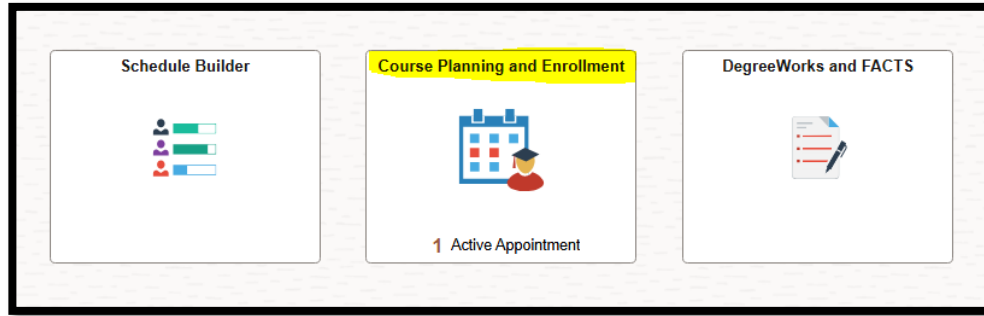




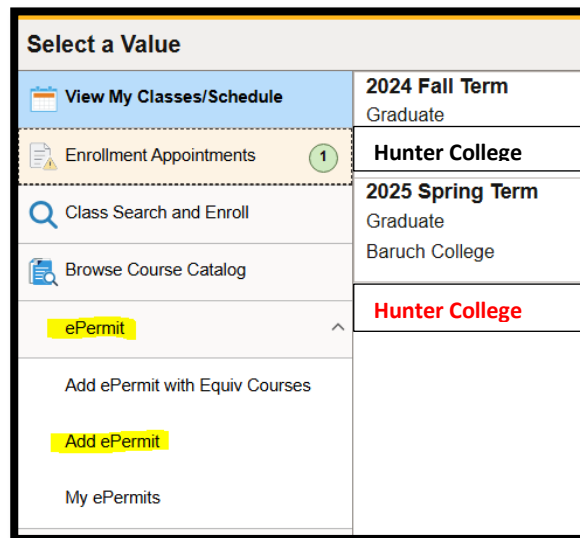
Graduate Students Only

How to Apply for ePermit Application: (Graduate Level ONLY)

1- Log into CUNYfirst → Student Center → Course Planning and Enrollment.



2- Select 'ePermit' on the left-hand margin and then "Add ePermit".





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Graduate Students Only

- 3- Identify the row where **Hunter College** is the listed institution and the associated term (e.g., Hunter College – Spring 2025), then click on the toggle switch to go from N → Y (No → Yes).

Add ePermit

View My Classes/Schedule

Enrollment Appointments 1

Class Search and Enroll

Browse Course Catalog

ePermit

Add ePermit with Equiv Courses

Add ePermit

My ePermits

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Spring Term	Graduate	Hunter College	10/01/2024	01/24/2025

Add ePermit

View My Classes/Schedule

Enrollment Appointments 1

Class Search and Enroll

Browse Course Catalog

ePermit

Add ePermit with Equiv Courses

Add ePermit

My ePermits

Course History

View Grades

Honors and Awards

Milestones

Advisors

View Transfer Credit Report

Evaluate My Transfer Credit

Law Exam Numbers

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/> Y	2025 Spring Term	Graduate	Hunter College	10/01/2024	01/24/2025

Email

Home College

Cumulative GPA 4.000

*Permit Type

Permit Method Manually

Program Master of Science in Education

Plan Higher Ed Administration MS&ED

Select Home Course

Subject

Catalog

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
<input type="text"/>						

Comments



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Graduate Students Only

- 4- The next section of the application will populate starting with the **Permit Type**. Use: **General elective**.

Add ePermit

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Browse Course Catalog
ePermit
Add ePermit with Equiv Courses
Add ePermit
My ePermits
Course History
View Grades
Honors and Awards
Milestones
Advisors
View Transfer Credit Report
Evaluate My Transfer Credit
Law Exam Numbers

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2025 Spring Term	Graduate	Baruch College	10/01/2024	01/24/2025

Email: [REDACTED]
Home College: [REDACTED]
Cumulative GPA: 4.000

*Permit Type: **General Elective**
Permit Method: [REDACTED]
Program: CUNY Baccalaureate
Plan: [REDACTED]

Select Home Course: [REDACTED]
Subject: [REDACTED]
Catalog: [REDACTED]

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Comments: [REDACTED]

- 5- Under 'Select the Home Course' Using the drop menu select: **Subject: ELECT Catalog: 11111**.

Select Home Course

Subject: **ELECT Catalog: 11111**

Catalog: **9115-Managerial Accounting**

ACC 9115 - Managerial Accounting



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6- Under '**Select Host Information**'. Move from left to right to complete the form by using the drop-down menus and follow the following instruction.

- **Host career:** Graduate.
- **Host term:** Select the correct host term/semester corresponding with the course.
- **Host session:** Refer to the class details on the Schedule Builder or [CUNY Global Search](#) for the correct host sessions indicated from the menu. *Requests with incorrect terms will be denied:*
 - ✓ '**Regular**' academic semesters apply to the Fall or Spring term ("1" will always be the session)
 - ✓ '**Winter**' for the winter Session (Winter session is part of the Spring).
 - ✓ Seven Wk (Week) 1, 6 Wk (Week) 2, etc.,
 - * Sub-sessions are typically used for the Summer Sessions and can be offered during the regular terms at some hosts.
- **Subject:** The subject as it appears at the host college.
- **Catalog:** Associated catalog number as it appears at the host college numeric and/or alpha symbols (e.g., 12500, 7201X).

The screenshot shows the 'Add ePermit' form. The 'Select Host Information' section is highlighted. It contains a table with columns: Host College, Host Career, Host Term, Host Session, Subject, Catalog Number, and Description. The values are: Brooklyn College, Graduate, 1252 - 2025 Spring Term, Regular, ACCT - Accounting, 7133X - Tax Accounting, and ACCT 7133X - Tax Accounting. The 'Description' column has a dropdown menu showing 'ACCT 7133X - Tax Accounting'.

7- The course description will populate in the last column.

This is a close-up of the 'Select Host Information' section. It shows a table with columns: Host College, Host Career, Host Term, Host Session, Subject, Catalog Number, and Description. The values are: Brooklyn College, Graduate, 1252 - 2025 Spring Term, Regular, ACCT - Accounting, 7133X - Tax Accounting, and ACCT 7133X - Tax Accounting. The 'Description' column has a dropdown menu showing 'ACCT 7133X - Tax Accounting'.



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8- You may enter comments pertaining to your request in the text box. *Admins cannot reply to your comments via the ePermit form.*

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject
Brooklyn College	Graduate	1252 - 2025 Spring Term	Regular	ACCT. - Accounting

Comments

9- Review your request to verify that it is correct and scroll up at the top right-hand corner and click on **‘Submit’** to submit the application.

Submit

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2025 Spring Term	Graduate	Baruch College	10/01/2024	01/24/2025

Email

Home College

Cumulative GPA 4.000

*Permit Type General Elective

Permit Method Manually

Program Master of Science in Education

Plan Higher Ed Administration MSEd

Select Home Course

Subject ACC - Accountancy

Catalog 9115-Managerial Accounting

ACC 9115 - Managerial Accounting

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Lehman College	Graduate	1252 - 2025 Spring Term	Regular	ACC - Accounting	750 - Advanced Taxation	ACC 750 - Advanced Taxation

Comments



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Graduate Students Only

10- A pop-box will appear confirming your submission has been successful.

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> Y <input type="checkbox"/>	2025 Spring Term	Graduate	Baruch College	10/01/2024	01/24/2025

Email [REDACTED]
Home College [REDACTED]
Cumulative GPA 4.000
*Permit Type General Elective
Permit Method Manually
Program Master of Science in Education
Plan Higher Ed Administration MSED

Select Home Course

Subject ACC - Accountancy
Catalog 9115-Managerial Accounting
ACC 9115 - Managerial Accounting

ePermit Successfully Submitted

OK

How to Check the Status of the ePermit Application

11- To check the status of your ePermit application, click on “my ePermit”, then click on the toggle switch to go from N → Y (No → Yes). Now you see that ePermit statues is “Initiated”.

My ePermits

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Browse Course Catalog
ePermit
Add ePermit with Equiv Courses
Add ePermit
My ePermits

Open ePermit Terms for Home College

View ePermits	Term	Career	Home College	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N <input type="checkbox"/>	2024 Fall Term	Graduate	Baruch College	03/01/2024	08/22/2024
<input checked="" type="checkbox"/> Y <input type="checkbox"/>	2025 Spring Term	Graduate	Baruch College	10/01/2024	01/24/2025

Select ePermit to View Details

Nbr	Host Institution	Term	Subject	Catalog	Course Description	ePermit Status
1	Baruch College	2025 Spring Term	ACC	9115	ACC 9115 - Managerial Accounting	Initiated