Queens College students wishing to take courses at another institution outside of the City University of New York (CUNY) system must obtain permission prior to taking courses to receive credit toward their Queens College degree by using the Non-CUNY Permit form. Applications need to be submitted to the QC Hub during the regular registration period for that semester or session. Retroactive or late permits are not granted approval. Additional directions can be found on page 2 of the Non-CUNY Permit form.

Follow the steps below to apply for a Non-CUNY Permit:

Step 1	Open the Non-CUNY Permit form on your browser.
Step 2	Fill up the "Student Information" section and ensure that no field remains empty. Do not submit the form until you have completed steps 3 and 4 as outlined below.

QC Hub
65-30 Kissena Blvd.
Dining Hall, Room 128
Flushing, NY 11367
718-997-4400
epermit@qc.cuny.edu

QUEENS COLLEGE

NON-CUNY PERMIT FORM

Instructions and Notes:
This form may only be used for the purpose of obtaining permission from Queens College to take course(s) at a Non-CUNY (City University of New York) Institution. It is non-transferable and valid only for the term, host institution and course(s) noted below. After completing all of the information requested below and obtaining the appropriate signatures, please return this form to the QC Hub (Dining Hall 128). Alternatively, students may also submit completed forms electronically by emailing it to epermit@qc.cuny.edu. Applications that are incomplete or filled incorrectly will be returned.

Student Information

Last Name:	First Name:	CUNYfirst ID:
Preferred Email Address:	Non-CUNY Institution (Host):	☐ Y ☐ N Are you participating in a Study Abroad Program?	If yes, Country:
Signature:	Date:	Permit Request Term Year: _____ ☐ Spring ☐ Fall ☐ Winter ☐ Summer

Issuance of this permit does not guarantee a student's enrollment at a Non-CUNY Institution. If you wish to cancel this permit, please email us at epermit@qc.cuny.edu informing us on the status of your permit.

I. Academic Approval: Each course must be evaluated and approved by the appropriate department advisor. The exact discipline and number of each course must be clearly noted on this form. The titles, sections or registration codes of the courses will not be accepted. A discrepancy will delay the posting of credits.

Course Evaluation Form

Host Institution			QC Equivalent			Faculty Signature	Date
Discipline	Course No.	Credits	Discipline	Course No.	Credits		

II. Approval for Graduate Studies: Students must obtain the approval of the Dean of Graduate Studies. (Located in Kiely Hall - Room 139A)

Dean of Graduate Studies: _____ Date: _____

III. Approval for Studying Abroad: Students that have been accepted into a study abroad program must obtain the approval of the Director of the Study Abroad Program. (Located in King Hall - Room 203)

Director of the Study Abroad Program: _____ Date: _____

IV. Approval for Macaulay Honors College Students: Students must obtain the approval of the Director of the Macaulay Honors College. (Located in Honors Hall - Room 19)

Director of the Macaulay Honors College: _____ Date: _____

V. Financial Aid Approval: Students expected to receive financial aid for the semester must speak with a Financial Aid Counselor to determine the college's policy with respect to inclusion of NON-CUNY coursework in determining eligibility for student aid. Inclusion of NON-CUNY coursework is possible only if the college agrees to enter into a consortium agreement with the NON-CUNY institution for this purpose and in that case, disbursement of financial aid is subject to proof of registration and certification of attendance from the NON-CUNY institution.

CUNY Financial Aid Counselor: _____ Date: _____

| Step 3 | Remember to get faculty signatures from the equivalent QC academic departments for each Non-CUNY course that you are taking.

Graduate students must obtain a signature from the Dean of Graduate Studies in row II of the form.

Students applying to study abroad must obtain a signature from the Director of the Study Abroad Program in row III.

Macaulay Honors students must obtain a signature from the Director of the Macaulay Honors College in row IV. |

| Step 4 | Remember to obtain approval from the Financial Aid office and fill up the [Consortium Agreement form](#) if needed.

For Registrar approval, please follow the steps below. |

Note: Remember to review page 2 of the form before submitting it.

NON-CUNY INSTITUTION PERMIT INFORMATION AND REQUIREMENTS

Queens College students who wish to take courses at another institution, outside of the City University of New York, must obtain permission in order to receive credit toward the Queens College degree. Students looking to apply to another CUNY college must do so at https://epermit.cuny.edu.

Essential Information

- It is necessary to submit the permit application to the QC Hub during the registration period for that semester or session. Students must submit a completed "Non-CUNY Permit Form" for each school they wish to attend.
- Please note that a student's schedule, inclusive of Queens College and on-permit courses, may not exceed the maximum credit load for each semester or session.
- Credits earned through non-CUNY permit may not fulfill the Queens College residency requirements.
- Students may use permit courses to fulfill Pathways requirements with the exception of College Option courses which must be taken in residency.
- Courses fulfilling the Primary Competencies and all WI courses are restricted. Some academic departments may have additional restrictions.
- Any courses taken at a Non-Accredited School must be evaluated to equal a Queens College course; no departmental elective credits will be accepted.
- Only a maximum of 18 credits can be transferred (transfer and permit credits collectively) from a Non-Accredited School.

Requirements for Undergraduate Students

- must be matriculated;
- have a GPA of at least 2.00;
- be in at least their second semester of matriculation*;
- have successfully completed at least six credits at Queens College;
- and be attending Queens College currently or have been on permit the preceding semester.
- SEEK and Honors College students must also obtain approval from their counselor.
- Students must obtain a C- or better** in order to receive credit for the non-CUNY permit course.

*Summer is a session and not considered a semester
**Only letter grades will be accepted

Requirements for Graduate Students

- must be matriculated in a graduate degree or certificate program;
- have obtained the approval of the department's Graduate Advisor for the permit;
- and have registered for and completed with a passing grade at least one undergraduate prerequisite course or one graduate course as part of the graduate program at Queens College.
- Graduate students in the first semester of attendance can request to go on permit if they are registered in at least one Graduate or Undergraduate course at Queens College.
- Students must obtain a B- or better** in order to receive credit for the non-CUNY permit course.

**Only letter grades will be accepted

Post-Permit Information

In order to have your permit credits posted please send an official transcript from the host college to:
Queens College
QC Hub – Permit Division
65-30 Kissena Blvd.
Dining Hall, Room 128
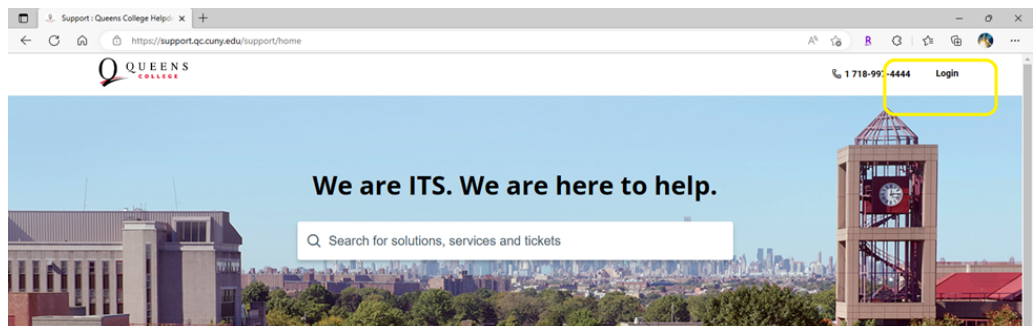Flushing, New York 11367-1597

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Step 5	Visit support.qc.cuny.edu.
Step 6	Select "Login."

Browse help articles
Look up policies or read FAQs to fix
issues on your own

Create a New Ticket
Having trouble? Contact the support
team

COMMON   HOW TO ACCESS FACULTY/STAFF EMAIL   HOW TO DOWNLOAD OFFICE 365 AS A STUDENT

Step 7	Select "Login with CUNYFirst ID."
	Sign in
	Login with CUNYFirst ID
	OR
	Email
	Password
	Forgot Password?
	Sign in
	By clicking 'Sign in', I accept the Freshworks Terms of Service and Privacy Notice

| Step 8	Log in with your CUNY login credentials.
	CU NY
	Web Applications Login
	If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the CUNY Acceptable Use of University Data in the Cloud policy.
	Log in with your CUNY Login credentials:
	Username
	Password
	Login
	> Forgot Password > New User
	> Forgot Username > Manage your Account
	PROTECT YOUR PERSONAL INFORMATION AND PRIVACY
	ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the Acceptable Use of Computer Resources Policy.

Step 9	Select "Request a Service."
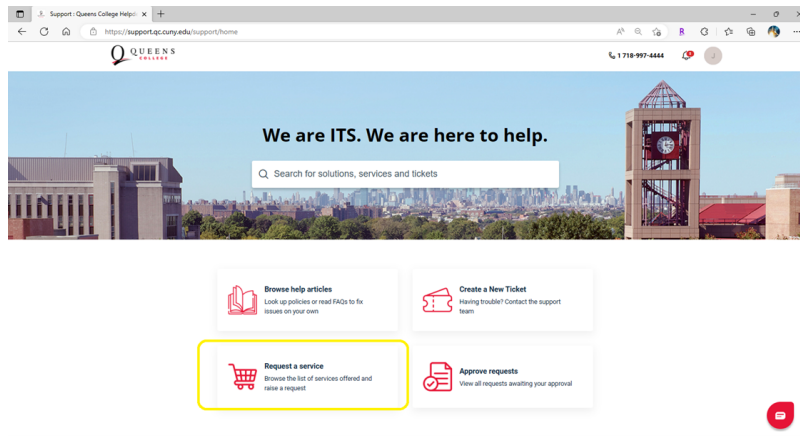
Step 6	Select "QC Hub (Registrar)" or "QC Hub (Financial Aid)" from the service catalog.
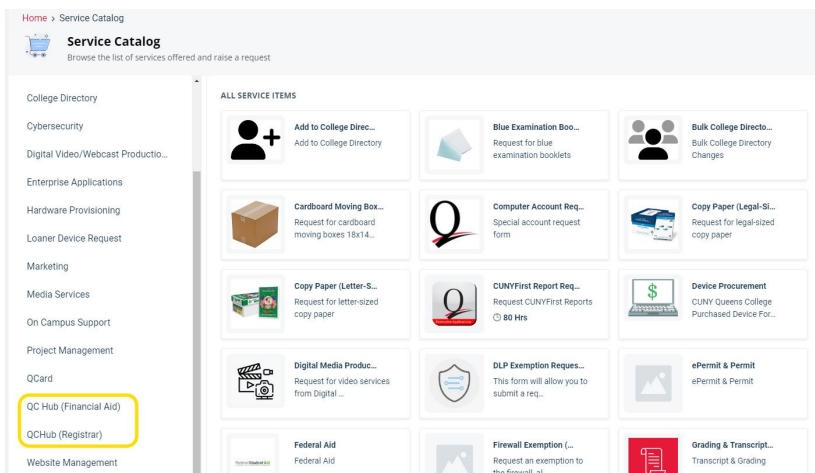
Step 7	Select ePermit & Permit
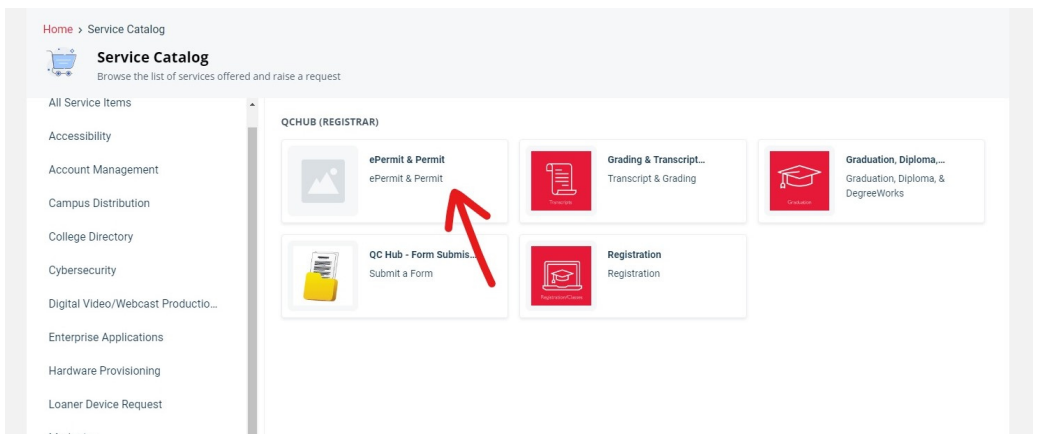
Step 8	Enter your 8-digit CUNY ID and select "Non-CUNY Permit" from the dropdown menu.

Home > Request New Service > QCHub (Registrar) > ePermit & Permit

ePermit & Permit
ePermit & Permit
Read more

CUNYFirst ID *
12345678

Category *
...

... ✓
ePermit
Non CUNY Permit
Other

Attach a file (File size < 40 MB)

Place Request

Step 9	Enter any details if needed. Click on "Attach a file" and attach the Non-CUNY Permit form. Additionally, attach the Consortium Agreement if needed. Click on "Place Request." Your permit request should be processed in 1-3 weeks.

Home > Request New Service > QCHub (Registrar) > ePermit & Permit

ePermit & Permit
ePermit & Permit
Read more

CUNYFirst ID *
12345678

Category *
...

Description
Details of Request

Attach a file (File size < 40 MB)

Place Request