The CUNYfirst ePermit process will allow students to request permission from their HOME college to take courses at other CUNY colleges.

Please visit our website for more comprehensive information for ePermit. http://www.baruch.cuny.edu/registrar/students/epermit.html

To file an ePermit follow these steps:

- Log in to CUNYfirst.
- Navigate to Student Self Service → Student Center.
- Select the ePermit option within the other academic drop down menu. Click on the double-arrow button beside it to proceed.
Add ePermit with Equivalent Courses

Preferred for Undergraduate degree students. Not for CUNY-BA students nor Graduate degree students.

For Undergraduate degree students at Baruch College, select Add ePermit with Equivalent Courses and the correct Term (desired term @ Baruch College). Click Continue.

CUNY-BA and Graduate degree students, please read on. Page 10 through 12 have additional instructions on how to submit your forms.
Use this page (Baruch College catalog) to find the Baruch College course you wish to take on ePermit.

Do you need assistance in building a schedule or unsure what Baruch courses to take to be on track for graduation?

Please speak to an academic advisor or your program’s advisor before filing an ePermit application. (Undergraduate degree students using this option to apply.)
Once you select the desired course, click on **fetch equivalent CUNY courses** to search for courses across all CUNY institutions that may be equivalent to the selected Baruch College course.

Please note, double check the fetch results at the following course equivalency website available at Baruch College.

**Transfer Services**  [http://www.baruch.cuny.edu/transfer/schools/cuny/](http://www.baruch.cuny.edu/transfer/schools/cuny/)
Select the course corresponding to the desired host college (select one box next to desired host course in the Request ePermit column).

Note: An equivalent host course does not necessarily mean that it will be offered, or whether there are open seats available.

Please use the Schedule of Classes to view course availability at the host college in the link below. [Viewable without having to log in to your CUNYfirst account.]
http://www.baruch.cuny.edu/registrar/schedule/index.htm

To all students: If the host course will not be offered, please do not submit an ePermit with that course for consideration.

Please note, the fetch results on this page are listed in alphabetical order by Host Institution.
Click View All to see all possible host colleges with equivalent courses on one page.
- After selecting the desired host college course, click on **epermit form** to get to the ePermit form.

- Make sure the ePermit request is assigned to the **proper term**. If you selected a term by error, please do not submit the application. Go back to the beginning of the process, select the correct term and start over.
_Host Session_

**Regular Fall term:** Select **Regular Academic Session**

To apply for **Winter session** at Kingsborough CC, LaGuardia CC, and Guttman CC only, use the Baruch College Fall Term form.

- *Fall term Session I, at these 3 colleges, corresponds to Baruch College's Fall term.*
- Fall term Session II, at these 3 colleges, corresponds to the Winter Session at Baruch College, but it will end later (around the middle of February).

**Select >> Host Term: Fall term, Host Session: 2**

For all other CUNY colleges that follow the 15-week calendar **Winter session is part of Spring term.** Select >> **Host Session: Winter.**

**Regular Spring term:** Select **Regular Academic Session**

To apply for **Summer session** at Kingsborough CC, LaGuardia CC, and Guttman CC only, use the Baruch College Spring Term form.

- *Spring term Session I, at these 3 colleges, corresponds to Spring term at Baruch College, but it will start and end later (from March to June).*
- Spring term Session II, at these 3 colleges, corresponds to Baruch College’s Summer term.

**Select >> Host Term: Spring term, Host Session: 2**

**Regular Summer sessions for 15-week colleges:** Instructions are on the next page.
1) Select one preferred host college course by checking the empty box in the **Request ePermit** column.

2) Click **view class sections** corresponding to the selected host course.

3) **Terms Offered** → Select corresponding term for the ePermit request  
   {E.g. **Summer 2018, Spring 2019**, etc.}

4) Click **view class sections** corresponding to the selected host course once more.

5) Look through offered sections. Note down the **host session** that you are interested in and look it up in the ePermit form under *Host Session.* 
   {E.g. **5W1 = Five Week – First**}
Choose a **Permit Type.**

**CUNY Baccalaureate is for Unique and Interdisciplinary Studies.**
Only choose this permit type if your program plan is officially CUNY Baccalaureate.

For students who are not in the CUNY Baccalaureate for Unique and Interdisciplinary Studies program, please do not select the Permit Type CUNY Baccalaureate.

If you are not trying to study abroad, please do not select the Permit Type Study Abroad.

{If you are considering Study Abroad, please refer to the Study Abroad Office website before filing an ePermit. [https://zicklin.baruch.cuny.edu/faculty-research/centers-institutes/weissman-center-international-business/study-abroad/](https://zicklin.baruch.cuny.edu/faculty-research/centers-institutes/weissman-center-international-business/study-abroad/)  “You begin the study abroad application process by visiting the Study Abroad Office during walk-in office hours.”}

Anything else will suffice.

Check your application form before submitting. **Please only submit one Baruch home course and one host college course for each ePermit request form.**

If you are satisfied, click on **Submit**, and you’re done!

Your request will be marked as ‘Initiated’. This shows you have successfully submitted the ePermit form to Baruch College for consideration.

Please visit our website for more comprehensive information for ePermit.  
[http://www.baruch.cuny.edu/registrar/students/epermit.html](http://www.baruch.cuny.edu/registrar/students/epermit.html)
Add ePermit

Preferred for CUNY-BA students and Graduate students.

Official CUNY-BA students (with a program plan of CUNY Baccalaureate in your Baruch record) should use the Add Epermit option to apply for ePermit. This cohort is not required to provide a Baruch College home course in the form.

* Simply select CUNY Baccalaureate as the Permit Type, and input one host college and one host course in the form. Refer to Page 7 for *Host Session selection. Then click Submit.
Graduate degree students should use the Add Epermit option to apply for ePermit as graduate level courses do not have results from fetch for equivalent.

* Please verify the Baruch equivalent course with your Graduate advisor or program office, and then manually enter that Baruch course in the Search for Home Course section. Please only submit one Baruch home course and one host college course for each ePermit request form. Refer to Page 7 for *Host Session selection. Then click Submit.

If you leave the Home Course section empty, the form will be considered incomplete.
Undergraduate degree students, it is best to use the Add ePermit with Equivalent Courses option. However, if you use the Add Epermit option, please manually enter the correct Baruch equivalent course after you check for the course equivalence. (Search for Home Course) Please only submit one Baruch home course and one host college course for each ePermit request form. Refer to Page 7 for *Host Session selection. Then click Submit.

Course equivalence website: Transfer Services  http://www.baruch.cuny.edu/transfer/schools/cuny/

* If the transfer site indicates a Baruch equivalent home course, you must input it into the appropriate field in the form. If a Baruch equivalent course is not available or the form cannot generate the Baruch course, please leave it blank and the respective committee will provide a Baruch equivalent course if the request is eligible for permission.*
How to check the status of submitted ePermits

(Note: Baruch College will not send out emails with status updates for outgoing ePermit requests. Please check your CUNYfirst for ePermit status.)

- Student Center > ePermit in the drop down menu > Search ePermit > desired term @ Baruch College > Select the radio button corresponding to the desired ePermit > Continue > Scroll down in the ePermit form to see details and comments.

View/Hide Comments in the lower part of the page may have additional comments. The Comments box can be expanded.

Please visit our website for more comprehensive information for ePermit. 
http://www.baruch.cuny.edu/registrar/students/epermit.html

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