# Add ePermit

Obtain permission and submit a request for a course with no identified equivalents across CUNY.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click Log-in.  
- From the Enterprise Menu, Navigate to: **Self Service>Student Center**. |
| 2.   | ![CUNYfirst Self Service Student Center](CUNYfirst.png)  
On the **Other Academic** dropdown menu select **ePermit** and click the **Go** icon. |
| 3.   | Click the appropriate radio button to select **Term**. |
| 4.   | Click the **Add ePermit** radio button. |
| 5.   | Click **Continue**.  
```latex  
\begin{center}
\textbf{Select Term}
\end{center}
```
- **Add ePermit with Equivalent Courses**  
- **Add ePermit**  
- **Search ePermit**  

**Note:** The following message displays for ineligible ePermit students: **You are not eligible for ePermit.** |
| 6.   | On the form that displays, click the drop-down arrow to select the correct **Permit Type** (e.g., General Elective). |
| 7.   | If applicable, click the **Winter** checkbox to indicate the permit is for a winter course. |
| 8.   | Click on the **Subject Look Up Icon** to select the desired home college course (e.g., STAB, 1110) information. |
9. Select **Subject** link (e.g., STABD-Study Aboard).

10. Click on the **Catalog Number Look Up Icon** to select course information (e.g., 11101 Study Abroad). The **Description** field auto populates based on the selection of the catalog number.

11. From the **Host College** drop-down arrow, select **Host College** (e.g., John Jay College).

12. From the **Career** drop-down arrow, select **Career** (e.g., Undergraduate).
13. Click on the **Subject** Look Up Icon to select the subject information (e.g., STABD).

14. Click on the **Catalog Number** Look Up Icon to select course information (e.g., 103 Study Aboard). The **Description** field auto populates based on the selection of the catalog number.

15. If necessary, provide a comment to clarify the request information.

16. Click **Submit**.

17. The **Initiated** Permit Status display confirming the submission of the request.

**End of Procedure**

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