How to Cancel ePermits in CUNYfirst:
(CUNY Graduate Center Student Going Out on ePermit)

1. Login to CUNYfirst at https://home/cunyfirst.cuny.edu

Your Username will be:
First name.Last name last 2 digits of your Empl ID # @login.cuny.edu

For example, if your name is John Doe and your Empl ID # 12345678
Your Username will be
JohnDoe78@login.cuny.edu

CUNY Login
Log in with your CUNY Login credentials
If you do not have a CUNYfirst account, see the FAQs.

USERNAME
@login.cuny.edu

PASSWORD

Log in

New User | Forgot Username | Forgot Password | Manage your Account

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY’s policies regarding user accounts and credentials can be found in the Acceptable Use of Computer Resources Policy.

Note: Please do not bookmark this page.
2. Log into CUNYfirst. On your Student Center page, please select the “**Academic Records**” tile:

![Image of CUNYfirst Student Center]

3. In the left side tabs, click on **ePermit**:
4. When the ePermit application opens:

- Select “**Search ePermit**.” the term you were approved for the ePermit, and your **Home Institution**: **Graduate Center**.

- Select the course that you wish to cancel. *If the ePermit is denied, you do not need to cancel it.*

- Click on **Continue** on the bottom right:

**Select Term on Home College**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
<th>ePermit Begin Date</th>
<th>ePermit End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 Fall Term</td>
<td>Graduate School Graduate</td>
<td>Graduate Center</td>
<td>03/25/2023</td>
<td>12/20/2023</td>
</tr>
<tr>
<td>2024 Spring Term</td>
<td>Graduate School Graduate</td>
<td>Graduate Center</td>
<td>10/28/2023</td>
<td>05/22/2024</td>
</tr>
</tbody>
</table>

**Select ePermit then click Continue**

<table>
<thead>
<tr>
<th>Nbr</th>
<th>Home College</th>
<th>Term</th>
<th>Subject</th>
<th>Catalog</th>
<th>Course Description</th>
<th>ePermit Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢</td>
<td>1 Graduate Center</td>
<td>2023 Fall Term</td>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
</tbody>
</table>

Return Continue

**Note:** Other institutions may be listed on this screen, however, you should always select the row with Graduate Center, which is your Home School.
5. When the ePermit application appears, scroll down to the bottom of the application:

Cancelling the ePermit application with these instructions does not automatically drop/withdraw you from the course. This request informs us that you want to cancel your ePermit application.

If you are also enrolled into the approved course at the Host School, you will need to drop the approved course as well (not the PERM billing unit - this is dropped by us once we processed your cancellation)

Please check your “Preferred email Address,” just in case we attempt to contact you with an issue regarding your cancellation request.

Please allow us 1-2 business days (excluding holidays and out of office hours) to drop the PERM billing course from your schedule.