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:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Open the Non-CUNY Permit form on your browser.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Fill up the &quot;Student Information&quot; section and ensure that no field remains empty. Do not submit the form until you have completed steps 3 and 4 as outlined below.</td>
</tr>
</tbody>
</table>
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.

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.

VI. Registrar Approval: Students must obtain the approval of the Queens College Registrar to ensure that the Non-CUNY course(s) will be recorded on their transcript. Students will be charged tuition and fees at the NON-CUNY institution. This permit is not valid without the seal of the college.
Step 5  Visit support.qc.cuny.edu.

Step 6  Select "Login."
Step 7
Select "Login with CUNYFirst ID."

Step 8
Log in with your CUNY login credentials.
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.

**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.