ePermit Navigation

Questions? Submit a ticket at https://support.qc.cuny.edu/support/home

Step 1: Log in to your CUNYfirst Account and go to Student Center:

Step 2: Click on Course Planning and Enrollment:

Step 3: Click on ePermit tab on the left side: You will have two ways to apply; one via automatically fetching the equivalent course at host campus, and the other is by manually inputting the course information.
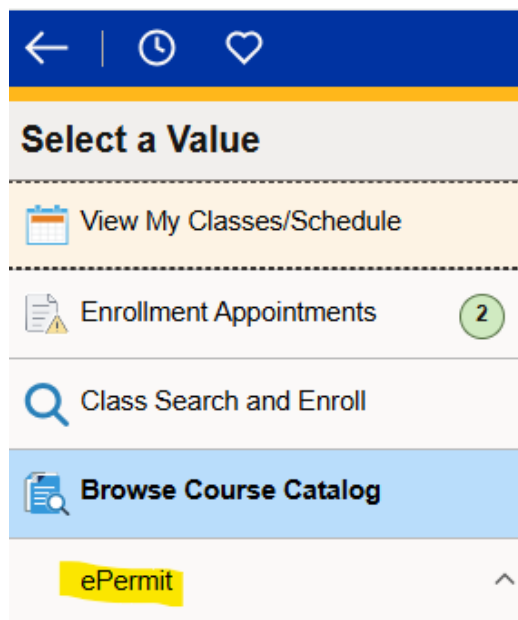
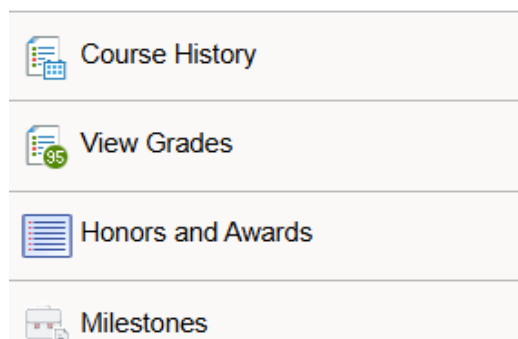**Option to add an ePermit by automatically fetching the equivalent course (Recommended)**

Option to add an ePermit by manually entering the course

Option to check the status of already submitted requests

Step 4: To find a course to take on ePermit with an equivalency to a Queens College course, first select Queens College (your Home College)

Step 5: Search for the Queens College course (example: "ACCT 101")

Step 6: Click on the course:

Step 7: Click on the "fetch equivalent CUNY courses" option. The "View Classes" option will bring you to the course schedule available at Queens College.

Step 8: Click on the host term of the college(s) that you want to apply to. You can also "View Class sections" to see the schedule available at the host school. Then click on "Request ePermit" and then "Apply for ePermit"

fetch equivalent CUNY courses

Queens College

ACCT 101 Introduction to the Theory and Practice of Accounting I

Close | Apply for ePermit

Equivalent Courses found at other Institutions

32 rows

Host Institution	Course		View Class sections	Host Term	Host Session	Request ePermit
Queensborough CC	BU 101 - Principles of Accounting I		View Class sections	⌄		No
Hunter College	ECO 27100 - Principles of Accounting 1	*** This course has not been scheduled. ***				
NYC College of Technology	AC 1010 - Prin Of Acctg 1	*** This course has not been scheduled. ***				
NYC College of Technology	ACC 1101 - Principles of Accounting I		View Class sections	⌄		No
City College	ECO 36000 - Principles of Accounting I	*** This course has not been scheduled. ***				
College of Staten Island	ACC 114 - Introduction to Accounting I		View Class sections	⌄		No
Kingsborough CC	ACC 1100 - Fundamentals of Accounting		View Class sections	⌄		No
LaGuardia CC	AMA 101 - Prin Of Accting 1	*** This course has not been scheduled. ***				
LaGuardia CC	AMA 102 - Prin Of Accting 2	*** This course has not been scheduled. ***				

Step 9: Review the permit application: The "Permit Type" is a required field- prior to submission, students should consult a departmental advisor and receive clarification as to the permit type. You can add multiple colleges on the application for each permit course. If the "Host Session" is not available for a school, then the host school is not open yet for request at that time and you can check with the host school when their permit portal will be available. You can also add any comments on this application that you feel is essential. Then click on the "Submit" button to finalize your request. To check the status of your ePermit application, click on "My ePermits" from Step 3.