Graduate Student ePermit application process

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | If not already logged in, you will log in to CUNYfirst. Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  

- Enter your Username and Password and click the **Log In** button.  
- From the **Self Service**, select **Student Center** |
| 2.   | Once in Student Center, select ePermit  

Select ePermit from drop down options and click select button |
| 3.   | Select Semester and Action  

Select term  

Select Add ePermit  

**Add ePermit**  

**Search ePermit**  

**RETURN**  

**CONTINUE** |
4. Once the student selects Continue, the ePermit application will open and allow the student to complete the required data. *Permit Type is a required field, but the selection is inconsequential for graduate students.

5. Once you submit the application you will see the updated Permit Status
6. **Canceling ePermit**

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**Home College**
- Queens College

**Cum GPA**
- 3.185

**Permit Type**
- General Elective

**Term**
- 2016 Spring Term

**Home Course**
- ACCT 603 - Concepts of Managerial Accounting

**Diary**
- *Host College*: Hunter College
- *Subject*: ACC
- *Catalog Number*: 77000
- *Description*: ACC 77000 - Research Techniques in Accounting

**Comments**
- Please contact me if there are any questions!

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**Dialog Box** appears and must be selected

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**Message**

Are you sure you want to cancel? (18112,10100)

Yes
No

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7. **Searching ePermit status**

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**Select Term**

- Select a term then click Add or Search:
  - Term:
    - 2015 Fall Term
    - 2016 Spring Term
  - Career: Graduate
  - Institution: Queens College

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**Customize**

- **Home College**: Queens College
- **Term**: 2016 Spring Term
- **Course**: ACCT 101
- **Title**: Introduction to the Theory and Practice of Accounting 1
- **Status**: Initiated

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**By selecting the specific application you can view the details as well as comments related to**

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**Once reviewed this status will be changed to “approved” or “denied”**