# UGRD Student ePermit Application Request Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
<td><strong>Once in Student Center, select ePermit</strong>&lt;br&gt; Select ePermit from drop down options and click select button</td>
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<td>3.</td>
<td><strong>Select Term and Course Equivalent. Select Add ePermit with Equivalent Course to view the courses available at the CUNY Host Campuses. This would be the equivalent course to the one offered at QC</strong>&lt;br&gt; <img src="image1.png" alt="Select Term" /> Be sure to select correct term&lt;br&gt; <img src="image2.png" alt="Add ePermit with Equivalent Courses" />&lt;br&gt; Select Term page allows you to select the “Add ePermit with Equivalent course”&lt;br&gt; <img src="image3.png" alt="Continue" />&lt;br&gt; <img src="image4.png" alt="RETURN" /></td>
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<td>4.</td>
<td><strong>By selecting Continue the QC course catalog page will open, select subject and course.</strong>&lt;br&gt; <img src="image5.png" alt="Browse Course Catalog" />&lt;br&gt; <img src="image6.png" alt="Select QC course by selecting subject code" /></td>
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5. Once subject and course are selected you will be able to select the equivalent CUNY course by utilizing the fetch option. The QC course detail, enrollment info, and description will be listed.

Selecting The QC host college course Equivalent

This new application allows students to select multiple equivalents at multiple CUNY Host Campuses. You will notice that only those that have been scheduled at the Host Campuses can be selected.
6. Selecting Host Campus course offerings and view scheduled sections

- Select course(s) by clicking in Request Permit box
- Click View All to view all Host Institutions

When selection is complete simply click epermit form

To view all scheduled sections at the Host Campus select view class

7. Completing the Epermit form

- Drop down allows students to select which requirement will be fulfilled by epermit.
- Page allows students to add a comment to the application.

Once reviewed, students can submit the application.

8. Once submitted, the Permit status will become “initiated”
9. Search Permit application status by returning to Student Center and follow steps 1 and 2. Rather than selecting “Add epermit with Equivalent Course” you will select “Search Permit”. All permits applications for the selected semester will appear along with the status.

10. Canceling submitted (initiated) ePermit application

Dialog Box appears and must be selected