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 <u>https://home.cunyfirst.cuny.edu</u> . Log into your account

Welcome >>> CUNYfirst Login		
CUNYfirst		
About CUNYfirst	CUNYfirst LOG-IN	
How to Use CUNYfirst		
Campus Helpdesks		
CUNY Alert	Username:	
ANNOUNCEMENTS	Password: Log-In	Fully Integrated Resources & Services Tool
November 2015 CUNYfirst Unavailability	Forgot your password? Change Password New User	
Monthly Maintenance 7pm on Sat November 14 - 7pm on Sun	SIGNING ON TO CUNYfirst	OPPORTUNITIES TO SERVE

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 <u>e-Permit</u>.



 Select the <u>term</u> you will be studying abroad. Click on Add <u>ePermit</u> and click continue.

	Selec	t a ter	m then cli	ick Add or 9	Search.					
	Term				Career		Institutio	nstitution		
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Select Term



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

7. Click on STABD.

Career	Indergraduate	
Program	Look Up	
Plan Permit Status	.ook Up Subject	
Winter: 🗹	academic Institution: QCC01 cademic Career: Undergraduate lerm: 1162 Subject Area: begins with ▼ S	
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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	Hunter	Baruch	Lehman	City	College	John Jay	Kingsborough			
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9. Choose your <u>Host College</u>. (The college you chose to do your study abroad program at.)

*Permit Type	Study Ab	road								
Term	2016 Spri	ing Tern	n		Pe	rmit Statu	us			
Home Course			/		Wi	inter: 🗹				
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Subject STABD	_	ataog	1	Q	STABD	1 - Study	Abroad Program	n		
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10. Choose your career.

Jennifer Yam			2002.10	·· Ø			
Email Address			Career	Underg	raduate		
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Cum GPA			Plan				
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*Host College		*Career	*Subject	*Catalog Number	Description		
Queens College	Ŧ		•	٩ 🗌	Q		+ -
Comments		Graduate Undergraduate					
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11. Search for **STABD** for subject.

NY.EDU	Career	Circle Constants	
	Program	l ook U,	×
	Plan	Look Up Subject	<u>^</u>
	Permit Status		
	Winter:	Institution: QNS01	
_		Academic Career: UGRD	
		Tern: 1162	_
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		SEEK SEEK - SEEK Academic Program	
		SEYS SEYS - Secondary Edu & Youth	
		SOC SDC - Sociology	
		SPAN SPAN - Spanish	
		SPST ST - Interdis & Special St	
		STABD STABD - Study Abroad	
		STPER STPER - Student Personnel	
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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)

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		<u>4991</u>	Study Abroad
Search for Home Course		49910	Study Abroad
Subject STABD Q Catalog 1 Q	STARD 1. Study Abro	49911	Study Abroad
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Queens College Undergraduate	V STABD	49916	Study Abroad
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		4996	Study Abroad
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Return to Student Center		4999	Study Abroad

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

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Email Address	_			Career		Undergradua	ate					
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*Host College		*Career		*Subject	*Cat Num	alog ber	Description					
Queens College	•	Undergraduate	۲	STABD Q	4993	Q	STABD 4993	- Study Abroad	+ -			
Comments I am currently a Queens-borough Community College Student wanting to apply to Australia Study Abroad program through Queens College for 3-credits.												
							submit					