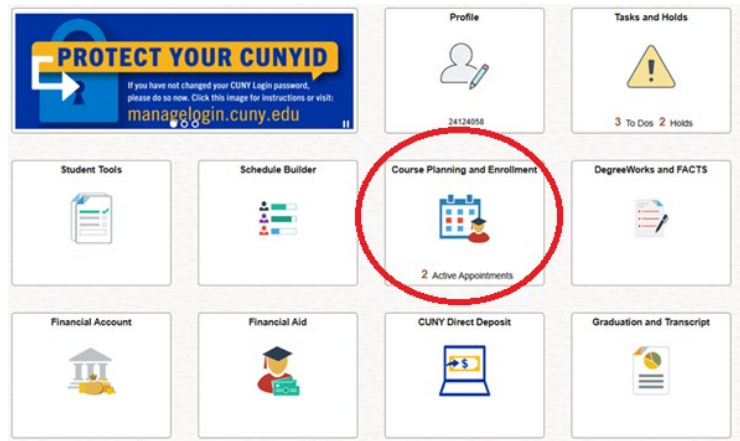


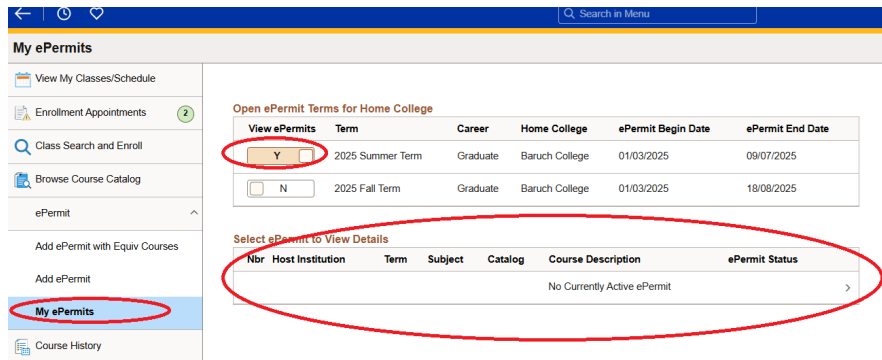
If Queens College is the “Parent” School – Inside CUNY (ePermit)

If a Queens College (QC) student is taking an ePermit course at another CUNY institution, they must provide the following documentation to the School Certifying Official (SCO) at Queens College:

- 1) Epermit details: This must include the course information, **parent institution, number of credits, and start/end dates**. Students can access these details in CUNYfirst by following these steps:
 - a) Login into CUNYfirst
 - b) Select Course Planning and enrollment



- c) In the left-hand menu, select **ePermit** and choose the specific ePermit you would like to be certified. You will see detailed information about the course. Click on “**Details**”, then take a screenshot of the full ePermit information to submit.



- d) Email the screenshot of the ePermit to the School Certifying Official (SCO) at QC.