



Office of the Registrar

• Dining Hall, Room 128 • registrar@qc.cuny.edu • (718) 997-3030

Graduate Students ONLY

How to Apply for an ePermit (Graduate Level ONLY)

An ePermit allows a Queens College graduate student to take a course at another CUNY college (the “host” college) and have it count toward their Queens College degree. Follow the steps below in CUNYfirst to submit an ePermit request.

Step 1. Log into CUNYfirst and Open Student Center.

Log into CUNYfirst, then click into your Student Center.

The image shows two side-by-side screenshots from the CUNYfirst system. The left screenshot is the 'CUNY Login' page, which includes a login form with fields for 'Username' (containing 'firstname.lastname12@login.cuny.edu') and 'Password' (masked with dots), a 'Log in' button, and links for 'New User', 'Forgot Username', 'Forgot Password', and 'Manage your Account'. Below the form is a privacy notice. The right screenshot is the 'Student Center' page, which features a large icon of a graduate wearing a blue cap and gown with a yellow sash.

Step 2. Open Course Planning and Enrollment.

From the Student Center, click the **Course Planning and Enrollment** tile.

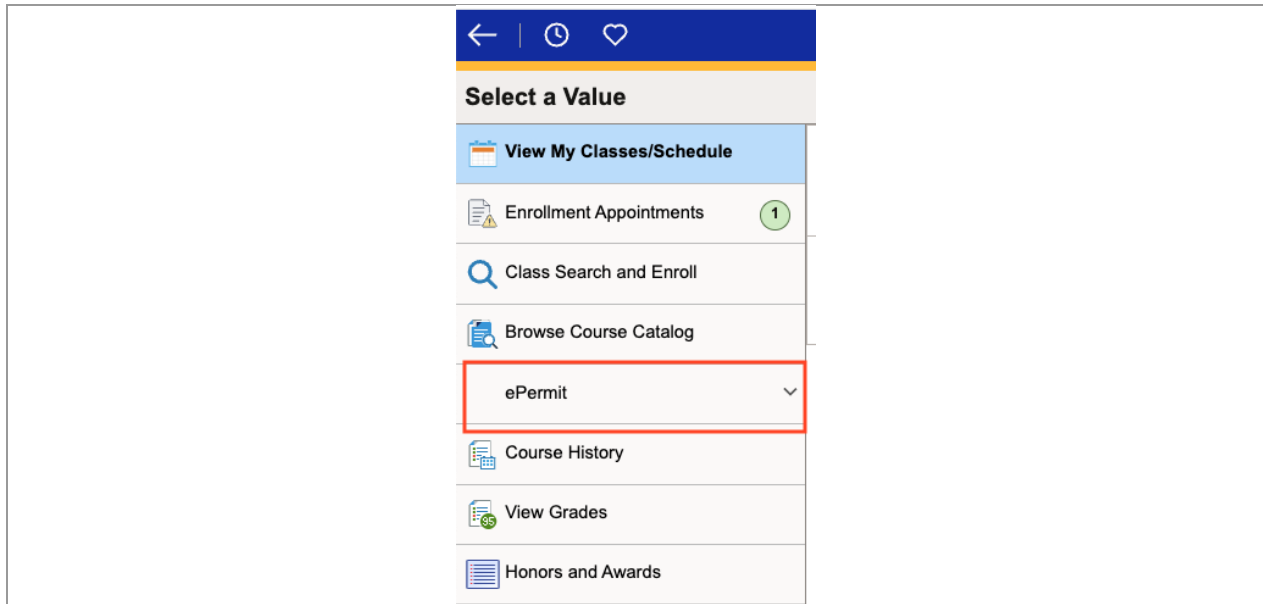
The image shows a row of four tiles from the Student Center interface. From left to right, the tiles are: 'Student Tools' with a document icon, 'Schedule Builder' with a calendar icon, 'Course Planning and Enrollment' with a calendar icon and a graduation cap, and 'DegreeWorks and FACTS' with a document icon. The 'Course Planning and Enrollment' tile is highlighted with a red border and includes a small red badge with the number '1' and the text 'Active Appointment'.



Office of the Registrar

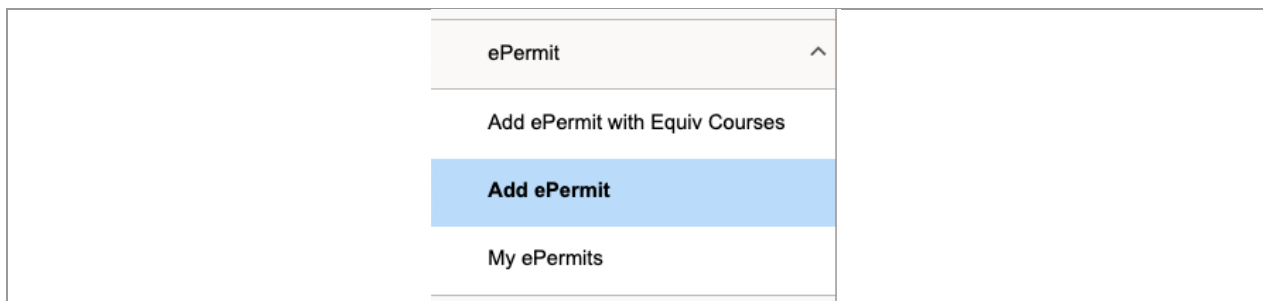
Step 3. Select Epermit from The Left-Hand Menu.

In the left-hand navigation menu (the “Select a Value” panel), click **ePermit** to expand its sub-menu.



Step 4. Choose Add ePermit.

Under the expanded ePermit menu, click **Add ePermit**.





Office of the Registrar

Step 5. Locate The Correct Term.

The **Terms Open for ePermit Application** table will appear, showing the term(s) currently open for ePermit requests at Queens College (for example, **2026 Fall Term**). Confirm the row shows **Queens College** as the institution.

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☐ N	2026 Fall Term	Graduate	Queens College	03/03/2026	08/21/2026

Step 6. Toggle The Term from N To Y.

Click the toggle switch in the **Add ePermit** column to switch it from N (No) to Y (Yes). The application form will expand below the table.

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☒ Y	2026 Fall Term	Graduate	Queens College	03/03/2026	08/21/2026

Email [Redacted]
Home College: Queens College
Cumulative GPA: 4.000
*Permit Type: [Dropdown]
Permit Method: Manually
Program: Master of Arts
Plan: Data Analytic Appl Social MA

Select Home Course
Subject: [Dropdown]
Catalog: [Dropdown]

Select Host Information
+
*Host College: [Dropdown] *Host Career: [Dropdown] Host Term: [Dropdown] *Host Session: [Dropdown] *Subject: [Dropdown] *Catalog Number: [Dropdown] Description: [Text Area]
-



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Step 7. Choose the Permit Type.

Use the ***Permit Type** drop-down menu and select the option that matches why you are taking the course (for example, **General Elective**). Your Program and Plan will display automatically based on your record.

Add ePermit

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Browse Course Catalog
ePermit
Add ePermit with Equiv Courses
Add ePermit
My ePermits
Course History
View Grades
Honors and Awards
Milestones
Advisors
View Transfer Credit Report
Evaluate My Transfer Credit
Law Exam Numbers

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☒	2026 Fall Term	Graduate	Queens College	03/03/2026	08/21/2026

Email: [Redacted]
Home College: Queens College
Cumulative GPA: 4.000
***Permit Type** (dropdown menu open):
CUNY Baccalaureate
General Elective (selected)
Major Elective
Pathways College Option
Pathways Flexible Core
Pathways Required Core
Study Abroad
Permit Method:
Program:
Plan:
Select Home Course:
Subject:
Catalog:
Select Host Information:
+
Host College: [dropdown]
Host Career: [dropdown]
Host Term: [dropdown]
Host Session: [dropdown]
Subject: [dropdown]
Catalog Number: [dropdown]
Description: [dropdown]
Comments:

Note: If you are unsure which Permit Type applies to your course, check with your graduate advisor before submitting.



Office of the Registrar

Step 8. Select the Home Course – Subject.

Under **Select Home Course**, use the **Subject** drop-down to choose the Queens College subject area that the course will be equivalent to (for example, **DATA – Data Analytics**).

The screenshot shows the 'Select Home Course' section of the ePermit application form. The 'Subject' dropdown menu is open, displaying a list of Queens College subject areas. The 'DATA - Data Analytics' option is highlighted with a checkmark. The 'Catalog' dropdown menu is also visible, showing a list of catalog numbers. The 'Host Session' table is partially visible at the bottom right.

Host Session	*Subject	*Catalog Number	Description

Step 9. Select the Home Course – Catalog Number.

Next, use the **Catalog** drop-down to select the specific Queens College catalog number and course title that most closely matches the host course.



Office of the Registrar

ePermit	Term	Date	ePermit End Date
☒	2026 Fa		08/21/2026
Email			
Home College			
Cumulative GPA			
*Permit Type			
Permit Method			
Program			
Plan			
Home Course	605-Introduction to Social Statistics 634-Social Science Research Methods 701-The Development of Sociological Theory 702-Contemporary Sociological Theory 710-Basic Analytics 711-Qualitative Methods 712-Advanced Analytics 716-Professional Writing and Communication for Social Research 728-Sociology of Organizations and Industry 734-Applied Social Research in Marketing I 735-Applied Social Research in Marketing II 736-Demography 754-Applied Social Research I 755-Applied Social Research II 765-Special Topics in Research Methods 7881-Coop Ed Field Placement 7882-Co-op Ed Field Placement 7883-Coop Ed Fld Placemnt 7884-Coop Ed Fld Placemnt 7885-Coop Ed Fld Placemnt 7886-Coop Ed Fld Placemnt 7891-Internship Soc Res 7892-Internship Soc Res 7893-Internship Soc Res 7894-Internship Soc Res 7895-Internship Soc Res 7896-Internship in Social Research 790-Seminar in Selected Topics in Sociology. 791-Tutorial		
Subject			
Catalog			
lost Information			
College			
		atalog Number	Description

Step 10. Confirm the Home Course.

Once selected, the Home Course subject and catalog number and its full course description will display beneath the drop-downs. Confirm this is correct before continuing.



Office of the Registrar

Terms Open for ePermit Application					
Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☒	2026 Fall Term	Graduate	Queens College	03/03/2026	08/21/2026

Email

Home College Queens College

Cumulative GPA 4.000

*Permit Type

Permit Method Manually

Program Master of Arts

Plan Data Analytic Appl Social MA

Select Home Course

Subject

Catalog

DATA 765 - Special Topics in Research Methods

Note: If you do not know the correct home equivalency, you can proceed without selecting a Home Course. The final equivalency will be confirmed and decided by your Graduate Program Advisor.

Step 11. Select the Host Information (Required)

Under **Select Host Information**, complete the row from left to right:

- Host College – the CUNY college where you will take the course
- Host Career – Graduate/Undergraduate
- Host Term – the term/semester of the host course
- Host Session – Regular for Fall/Spring, Winter for winter session, or the matching sub-session
- Subject and Catalog Number – exactly as they appear at the host college

The course description will populate automatically once all fields are selected. You may add optional comments below the table — note that admins cannot reply to comments through the ePermit form.



Office of the Registrar

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☐ Y	2026 Fall Term	Graduate	Queens College	03/03/2026	08/21/2026

Email: [Redacted]
Home College: Queens College
Cumulative GPA: 4.000
*Permit Type: General Elective
Permit Method: Manually
Program: Master of Arts
Plan: Data Analytic Appl Social MA

Select Home Course

Subject: DATA - Data Analytics
Catalog: 765-Special Topics in Research Methods
DATA 765 - Special Topics in Research Methods

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Hunter College	Graduate	1269 - 2026 Fall Term	Regular	STAT - Statistics	71600 - Data Analysis with Python	STAT 71600 - Data Analysis with Python

Comments

Step 12. Submit the ePermit.

Review all fields for accuracy, then click **Submit** in the upper right-hand corner. A confirmation pop-up reading “ePermit Successfully Submitted” will appear — click **OK** to close it.

Add ePermit

Go to My ePermits Submit

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☐ Y	2026 Fall Term	Graduate	Queens College	03/03/2026	08/21/2026

Email: rahb.khandaker19@qc.cuny.edu
Home College: Queens College
Cumulative GPA: 4.000
*Permit Type: General Elective
Permit Method: Manually
Program: Master of Arts
Plan: Data Analytic Appl Social MA

Select Home Course

Subject: DATA - Data Analytics
Catalog: 765-Special Topics in Research Methods
DATA 765 - Special Topics in Research Methods

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Hunter College	Graduate	1269 - 2026 Fall Term	Regular	STAT - Statistics	71600 - Data Analysis with Python	STAT 71600 - Data Analysis with Python

Comments

ePermit Successfully Submitted

OK

Step 13. Check the Status Under My ePermits.

To check your application status at any time, return to the ePermit menu and click **My ePermits**. Toggle the relevant term from **N** to **Y**, then select the row in **Select ePermit to View Details** to see the current status (for example, **Initiated**).



Office of the Registrar

View My Classes/Schedule

Enrollment Appointments 1

Class Search and Enroll

Browse Course Catalog

ePermit ^

Add ePermit with Equiv Courses

Add ePermit

My ePermits

Open ePermit Terms for Home College

View ePermits	Term	Career	Home College	ePermit Begin Date	ePermit End Date
☐ N	2026 Summer Term	Graduate	Queens College	03/03/2026	06/25/2026
☒ Y	2026 Fall Term	Graduate	Queens College	03/03/2026	08/21/2026

Select ePermit to View Details

Nbr	Host Institution	Term	Subject	Catalog	Course Description	ePermit Status
1	Queens College	2026 Fall Term	DATA	765	DATA 765 - Special Topics in Research Methods	Initiated >

Note: Your ePermit status will update as it moves through review (e.g., Initiated → Pending/Approved/Denied). Check back periodically or watch for an email notification from the Registrar.

Questions?

Contact the Queens College Office of the Registrar at registrar@qc.cuny.edu or (718) 997-3030, or visit the Registrar in the Dining Hall, Room 128.