:

The above part of the form will show the students name, email address associated the request, home campus, GPA and the term associated to the ePermit request. On the top part of this form, students will be required to select a “Permit Type”. In this case, students can choose “General Elective” as the options are meant for undergraduate students, not graduate/ doctoral students.

Students can skip the “Search for Home Course” section as graduate and doctoral courses at CUNY do not have course equivalents across CUNY. Each academic department will determine how each request will fit into the student’s degree.

- On the second half of the form below, student will populate each section with the necessary information about the course they wish to take at the host CUNY campus:

**ePermit page** x

ePermit #: 1    Permit Method: Manually    Last Update:

**Search for Home Course**

Subject:      Catalog:


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1-1 of 1

| Host College | Host Career | Host Term | Host Session | Subject | Catalog Number | Description                                    |                                  |
|--------------|-------------|-----------|--------------|---------|----------------|--|----------------------------------|
| Baruch Cc    | Grad        | 1229      | 1            | ECO     | 9713           | ECO 9713 - Money, Banking, and Monetary Policy | <input type="button" value="+"/> |

Comments:

**Host College:** Select from the drop-down menu the host CUNY campus you plan to take your ePermit course.

- **Host Career:** Select the course level (I.E.: Undergraduate, Graduate or Doctoral)
- **Host Term:** This section will be pre-populated based on the term you chose to submit your request for.
- **Host Session:** For Spring and Fall semesters, the option of “1 Regular Academic Session” is what you’ll select. If you are applying for Summer session, you will see the sessions available at the host campus (I.E.: 7Wk, 10WK).  
\*If this area is blank and the deadline to file for an ePermit hasn’t passed, email [JRivera3@gc.cuny.edu](mailto:JRivera3@gc.cuny.edu) to further research why the host campus is not allowing students to in-put a request per the dates posted on the academic calendar. \*
- **Subject:** Student will choose the discipline/ subject they are interested in taking (I.E.: Eco, ACCT, FIN, ENGL)
- **Catalog Number:** Select the class number associated to the courses you are interested in taking. Once selected, the description will automatically appear with the course title.  
\*Please note, if the course you are looking for is not appearing, you will need to reach out to the host campus to ask if the course is open to ePermit students. Each campus reserves the right to remove certain courses from their ePermit offerings\*
- **Comments:** If you have a specific section or instructor you wish to take the class- be sure to mention this in the comments section.
- **Plus Button:** If you wish to add more ePermit requests, you can select the  button next to the description box on the right hand-side.

Once you have completed the form, be sure to select “Submit” so you can initiate your ePermit request.