

How to apply an E-Permit to Queens College

PLEASE NOTE: DISREGARD ANYTHING THAT REFERS TO SPRING 2016. MAKE SURE YOU APPLY FOR THE SUMMER TERM

1. Go to <https://home.cunyfirst.cuny.edu> . Log into your account

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- How to Use CUNYfirst
- Campus Helpdesks
- CUNY Alert

ANNOUNCEMENTS

- November 2015 CUNYfirst Unavailability
- Monthly Maintenance
7pm on Sat. November 14 - 7pm on Sun

CUNYfirst LOG-IN

Username:

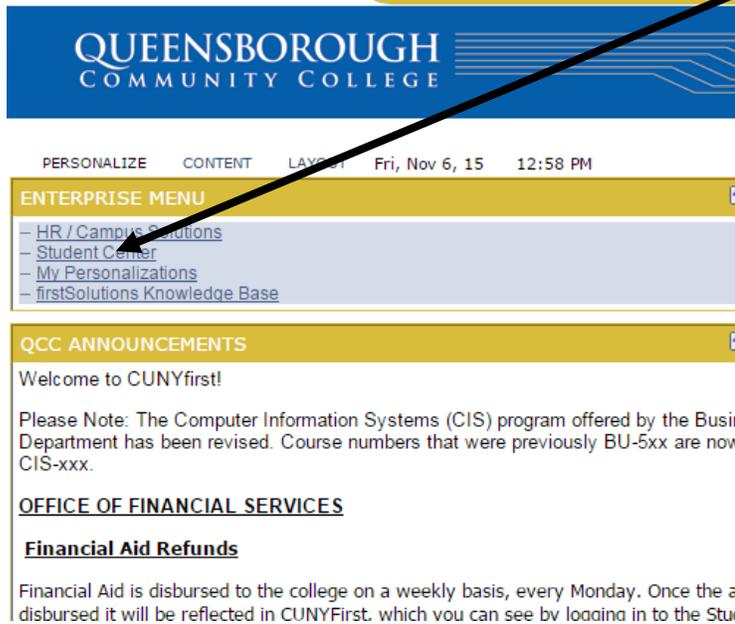
Password:

[Forgot your password?](#) | [Change Password](#) | [New User](#)

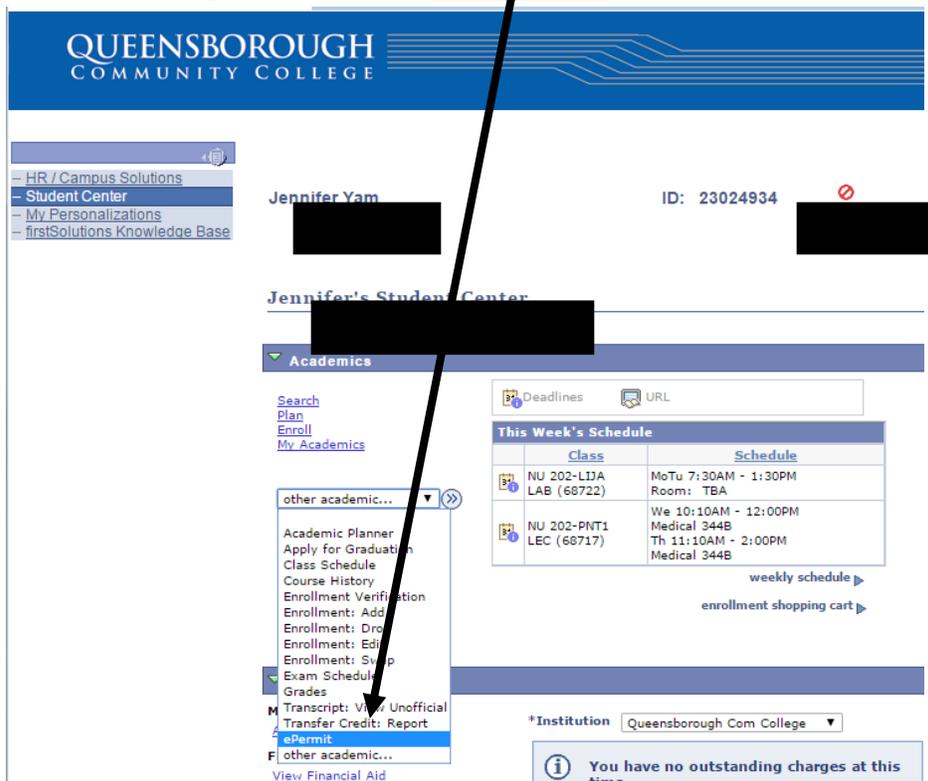
CUNYfirst
Fully Integrated Resources & Services Tool

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2. On the box to the top right, click on student center



3. On the drop down menu on the right side, next to your schedule, go down to e-Permit.



6. Click on the magnifying glass next to Subject and search for "S".

Look Up Subject

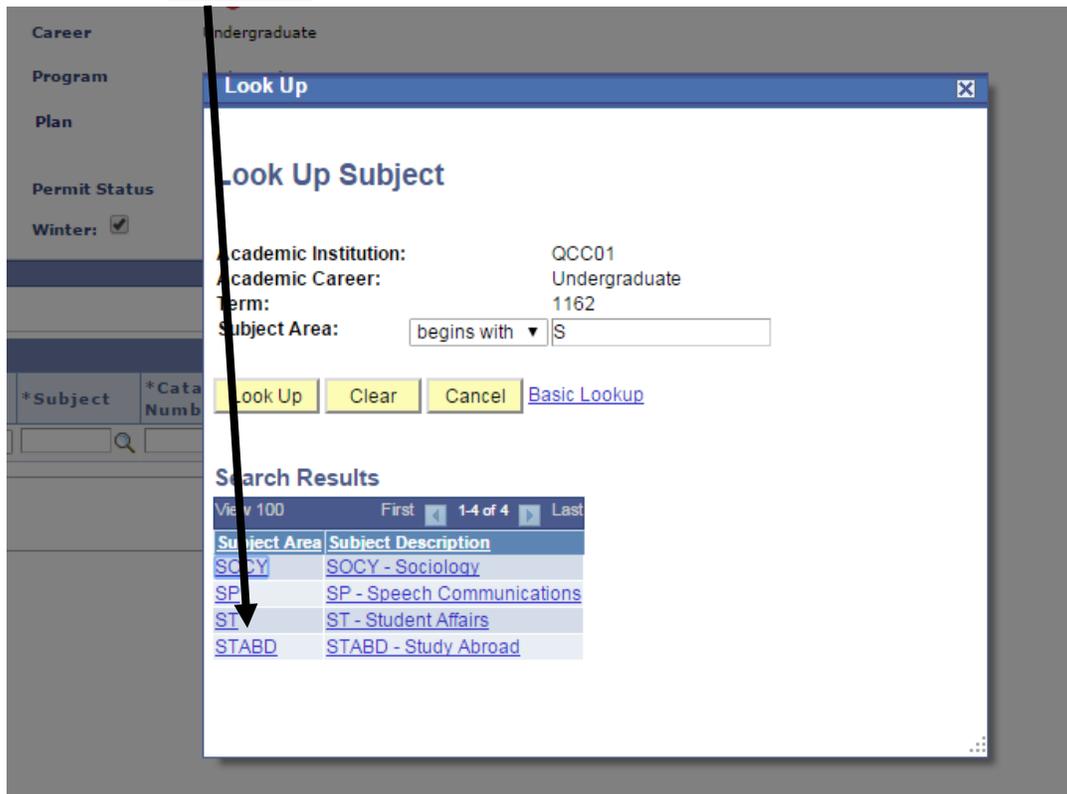
Academic Institution: QCC01
Academic Career: Undergraduate
Term: 1162
Subject Area: begins with S

Look Up Clear Cancel Basic Lookup

Search Results

Subject Area	Subject Description
SOCY	SOCY - Sociology
SP	SP - Speech Communications
ST	ST - Student Affairs
STABD	STABD - Study Abroad

7. Click on **STABD**.



8. Click on the magnifying glass for Catalog, and search up the course number. Course number is based on the number of credits you are planning to take and have transfer back to your home college. Amount of credit is located at the end of the number. (If only one course number shows up, choose the one that pops up.)

Example	Queens College	Hunter College	Baruch College	Lehman College	City College	College of Staten island	John Jay College	Kingsborough CC
# of Credits								
2	4992	11102	11102	112	10002	102	112	2
3	4993	11103	11103	113	10003	103	-	3
4	4994	11104	11104	114	10004	104	114	4
5	4995	-	11105	115	10005	105	115	5
6	4996	11106	11106	116	10006	106	116	6
7	4997	-	11107	117	10007	107	-	-
8	4998	-	11108	118	10008	108	118	-
9	4999	-	11109	119	10009	109	-	-

*Permit Type: Study Abroad

Term: 2016 Spring Term

Permit Status: []

Home Course: []

Winter:

Search for Home Course

Subject: STABD

Catalog: []

*Host College	*Career	*Subject	*Cata Numb
[]	[]	[]	[]

Comments: []

[Return to Student Center](#)

Look Up Catalog

Academic Institution: QCC01

Academic Career: Undergraduate

Term: 1162

Subject Area: STABD

Catalog Nbr: begins with []

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Catalog Nbr	Long Course Title
1	Study Abroad Program

9. Choose your **Host College**. (The college you chose to do your study abroad program at.)

*Permit Type

Term 2016 Spring Term Permit Status

Home Course Winter:

Search for Home Course

Subject Catalog STABD 1 - Study Abroad Program

*Host College	*Career	*Subject	*Catalog Number	Description
<ul style="list-style-type: none">Bronx Community CollegeBrooklyn CollegeCUNY School of LawCity CollegeCollege of Staten IslandGuttman Community CollegeHostos Community CollegeHunter CollegeJohn Jay CollegeKingsborough CCLaGuardia Community CollegeLehman CollegeMedgar Evers CollegeNYC College of TechnologyQueens CollegeQueensborough CCSchool of Professional StudiesThe Graduate CenterYork College				

submit

10. Choose your career.

Jennifer Yam

Email Address [REDACTED]

Home College Queensborough CC

Cum GPA [REDACTED]

*Permit Type Study Abroad

Term 2016 Spring Term

Home Course

Career Undergraduate

Program Undergraduate

Plan [REDACTED]

Permit Status

Winter:

Search for Home Course

Subject STABD Catalog 1 STABD 1 - Study Abroad Program

*Host College	*Career	*Subject	*Catalog Number	Description
Queens College	Graduate Undergraduate			

Comments

submit

11. Search for STABD for subject.

CUNY.EDU

Career Undergraduate

Program

Plan

Permit Status

Winter:

STABD 1 - Study Abroad

Look Up Subject

Institution: QNS01

Academic Career: UGRD

Term: 1162

Subject: begins with S

Look Up Clear Cancel Basic Lookup

Search Results

View 10 First 1-7 of 7 Last

Subject	Subject Description
SEEK	SEEK - SEEK Academic Program
SEYS	SEYS - Secondary Edu & Youth
SOC	SOC - Sociology
SPAN	SPAN - Spanish
SPST	SPST - Interdis & Special St
STABD	STABD - Study Abroad
STPER	STPER - Student Personnel

12. Select the catalog number corresponding to the amount of credits you will be taking at the Host College.

(Refer back to #8: Queens College Column)

The screenshot shows a web application interface with a 'Look Up' dialog box open. The dialog box contains a table with the following data:

Catalog Nbr	Long Course Title
100	Study Abroad
4990	Stabd/Non-Cuny
4991	Study Abroad
49910	Study Abroad
49911	Study Abroad
49912	Study Abroad
49913	Study Abroad
49914	Study Abroad
49915	Study Abroad
49916	Study Abroad
49917	Study Abroad
49918	Study Abroad
4992	Study Abroad
4993	Study Abroad
4994	Study Abroad
4995	Study Abroad
4996	Study Abroad
4997	Study Abroad
4998	Study Abroad
4999	Study Abroad

The background interface shows fields for Email Address, Home College (Queensborough CC), Cum GPA, Permit Type (Study Abroad), Term (2016 Spring Term), Home Course, Career (Undergraduate), Program (Undergraduate), Plan, Permit Status, and Winter (checked). A search bar for Home Course is visible with Subject (STABD) and Catalog (1) entered.

13. Once completed, in the comments below, write down where you are planning to study abroad and for how many credits.

The screenshot shows the search results for the home course. The search bar shows Subject (STABD) and Catalog (1) entered, resulting in the following table:

*Host College	*Career	*Subject	*Catalog Number	Description
Queens College	Undergraduate	STABD	4993	STABD 4993 - Study Abroad

Below the table is a comment field with the text: "I am currently a Queens-borough Community College Student wanting to apply to Australia Study Abroad program through Queens College for 3-credits." A 'submit' button is located below the comment field.