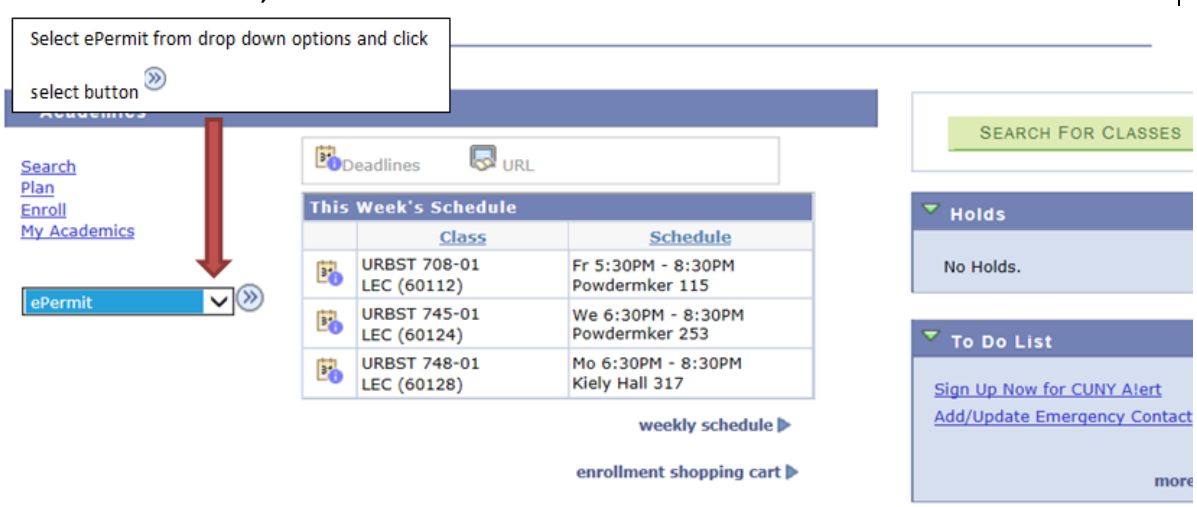
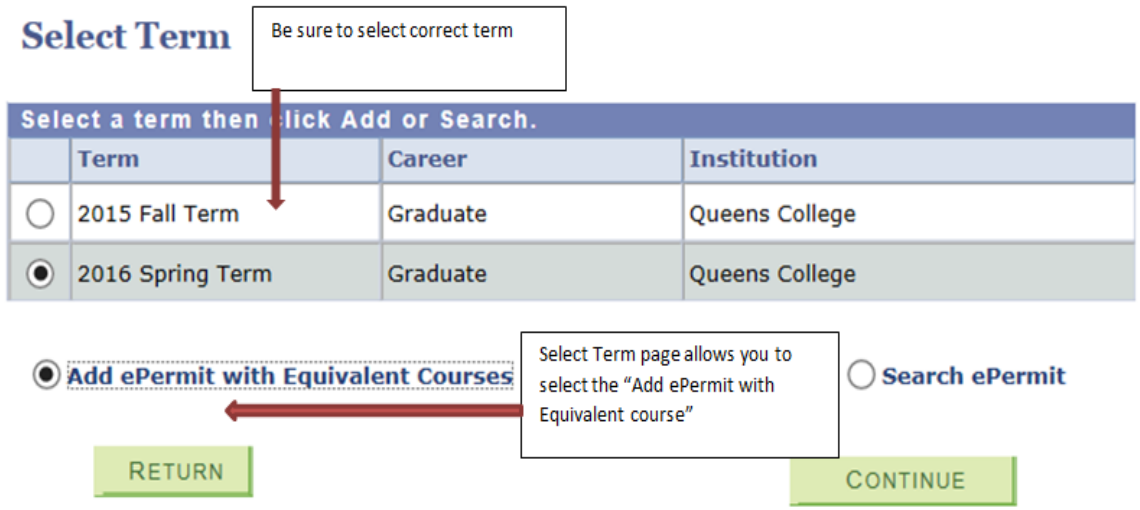
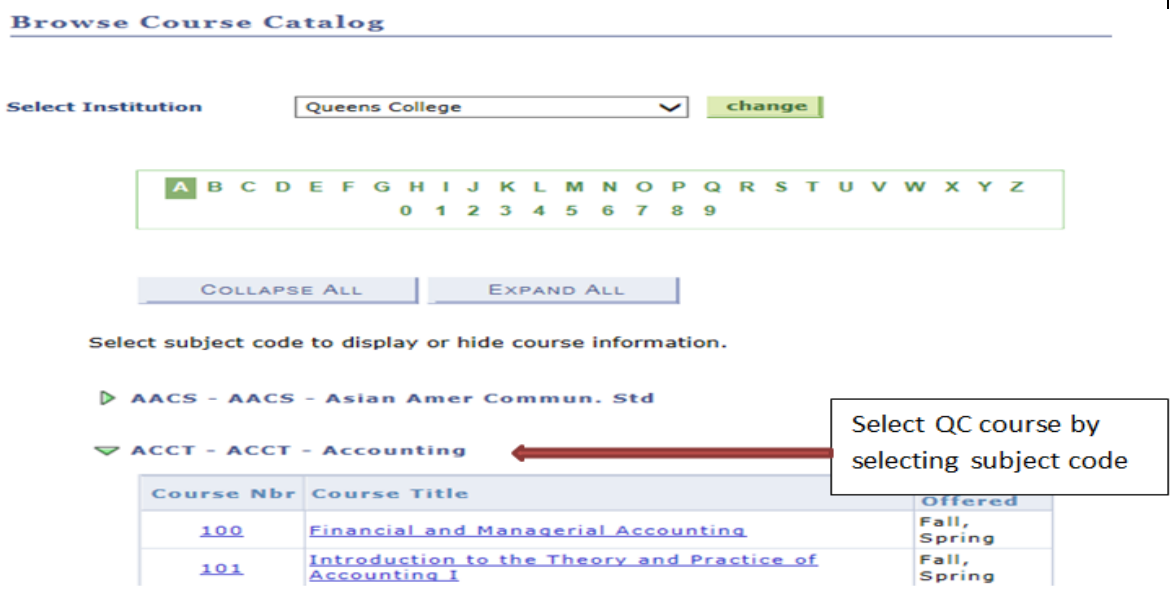
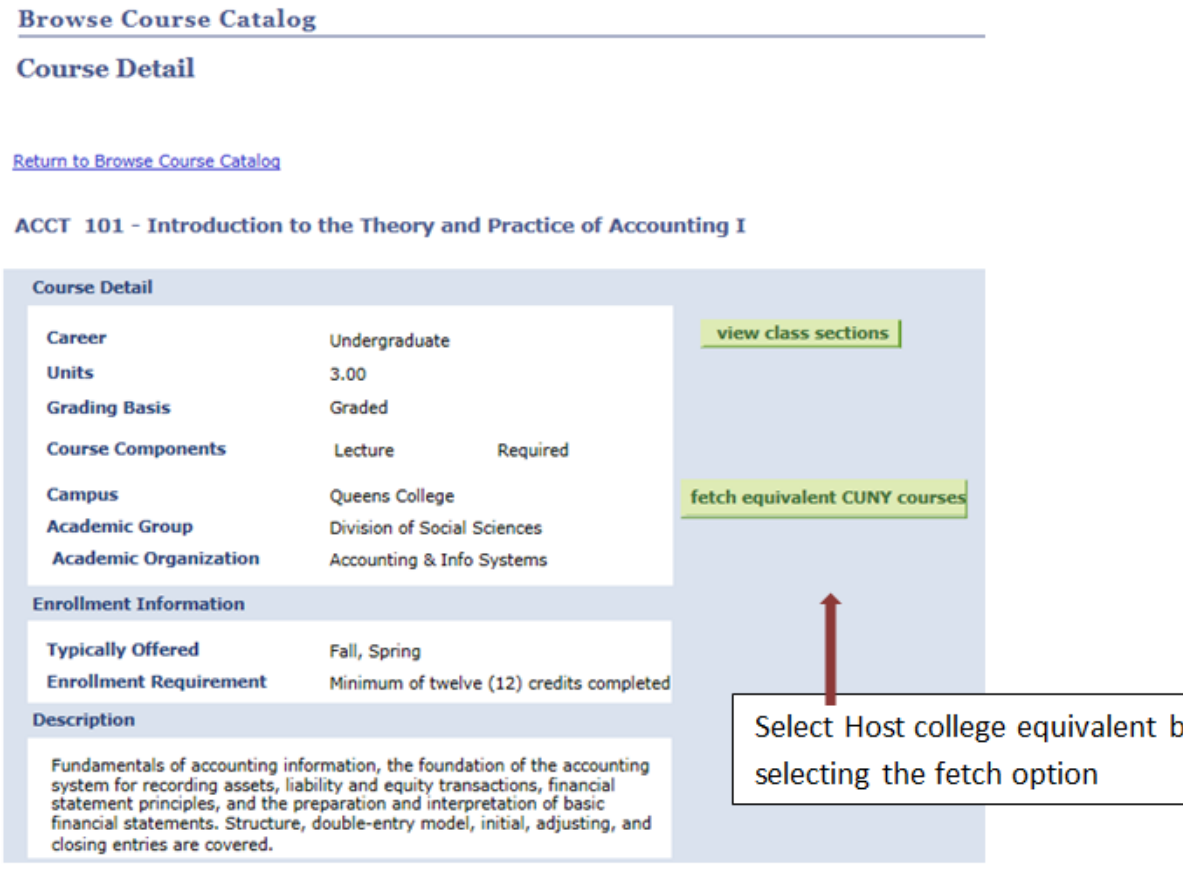
Student ePermit Application request process

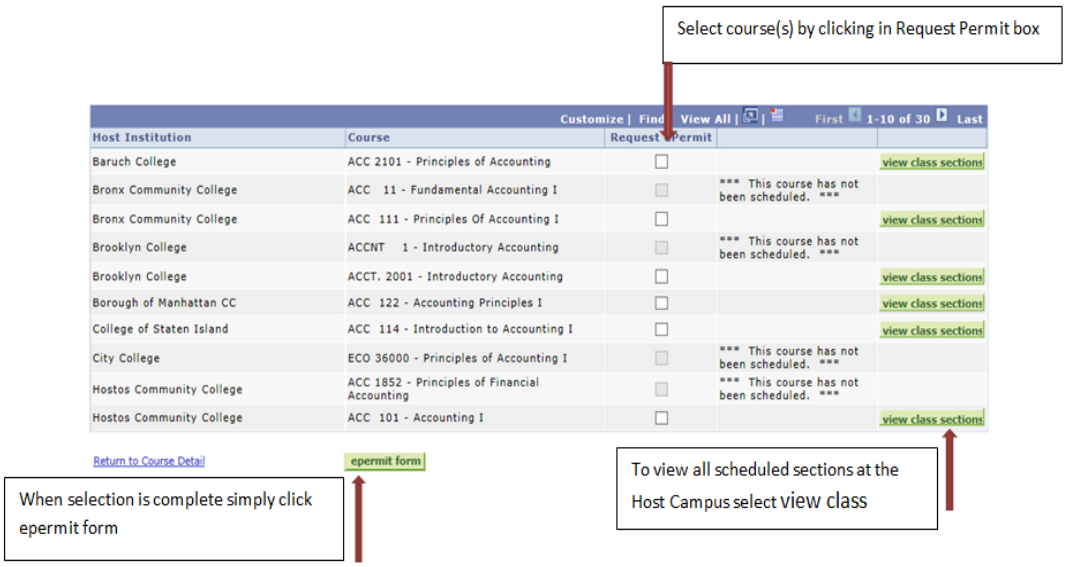
Step	Action
1.	If not already logged in, you will log in to CUNYfirst. Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the **Log In** button. • From the **Self Service**, select **Student Center**
2.	**Once in Student Center, select ePermit** 
3.	**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** 

4.	**By selecting Continue the QC course catalog page will open, select subject and course.** 
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.* 

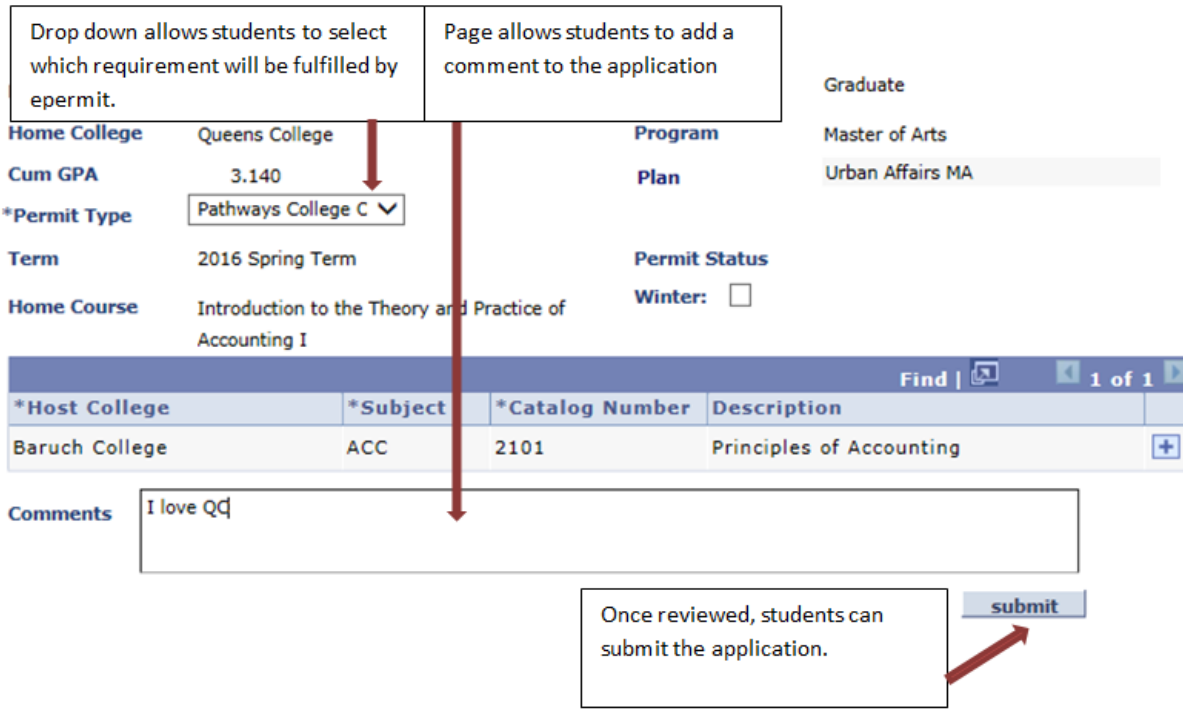
Selecting The QC host college course Equivalent

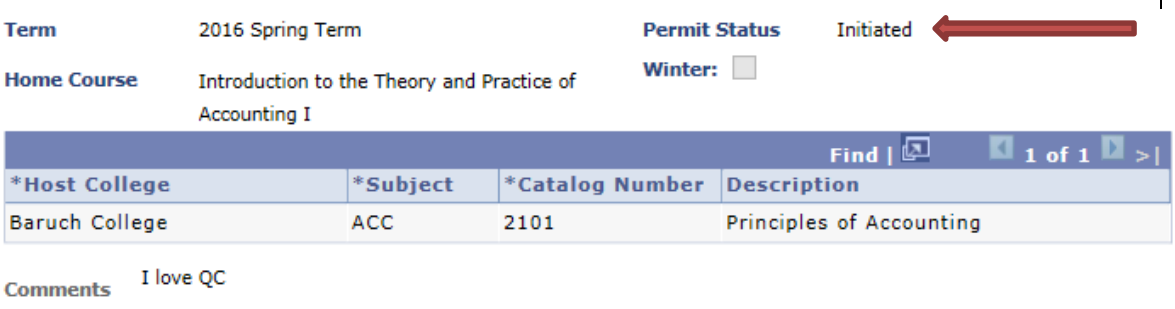
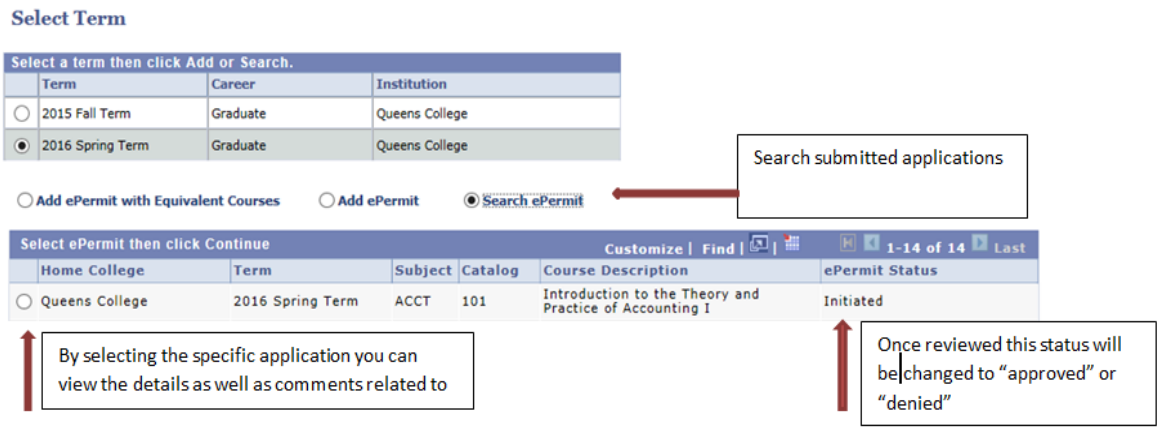
This new application allows students to select multiple equivalents at multiple CUNY Host Campuses. You will notice that only those that have been scheduled at the Host Campuses can be selected

6. **Selecting Host Campus course offerings and view scheduled sections**



7. **Completing the Epermit form**



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 –** In order to cancel your ePermit application you will be required to email ePermit@QC.cuny.edu. This email will be sent to the QC Registrar ePermit coordinator. Please be as detailed as possible in the email.